

## **SCR SKILLS EXECUTIVE BOARD**

**11<sup>th</sup> JANUARY 2018**

**BROAD STREET WEST, SHEFFIELD**

No.	Item	Action
1	<p><b><u>Present and Apologies</u></b></p> <p><u>Board Members</u>  Cllr Chris Read (RMBC) – Chair  Jo Miller (DMBC)</p> <p><u>In Attendance / Advisory Members</u>  Tom Smith (BMBC), Sue Sykes, Mark Lynam, Andy Gates,  Dave Brennan and Krysia Wooffinden (SCR Exec Team), Eve  Waite (SCC), Paul Woodcock (RMBC), Ellie Churchward  (DMBC) and Craig Tyler (JAGU)</p> <p>Apologies received from Prof Chris Husbands (SCR LEP),  Laura Bennett (SCR LEP) and David Ayre (DMBC)</p>	
2	<p><b><u>Declarations of Interest</u></b></p> <p>No declarations of interest were noted by the Board Members  present in relation to the matters to be considered.</p>	
3	<p><b><u>Urgent Items / Announcements</u></b></p> <p>None received.</p>	
4	<p><b><u>Minutes of the Previous Meeting</u></b></p> <p>Subject to the following amendment, the minutes of the previous  meeting held on 23<sup>rd</sup> November were agreed to be an accurate  record.</p> <p>Regarding Devolution Deal matters (considered at item 7, it was  noted the following inclusion “<i>the DWP Work and Health  Programme pilot has been paused and subsequently un-  paused. SCR involvement is now contingent on the approval of  a MoU which will be sought at the next meeting of the CA</i>”  should read “<i>It was noted that the DWP Work and Health</i></p>	

	<p><i>Programme has now been awarded and a paper will be taken to the next CA to agree a Live running MoU between the SCRCA and DWP for our continued involvement in the programme to ensure it reflects local need”.</i></p>	
5	<p><b><u>Skills Bank</u></b></p> <p>A report and accompanying presentation were received to provide the Board with a comprehensive review of the current Skills Bank programme and options moving forward for Skills Bank Phase 2. Also provided was a letter from Anne Milton MP (Minister for Apprenticeships and Skills)</p> <p>It was noted the contract management of the current Skills Bank programme currently sits with the Education Skills Funding Agency (ESFA) and the current programme will close on the 31st March 2018. However, in December 2018 confirmation was received from the Department for Education (DfE) for a further three years of Growth Deal funding (£14.4m subject to funding being available); a condition of funding being that the contract management of this fund remains with the ESFA but the SCR has been invited to contribute to the development of a specification for the commercial procurement process.</p> <p>Associated to this funding stream, the Board was reminded that within the SCR European Social Fund (ESF) allocation there remains funding unallocated under priority 2:1 (Lifelong Learning). In order to enhance the Skills Bank offer it was suggested that ESF calls be developed that support Workforce Development in SMEs and develop flexible lifelong learning options for individuals who are currently employed by businesses who don't invest in up-skilling</p> <p>The Board endorsed the proposal for using the ESFA funding as a 'fund of last resort', to help engender the 'common sense' principle of employers using mainstream funding sources for support where possible.</p> <p>Consideration was given to the matter of salary costs associated with training investment and what the approach should be to costs associated with down-time and the salary costs of in-house trainers. It was noted a variance of opinions have been put forward and this matter will continue to be considered as the procurement process evolves.</p> <p>The Board noted the proposal to develop the concept of 'broker demand aggregation' as a means of allowing smaller employers to combine their training needs with those of other employers to make training programmes feasible. The complexities associated with such intentions were acknowledged.</p>	

It was noted the Monthly Management Information contained within the report has been superseded and would be updated following the forthcoming meeting with PwC. The Board considered how more could be made of this information to help answer associated 'so what' questions such as what effect investment has had on the ground and whether any particular demographics are deriving or missing out on significant benefit.

Further consideration was given to lessons learnt from Skills Bank phase 1. It was suggested additional feedback should be sought from all parties engaged with phase 1, including employers, brokers and training providers. It was noted there is a formal evaluation process that will seek to capture information from employers.

