

CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY
EMPLOYMENT AND SKILLS BOARD (ESB) : MINUTES

Date: Thursday 30 April 2020

Time: 10:00am to 12:00pm

Present:

Name	Title	Organisation
Fiona McGonigle	Business and Skills Manager	Combined Authority
Kim Cooke	Skills Strategy Manager/ UoP Lead	Combined Authority
Francis Lawlor	Adult Education Strategy Executive	Combined Authority
Rochelle White	Deputy Monitoring Officer	Combined Authority
Tamar Oviatt-Ham	Democratic Services Officer	Cambridgeshire County Council
Martin Lawrence	Commercial Director	Stainless Metalcraft
Mark Robertson	Principal and CEO	Cambridge Regional College
Jane Paterson-Todd	Chief Executive	Cambridge Ahead
Claire London	Programme Manager Workforce	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)
Sharon Keogh	Head of Community Action	Kingsgate Community Church
Jane Thomas	Regional Lead, East of England	BT Group Plc
Rose Shisler	Stakeholder Engagement Programme Lead	Anglian Water
Tracey Cox	Head of the East of England ESFA territorial team	Education Skills Funding Agency (ESFA Standing Invite)

Apologies:

Name	Title	Organisation
John T Hill	Director Business and Skills	Combined Authority
Pat Carrington	Executive Principal Assistant Director Skills and Employment	City College Peterborough Cambridgeshire County Council Peterborough City Council
Catherine Condie	External Affairs Manager	The Welding Institute (TWI)

25. WELCOME AND APOLOGIES

Fiona McGonigle, Business and Skills Manager for the Combined Authority welcomed everybody to the meeting. She gave apologies for John T Hill, Director Business and Skills at the Combined Authority, Pat Carrington, Executive Principal at City College Peterborough and Assistant Director of Skills and Employment for Cambridgeshire County Council and Peterborough City Council and Catherine Condie, External Affairs Manager for the Welding Institute (TWI). She also introduced the following new Members to the Board:

- Sharon Keogh, Head of Community Action at Kingsgate Community Church
- Jane Thomas, Regional Lead, East of England for BT Group PLC, and
- Rosie Shisler, Stakeholder Engagement Programme Lead for Anglian Water.

26. TERMS OF REFERENCE

The Board received a report that gave them an update on the progress made to adopt the Terms of Reference (TORs) originally circulated and agreed by both the Skills Committee on 3 April 2019 and the Combined Authority Board on 29 May 2019.

In introducing the report Officers explained that the CPCA Board originally signed off the ESB ToR and they are adopted in the 2019 CPCA Constitution on page 65-69 section 9. Officers clarified that it was agreed at the last ESB meeting on 27th February 2020 that the Terms of Reference would be circulated and feedback/comments sought from the Board as well as ensuring that the process for electing the Chair was aligned to both the agreed TORs and the CPCA's Constitution. Officers explained that they considered feedback from Board Members on the TOR and noted that there was no suggestion to substantially amend the TOR and for this reason, it was proposed that no amendment was made to the TOR and that the current TOR were retained, particularly as they were within the parameters of national guidelines.

In discussing the report the Board:

- Queried whether one of the current ESB Board Members could sit on the Business Board and that this would be one possible solution. Officers explained that the positions on the Business Board were full at the moment and this was recruited to as a separate process.
- Questioned whether officers had somebody in mind that currently sat on the Business Board and whether the Board could be involved in the process. Officers explained that there was an urgency procedure that could be used so that the Business Board could nominate a Chair to sit on the Board in time for the next ESB Board meeting in June. Officers clarified that they would send the selection criteria to the Board via email, and the Board could have a say in the selection process.

ACTION

The board agreed unanimously

- to retain the Terms of Reference previously agreed by the Skills Committee.
- that the process for electing a Chair of the ESB was a private sector member of the Cambridgeshire and Peterborough Combined Authority Business Board.

27. MINUTES AND ACTION LOG

The minutes of the meeting held on 26 February 2020 were agreed for accuracy.

The Action Log was noted and the following updates provided:

- Action 2: Jane Paterson-Todd to follow up with Tony Jones from One Nucleus and update Fiona McGonigle regarding a Life Science representative on the Board.
- Action 15: Strategic Evidence for Skills, Julia Nix continued to discuss further with Mike Soper whether data held by Cambridgeshire County Council could provide information relating to the profile of claimants in employment.
- Action 20: AEB Commissioning Strategy – Francis Lawlor to follow up on the need for mapping funding streams and not only the needs of the area.
Action 20: The Board noted that Mike Soper, Corporate Performance and Research Manager, with his team had developed a dashboard that allowed for some of the mapping to take place. It was therefore requested that a report and the dashboard be presented to a future meeting of the Board.

