

MCA - EDUCATION, SKILLS AND EMPLOYABILITY BOARD

MINUTES OF THE MEETING HELD ON:

MONDAY, 20 MARCH 2023 AT 2.00 PM

SOUTH YORKSHIRE MCA, 11 BROAD STREET WEST,
SHEFFIELD, S1 2BQ



PRESENT:

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| Councillor Sir Steve Houghton CBE (Co-Chair) | Barnsley MBC |
| Councillor Lani-Mae Ball | City of Doncaster Council |
| Tom Bousfield | SYMCA Executive Team |
| Councillor Robert Frost | Barnsley MBC |
| Kate Josephs | Sheffield City Council |
| Professor Kevin Kerrigan | Sheffield Hallam University |
| Councillor Denise Lelliott | Rotherham MBC |
| Councillor Martin Smith | Sheffield City Council |

IN ATTENDANCE:

| | | |
|----------------|--|----------------------|
| Adam Greenwood | Assistant Director Employment & Skills | SYMCA Executive Team |
| Tina Slater | Senior Development Manager (Educations & Skills) | SYMCA Executive Team |
| Sue Sykes | Assistant Director - Procurement, Contracts and Programme Controls | SYMCA Executive Team |

78 **Welcome and Apologies**

The Chair welcomed attendees to the meeting.

Apologies for absence were noted as above.

79 **Declarations of Interest by individual Members in relation to any item of business on the agenda**

Members declared their interest in any item relating to their individual Authorities, and Professor Kevin Kerrigan declared an interest, as a representative of a skills provider in the region.

80 **Urgent items / Announcements**

None.

81 **Public Questions of Key Decisions**

None.

82 **Minutes from Last Meeting**

RESOLVED: That the minutes of the meeting held on 6th February 2023 be agreed as a true record.

83 **Matters Arising / Action Log**

It was noted that all actions in the log were now closed, aside from City of Doncaster Council sharing information on their work on NEETs and care leavers, which would be followed up.

RESOLVED: to note updates to the Action Log.

84 **Regional Skills Advisory Board Update**

A verbal update on the Regional Skills Advisory Board (RSAB) was presented. It was noted that the next meeting on 23rd March the Board would focus on:

- An update on the progression of the Local Skills Improvement Plan (LSIP),
- The attendance of KADA Consulting regarding the SYMCA Skills Strategy, and providing advice and feedback to the ESE Board on developing the strategy,
- Visioning South Yorkshire Skills in 2030.

It was noted that future meetings would focus on creating an holistic approach to skills across South Yorkshire.

RESOLVED: To note the update.

85 **Adult Education Budget Performance and Indicative Allocations**

A report on Adult Education Budget (AEB) Performance and the approach to provider allocations was presented.

The report gave updates and proposals on:

- Actions approved relating to 2021/22 performance, including agreements made regarding under and over performance,
- A performance update for 2022/23, noting an improving trend in performance from 21/22,
- An update on Free Courses for Jobs which showed that delivery was likely to be on track in meeting the value of the funds allocated out in 2022/23,
- An update on Test & Learn Initiatives previously approved by the Board, noting that initiatives would be evaluated and successful measures may be recommended for continuation in future years,
- Further detail on the operation of the AEB Innovation Fund, including the allocation of an additional £1m in 2023/24, and the delegation of funding awards to be made by the Corporate Director of Growth Business &

- Skills on behalf of the ESE Board,
- An update on the commissioning approach for provision for 2023/24,
 - Indicative grant allocations for 2023/24, which would be discussed with providers to determine final grant allocations to recommend for approval by the MCA Board,
 - An award to an additional grant provider to meet travel-to-learn challenges around the South Yorkshire border,
 - Provisions to manage over performance in 2023/24, including to increase contract values where appropriate,
 - An update on the intent to review the current AEB Procurement Framework,
 - Free Courses for Jobs Allocations for grant providers for 2023/24 and a procurement exercise for Free Courses For Jobs until the end of July 2025,
 - Proposed performance review points for 2023/24,
 - Consideration of the implementation of the Department for Education Accountability Agreement,
 - Changes to data collection on community learning provision to increase clarity.

It was noted that not all AEB funding had been allocated for 2023/24, leaving flexibility to be responsive to new opportunities and needs.

Questions were raised by Board members regarding measuring under performance, and capacity at the MCA to work closely with providers to support them in cases of underperformance. It was confirmed that additional staffing and an internal reorganisation of contract management expertise at the MCA would ensure that this function could be adequately supported.