Regarding streamlining brokerage, the Board noted support for combining and aligning the efforts of all agencies where possible to avoid employers being subjected to multiple visits for similar reasons.

It was noted officers will now progress with the ESFA on co-designing the specification for Skills Bank phase 2, mindful of the Board's comments. This will be undertaken through the Local Authority Officers' Group

The Board questioned what the timescales would be between the cessation of phase 1 (March 2018) and the start of phase 2. It was suggested the procurement process design and commission will take approximately 6 months, with a September 2018 commencement possible. It was confirmed awareness of the phase 1 wind down has been communicated widely. In the interim, employers will be invited to register their interest in receiving support via the SCR Growth Hub.

Additionally, the Board was advised of intentions to appoint a consultant to undertake a review of the Growth Hub in the interests of improving the 'single brokerage point of contact for employers' as supported by the Board.

**Action: All to provide any further feedback to Krysia.**

**Action: Jo to provide CEX with an update on Skills Bank matters**

**Action: Krysia / Tom to convene an officers' 'workshop' to give further consideration to the detailed aspects of Skills Bank phase 2.**

**RESOLVED, that the Board:**

	<ol style="list-style-type: none"> <li>1. Notes the performance data and lessons learnt information and requests that future performance reports provide an additional, meaningful narrative around the effects of investment.</li> <li>2. Endorses acceptance of the funds for the remaining three years of the Growth Fund deal and the proposition in relation to ESF</li> <li>3. Notes general support for the principle of aligning funding streams and activities in the interests of providing employers with better brokerage advice.</li> <li>4. Endorse the proposal of using the ESFA funding as a 'fund of last resort', to help engender the principle of employers using mainstream funding sources for support where possible.</li> </ol>	
6	<p><b><u>Delivery Plan</u></b></p> <p>The Board was presented with the updated Skills, Employment and Education Delivery Plan and advised of what amendments have been made to the draft plan following comments received by members and officers following the presentation of the draft plan at the last meetings.</p> <p>It was noted that where appropriate, links have been made to the 'SCR Inclusive Industrial Strategy' (updated SEP), particularly around performance metrics.</p> <p>It was noted the Delivery Plan format is being mirrored by all Executive / Delivery Boards to help define the functions of the Boards and also to act as plans for the SCR Commissioning Team.</p> <p>The Board members reiterated their expectance for innovation and moves away from any previous tried and failed initiatives.</p> <p><b>RESOLVED, that Delivery Plan updates will be presented to each SEB meeting as a standing item, to provide the Board with the opportunity to highlight specific matters within the Plan for detailed consideration.</b></p>	
7	<p><b><u>Branding</u></b></p> <p>A paper was provided presenting the approved brand for the Health Led Employment Trial and recommending its adoption as the umbrella brand for all SCR Skills, Employment and Education activities, reflecting the joined-up system of support being developed in principle across associated SCR themes.</p> <p>The Board was reminded that in February 2017, approval was given for the recommendation to commission specialist support</p>	

	<p>to help develop and deliver a clear and coherent set of messages to employers, individuals and stakeholders that result in them taking the action needed to deliver SCR Skills, Employment and Education priorities. Molton Mouse were awarded the contract as a result of a competitive procurement process and their work commenced in the autumn on the first stage of activity, an umbrella brand for the employment support programmes (most notably the Health Led Employment Trial).</p> <p>The Board members voiced opposition to the brand being used for other projects at this stage, questioning some of the aesthetic aspects of the brand and noting concern around the over-proliferation of brands already associated with the SCR and partner agencies.</p> <p><b>Action: Mark to incorporate consideration of this brand into the wider review of all SCR branding activity.</b></p> <p>It was requested that further information regarding the effectiveness of the brand in relation to the Health Led Employment Trial be brought back to a future meeting to inform any further discussion around the wider usage of the brand.</p> <p><b>RESOLVED, that the Board:</b></p> <ol style="list-style-type: none"> <li><b>1. Notes that the ‘Working Win’ brand is now being used for the Health Led Employment Trial</b></li> <li><b>2. Rejects the recommendation to endorse the adoption of the ‘Working Win’ branding for all SCR skills, employment and education activities at this stage</b></li> </ol>	
8	<p><b><u>SEB Membership</u></b></p> <p>The Board considered the role of ‘advisors’ and how these might be best utilised to help the Board achieve the aims and ambitions of the Skills Delivery Plan.</p> <p>It was agreed there is definitely a role for advisors in relation to their specialisms and how these accord with and support specific elements of the Delivery Plan, but not necessarily the need for all advisors to attend all meetings.</p> <p>It was noted this line of thinking has been espoused in similar considerations in other Boards.</p> <p>Consideration was given to whether supporting or sub-groups might be commissioned to engage advisors more readily on more discrete, theme specific matters.</p>	

