

**CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY**  
**EMPLOYMENT AND SKILLS BOARD: MINUTES**

**Date:** Wednesday 17 December 2019

**Time:** 10:00am to 12:00pm

**Present:**

<b>Name</b>	<b>Title</b>	<b>Organisation</b>
Fiona McGonigle	Business and Skills Manager	Combined Authority
Kim Cooke	Skills Strategy Manager/ UoP Lead	Combined Authority
Neil Cuttell	Programme Manager Skills	Combined Authority
Mike Soper	Corporate Performance and Research Manager	Cambridgeshire Insight and Cambridgeshire County Council
Tamar Oviatt-Ham	Democratic Services Officer	Cambridgeshire County Council
Pat Carrington	Executive Principal	City College Peterborough
	Assistant Director Skills and Employment	Cambridgeshire County Council
Martin Lawrence	Commercial Director	Peterborough City Council
Mark Robertson	Principal and CEO	Stainless Metalcraft
Jane Paterson-Todd	Chief Executive	Cambridge Regional College
Claire London	Programme Manager Workforce	Cambridge Ahead
		Cambridgeshire and Peterborough Sustainability and Transformation Partnership
		System Delivery Unit (STP)
Bob Ensich	Area Director	Morgan Sindall
Rebecca Tarbox	Head of Funding & Vocational Training	Marshall ADG
Stuart Searle	Managing Director	First Mailing Co.
Joe Crossley	Chief Executive	Qube Learning Ltd.
Julia Nix	District Manager	Dept for Work & Pensions (DWP/ JCP)
Catherine Condie	External Affairs Manager	The Welding Institute (TWI)

**Apologies:**

<b>Name</b>	<b>Title</b>	<b>Organisation</b>
John T Hill	Director Business and Skills	Combined Authority

## 1. WELCOME AND APOLOGIES

Fiona McGonigle, Business and Skills Manager for the Combined Authority welcomed everybody to the meeting and explained that she would be chairing the first meeting but that the Board would need to appoint a Chair and Vice Chair to oversee the work of the Board, and this would be considered in the next item of business on the agenda. She gave apologies for John T Hill, Director of Business and Skills at the Combined Authority.

## 2. DRAFT TERMS OF REFERENCE

The Board considered the draft Terms of Reference. The Board noted that;

- there were a number of changes that needed to be made to the ToR document including reducing the number of members on the Board and noting that the Chair of the Board could be a Board Member and they did not need to be a Member of the Business Board or the Skills Committee. The Board were asked to email any further amendments they had following the meeting. Neil Cuttell to action changes. **ACTION.**
- an update from the Board would be taken regularly to Skills Committee and that Fiona McGonigle would be the Officer link through from the Board to the Committee.
- there was a gap in membership of a third sector representative and Board Members commented that they may have some suitable contacts. There was an action for Members to contact Fiona McGonigle with any suggested contacts. **ACTION**
- Martin Lawrence would represent Fenland and commented that their sister company is based in Peterborough but that further representation from Peterborough was required. Fiona agreed and advised that some Peterborough businesses had been approached and she would be keen to have more representation. Fiona McGonigle to review. **ACTION**
- representation was still required from the Life Sciences and Agri-Tech and that Board Members should put forward any suggestions that they had regarding suitable representatives. Fiona McGonigle had previously liaised with One Nucleus regarding a Life Science representative. Jane Paterson-Todd said she would follow up with Tony Jones at One Nucleus. **ACTION**

The Board then discussed the role of the Chair and what would be required from the role. The Board noted that there would be six meetings a year and the Chair would help set the direction of the meetings and it would require a maximum of two hours of work each month. Catherine Condie put herself forward as Vice Chair. The Board were asked to review and put forward nominations ahead of the next meeting to Fiona McGonigle. **ACTION**

### 3. STRATEGIC EVIDENCE FOR SKILLS

The Board received a presentation from Mike Soper, Corporate Performance and Research Manager at Cambridgeshire County Council, on the Strategic Evidence for Skills with the key aim of identifying any additional data sets that the Board required for any future research/work they wished to undertake. The presentation highlighted three recommendations:

- that the Board agreed to receive and review analysis of the local skills picture as part of its forward agenda plan. This would enable the Board to be demonstrably intelligence led.
- that the Board comment on future analysis / information needs in order to inform the development of the programme of analysis being conducted by Cambridgeshire Insight (CCI) through a Service Level Agreement (SLA) with CPCA.
- that Cambridgeshire Insight and the CPCA will produce local Labour Market Information (LMI) in the form of dashboards/infographs for all the Local Authority areas, then the 3 sub-economies as a baseline to further develop sector LMI using the tools that are available to inform wider stakeholders. LMI Dashboards for the Priority Sectors and supporting sectors will be produced thereafter.

The Board requested:

- further data on the impact on work and pay prospects and how the Board could influence this in terms of Policy, including looking at GVA over time. Mike Soper to review and come back to the Board with his findings. **ACTION**
- further data on the profile of claimants in employment. Julia Nix at DWP to review if this was something that could be built locally. **ACTION**

The Board noted that:

- the current Data Forecasts went up to 2041.
- data analysis would start with focusing on the sub economies and then prioritising the supporting sectors. The CPCA were looking to produce a tool that could be used with schools including a dashboard that would bring Apprenticeships to life.
- Further Education needed to be promoted as well as Higher Education and Vocational Education. T levels will be rolled out in September 2020, as part of the Governments Technical Education reforms. There are some pilot activities with some Providers in the area currently in readiness for this. Pat Carrington is on a T Level Panel for leadership and business.
- all presentations would be circulated ahead of the meeting. **ACTION**

#### 4. UNIVERSITY OF PETERBOROUGH UPDATE

The Board received a presentation from Kim Cooke on the progress of the University of Peterborough Project.