28. WORK PROGRAMME (FORWARD AGENDA PLAN)

The Board discussed the Forward Agenda Plan for the Board and requested the following to be added to the forward agenda plan.

- John T Hill to attend the next Board meeting to give an overview of his role.
ACTION
- Cambridge Ahead – CA Research on Careers to stay on the agenda for the June meeting and a presentation to senior officers and the Mayor to be arranged before the Board meeting. **ACTION**
- University Update to be added to the June and September meetings. **ACTION**

29. CPCA COVID 19 CAPITAL SMALL GRANTS SCHEME

Fiona McGonigle gave an update to the Board on the CPCA COVID 19 Capital Small Grants Scheme. She explained that the Grants Scheme was a pot of £2.4 million so that local businesses could apply for a grant to support them during the crisis. She explained that a number of colleagues had been deployed to support the Grant Scheme and that a report would be going to the Combined Authority Board Meeting in May to ask for a further £3 million plus £500,000 for micro businesses. She clarified that there was also ongoing discussions in relation to support for the FE Sector.

30. CPCA TALENT PORTAL

Fiona McGonigle gave an update on the development of the CPCA Talent Portal. She explained that the Growth Service had a £20 million programme which included the Skills Talent Apprenticeship & Recruitment (STAR) Hub in order to strengthen outreach. Due to the COVID-19 Crisis the development of the Talent Portal had been brought forward and discussions with Critical sectors including NHS, Care Sector, Retail, Agri-Food and Manufacturing were ongoing to ensure that the Talent Portal could support their recruitment needs. She explained that 60+ people had already registered on the Portal and applied for roles. She explained that the Portal would also act as a Talent Bank were employers could access prospective candidates.

During discussion the Board:

- Queried how the roll out of the portal was being communicated to the Business Sector. Fiona explained that a steering group had been set up to disseminate and support the messaging in the Business and Education sectors. She explained that she had been working with all key partners to ensure that the portal was advertised on their social media and would send all of the relevant information out to the Board to disseminate. **ACTION**

Fiona also updated the Board on the Retraining Scheme. She explained that the Scheme was still in development and that a localised model was needed. She explained that she would bring an update or paper to the next Board meeting on the development of the scheme. **ACTION**

31. CAMBRIDGESHIRE AND PETERBOROUGH VOLUNTEER HUB

Officers gave a brief update on the Cambridgeshire and Peterborough Volunteer hub that had been developed in order to support the most vulnerable residents included those identified to be shielded. Officers explained that over 2,500 individuals had volunteered and further information on the support and resources available could be found at <https://www.cambridgeshire.gov.uk/residents/coronavirus>.

32. COVID 19 DISCUSSION - IMPACT TO BUSINESS, FE/ PROVIDER SECTOR, VOLUNTARY SECTOR

Board Members were invited to give an update on their organisations/sectors response to the COVID-19 Crisis. Updates were provided as follows:

- **Kim Cooke – University of Peterborough Project - CPCA**
Project continued to move forwards and the procurement process for phase 1 continued. A full update would be given to the Board in June. She would also send the outline business case for the University to the Board. **ACTION**
- **Francis Lawlor – Adult Learning – CPCA**
Short term seeing 75-80% participation in distance learning with 24/7 virtual classrooms. In discussions with Senior leaders on the long term strategic response. An update on progress would be provided at the Board in June. **ACTION**
- **Stuart Searle - First Mailing Co.**
 - Had used the Grant Scheme and had his application approved within 3 days. This had allowed him to retain staff. He explained that they would be a different business moving forward and would need to adapt to the market that developed and the skill sets required.
- **Jane Paterson-Todd - Cambridge Ahead**
Discussed how education establishments would need to repurpose buildings in light of the pandemic.

- **Tracey Cox - ESFA**
Discussed the Provider Link Scheme and how this would help providers to keep learners engaged in the current crisis.
- **Rose Shisler - Anglian Water**
Had been in discussions with the University of East Anglia regarding distance learning. Had been involved with co-ordination on the Business Response Network.
- **Jane Thomas – BT**
Gave an overview of how they had repurposed their Skills for Tomorrow Digital Programme and agreed to circulate details. **ACTION**
- **Martin Lawrence – Stainless Metalcraft**
Explained that he had just won a Queens Award for Apprenticeships. Discussed plans for the development of a vocational training centre linked to local schools in Chatteris, with building due to start early next year. Also discussed longer term plans for an Advanced manufacturing Business Park.
- **Bob Ensich - Morgan Sindall**
Explained that the biggest issue currently in the building sector was that planning was holding up the development process.
- **Sharon Keogh – Kingsgate Community Church**
Discussed the impact on families including access to foodbanks and those that didn't have access to digital resources.

33. DATE OF NEXT MEETING

The next meeting was due to be held on 25 June 2020