	<b>Action: Jo to refer discussions around Executive Board memberships to the CEX</b>	
<b>9</b>	<p><b><u>Skills Capital</u></b></p> <p>A report was received requesting the Board's endorsement of 5 Skills Capital projects, noting that endorsement of recommendations is subject to applicants meeting the conditions of award.</p> <p>It was noted that following endorsement of the approach by the Board in October 2017, a small competitive tendering round was launched for a £1.2m Skills Capital call. The focus of the call was on supporting high level technical education across Science, Technology, Engineering and Math (STEM) through the purchase of specialist equipment and small-scale re-modelling.</p> <p>The Board was advised that 8 initial Expressions of Interest were received with all advised to progress to Full Business Case Submission (2 applications from the same organisation were advised to combine into one Full Business Case Submission). Seven Full Business Case submissions were subsequently received by the deadline of 15th December totalling £1,560, 765.</p> <p>The Board was therefore asked to consider the recommendations in relation to 5 of these submissions, from; The Sheffield College, Sheffield Hallam University, The RNN Group, Chesterfield College and the National Fluid Power Centre (RNN) noting the total costs of these projects is £1,215,765.</p> <p>The Board sought clarity in respect of what the benefits are to the SCR in supporting a National Fluid Power Centre. It was acknowledged this investment would be of benefit to an area wider than the SCR but was expected to particularly boost local learner engagement.</p> <p><b>RESOLVED, that the Board:</b></p> <ol style="list-style-type: none"> <li><b>1. Endorses the recommendations to enter into a funding agreement with Sheffield Hallam University at a cost of £500,000 (total scheme cost £1,770,220 (28% SCR intervention)) for 'capacity building for Degree Apprenticeships including significant STEM provision', noting the conditions of award.</b></li> <li><b>2. Endorses the recommendations to enter into a funding agreement with the RNN Group at a cost of £185,000 (total scheme cost £331, 000 (56% SCR intervention)) for a 'Motor Vehicle Curriculum Area Growth Plan and</b></li> </ol>	

	<p>IT Curriculum Are Growth Plan', noting the conditions of award.</p> <p>3. Endorses the recommendations to enter into a funding agreement with the Sheffield College at a cost of £154,765 (total scheme cost £221,093 (70% SCR intervention)) for a project to 'increase advanced and higher-level skills provision for the construction and engineering sectors', noting the conditions of award.</p> <p>4. Endorses the recommendations to enter into a funding agreement with Chesterfield College at a cost of £243,000 (total scheme cost £369,000 (66% SCR intervention)) for a 'SCR Skills Capital project', noting the conditions of award</p> <p>5. Endorses the recommendations to enter into a funding agreement with the National Fluid Power Centre at a cost of £132,500 (total scheme cost £297,500 (44.5% SCR intervention)) for 'moving towards industry 4.0 through advancements in integrated systems', noting the conditions of award.</p>	
10	<p><b><u>Forward Plan</u></b></p> <p>Consideration was given to matters intended for presentation / discussion at future meetings.</p> <p>The Board also considered where certain matters of strategic policy or financial significant would require escalation to the Combined Authority (e.g. in relation to the Skills Bank, or the adoption of the Skills Delivery Plan etc.).</p>	
11	<p><b><u>Any Other Business</u></b></p> <p>No further matters noted.</p>	
13	<p><b><u>Date of Next Meeting</u></b></p> <p>22<sup>nd</sup> February, 2018, 9.00am at Broad Street West, Sheffield</p>	