The Board noted the key highlights of the presentations including:

- that there was a cold spot for higher education in Peterborough and Fenland
- Peterborough was the second largest city in the UK and needed high value skills and high value jobs as identified in the Peterborough masterplan
- a survey ran in the summer with businesses and received responses from 80 business which highlighted the curriculum areas and priority sectors for the university going forwards which included:
  - Business, Innovation and Entrepreneurship
  - Creative and Digital Arts and Sciences
  - Agriculture, Environment and Sustainability
- the current start date for the first cohort of students will be September 2022.
- currently the project team were working on Phase One of the project and that timeframes were very tight for delivery.
- the new University is not based on a traditional University and would be aligned to a technical University built on flexible working space and an innovative delivery model. Applied elements of the teaching will be delivered within business, currently within the Phase One design there are no labs or lecture theatres.
- this delivery model demonstrates an economic/commercial value within a blended learning approach. Degree apprenticeships offered to graduates should attract talent regionally who are focussed on local employment and once trained with work locally. This enables us to retain the graduates towards increasing GVA and productivity.
- the “blue ocean strategy” identified within the delivery model demonstrates that there is a target market of up 17000 people including 18-24 year olds that could access HE through the new University.
- external stakeholder engagement will start in earnest in Spring 2020 and incorporate roadshows to all constituent councils within the CPCA.
- the STAR Hub model and the right careers education is imperative to getting the message out to schools and the local colleges, namely Cambridge Regional College and Peterborough Regional College.

The Board queried what market research had been done regarding the proposed model and questioned whether Higher Education Students would want the model. Kim Cooke explained that the University was an all age University that was targeting an untapped market that were unable to leave home to go to university as well as

people in the workforce that wanted to increase their skills set as well as holding down mortgages. 4,500 plus students were predicted for the outturn of phase 1 with phase 2 being developed between 2023 and 2025. It is anticipated that phase 3 will be completed before 2028. The Board highlighted that newer Universities positioned themselves regarding employability and that it was vital that the University of Peterborough to do the same and have large Employers on Board from the beginning. Kim Cooke explained that there was a report going to the Skills Committee in January on the Outline Business Case for the University which would provide the Board with more detail and answer some of their questions. The report would be circulated to the Board when published. **ACTION**

The Board discussed how staff would be recruited for the University as it had become increasingly difficult to recruit lecturers. Kim Cooke explained that the Higher Education (HE) partner would recruit the staff. The HE Partner would be invited to attend a Board meeting to answer questions once they had been appointed. **ACTION**

The Board discussed the need to have outreach as part of the model as the North and South of Fenland was not easily accessible. Kim Cooke explained that Mace were talking to businesses about recruitment and outreach and fully understood that the model for the University was different and outreach and peripatetic delivery underpins this model. The Board requested that Mace attend the next meeting in order to discuss their queries. Kim Cooke to invite Brian Thomas from Mace to the next Board meeting. **ACTION**

## **5. APPRENTICESHIPS UPDATE - LEVY POOLING SERVICE**

The Board received a presentation from Fiona McGonigle on Apprenticeships and the Levy Pooling Service.

The Board noted the key highlights of the presentation including:

- The presentation was going to be shared nationally as an example of good practice to other LEP's and Combined Authorities and to attract further unspent levy by large national employers.
- Manchester and the Midlands had set up Levy Transfer services.
- Focusing on the parameters on where employers wanted to invest.

The Board queried how companies accessed the levy. Fiona McGonigle explained that there had been a press release due to inform companies on how they could access the service but this had been delayed due to Purdah for the General Election. She explained that there were a number of roles that sat in the Skills team that would provide direct support to businesses on accessing the levy. The Board noted that Cambridge Ahead were sending out a survey in relation to the levy and Jane Paterson-Todd agreed to send this to the Chamber of Commerce for distribution and the Cambridge Network. **ACTION.** The Board discussed the promotion of TRaC as an alternative for employers that could not employ the Apprentice direct themselves.

Fiona McGonigle also agreed to circulate the Mayors letter in relation to levy pooling to the Board. **ACTION**

## **6. ADULT EDUCATION BUDGET (AEB) UPDATE**

The Board received an update from Neil Cuttall on the Adult Education Budget. Neil Cuttall confirmed that the Board would receive a detailed presentation on the AEB at the February meeting.

The Board noted that

- there was an active budget of £11million and this covered entry level and level 1, 2 and 3.
- Neil had been working with Mike on the data and this would allow for a targeted approach. This was reflected in the Commissioning Strategy which had been developed collaboratively and the Board would be engaged with its development. A draft would be circulated in January and Neil offered to visit Board Members if requested. Please email [neil.cuttall@cambridgeshirepeterborough-ca.gov.uk](mailto:neil.cuttall@cambridgeshirepeterborough-ca.gov.uk) . **ACTION**

## **7. AOB AND DATE OF NEXT MEETING**

The Board discussed having an overall aim/vision linked to the Skills Strategy. Kim Cooke to draft and circulate to the Board. **ACTION**

Kim Cooke also to draft a work programme for the board outlining timescales and deliverables to bring to the next meeting for discussion. **ACTION**

The next meeting will be held on 26 February and Tamar Oviatt-Ham would circulate an invite and review meeting dates for the rest of the year. **ACTION**