RESOLVED: That the Board:

1. Approved the approach to calculating and sharing indicative allocations and for discussions with providers to inform allocations and delivery plans, and delegated authority for the Corporate Director of Growth, Business and Skills to agree increases to grant provider allocations and endorsed the approach to recommending final allocations to the June MCA Board as set out in paragraph 2.7.
2. Endorsed the proposed approach to issue new contracts where delivery has been strong in previous years and authorise the Corporate Director of Growth, Business and Skills to negotiate increases to procured provision contracts, and endorsed the approach to recommending contract awards to the June MCA Board as set out in paragraph 2.9.
3. Approved the approach to allocation Free Courses for Jobs funding to grant providers based on expected delivery and endorsed a procurement exercise for Free Courses for Jobs for progression to MCA Board as set out in paragraph 2.11.
4. Approved the allocation of £1m of AEB funds to support the use of the AEB Innovation fund and delegate authority to the S73 Officer in conjunction with the Corporate Director of Growth, Business and Skills and the Monitoring Officer to approve and enter into subsequent legal agreements with providers in respect of the AEB Innovation Fund as set

out in paragraph 2.5.

5. Approved the proposed AEB commissioning approach for 2023/24 as set out in paragraph 2.6.
6. Approved a grant award to Chesterfield College in 2022/23 and in 2023/24 and approved entering into a legal agreement subject to the acceptance of the business case as set out in paragraph 2.8.
7. Approved the approach to contracting for contracted provision as set out paragraph 2.9.
8. Approved the approach to allocate Free Courses for Jobs funding to grant providers based on expected delivery as set out in paragraph 2.11.
9. Approved the performance management approach proposed for 2023/24 as set out in paragraph 2.12.

Approved the implementation of the new data reporting arrangements on a voluntary basis for Community Learning for 2023/24 as set out in paragraph 2.14.

86 **Individual Placement and Support in Primary Care (IPSPC) Programme Update**

A programme update was presented on the Individual Placement and Support in Primary Care (IPSPC) Programme, also known as 'Working Win'.

Working Win is an employment and health programme supporting those with health conditions and disabilities to enter the workplace. One of two national pilots had been successfully delivered in South Yorkshire, and it had now been confirmed by Government that funding to deliver the programme would continue until 2025.

The report was seeking endorsement of:

- A procurement exercise to obtain a provider to deliver the new tranche of the programme,
- A 3-month extension to the current extension of current arrangements with the current provider to ensure there isn't a break in service and to allow time for procurement of new provision to start July 2023.

It was noted that current participants in the programme could be re-referred to the new tranche as required on a case-by-case basis.

The Board welcomed the continuation of this programme, and the evidence base it creates to support obtaining national funding in future.

RESOLVED: That the Board

1. Note programme development.

Endorse procured activity to contract a provider to deliver the programme.

87 **Programme Approvals**

A Programme Approvals report was presented to the Board. It sought:

- Approval to award contract/s with the successful organisation/s on

completion of the current procurement exercise for the South Yorkshire Bus and Coach Driver Training and Retention programme, at a cost of up to £385,000 which would be split across AEB Fund and the MCA's Gainshare allocation,

- Approval of a project mandate with a value of £650,000 to deliver a programme of specialist welding and fabrication training,
- Approval of a project mandate for Aspire to Be, a tailored and individualised non-accredited programme for those who have Special Educational Needs & Disabilities,
- Rejection of scheme D0056, as a result of assessments made during the MCA's Assurance process,
- Approval of a change request to the delivery costs of the Bus Driver Training Programme,
- Approval of a change request to Multiply allocations.

It was confirmed that funding for the Aspire to Be programme would be allocated from the AEB Innovation Fund, but that it could be used to fund learners from age 16 upwards by the provider, the Doncaster Deaf Trust.

It was noted that the change request for Multiply allocations would result in a small net reduction for 2022/23 and would not impact delivery in 2021/22.

The Board encouraged using a robust engagement and marketing campaign for all schemes to ensure that broad demographics of individuals could engage in them.

RESOLVED: That the Board:

- Approve the award contract/s with the successful organisation/s on completion of the current procurement exercise for the South Yorkshire Bus and Coach Driver Training and Retention programme.
- Approval to progress "Barnsley College Welding and Fabrication Academy" mandate further through SYMCA's assurance process.
- Approval to progress "Aspire to be" mandate further through SYMCA's assurance process.
- Approval of the slight change in funding applied for the South Yorkshire Bus and Coach Driver Training Programme.
- Approval of the changes for in funding allocations for the South Yorkshire Bus and Coach Driver Training and Multiply Contracting.
- Approve the recommendation not to progress scheme D0056.

Delegate Authority to the S73 Officer in conjunction with the Head of Paid Service and Monitoring Officer to enter into legal agreements for the South Yorkshire Bus and Coach Driver Training and Retention programme.

Any Other Business

It was noted that, as a result of the ongoing review of the MCA, the functions and arrangements of some of its Boards may be altered. The Chair thanked Board members for their contributions to the Education, Skills and Employability portfolio to date.

In accordance with Combined Authority's Constitution/Terms of Reference for the Board, Board decisions need to be ratified by the Head of Paid Services (or their nominee) in consultation with the Chair of the Board. Accordingly, the undersigned has consulted with the Chair and hereby ratifies the decisions set out in the above minutes.

Signed

Name

Position

Date