



Employment & Skills Board – Draft Minutes

Tuesday 20 February 2024

Venue:	Virtual meeting	
Time:	10.00 to 12.00	
Present:	<p><u>Board Members:</u> Charlotte Horobin Sarah Worsley Tim Britt James Gazzard Adeline Winshaw Ross Renton Nathan Williams Dan Thorp</p> <p><u>CPCA Officers:</u> Claire Paul Laura Guymer Alexis McLeod Jaki Bradley Nicola March Callum Boddington</p>	<p>CEO, Cambridgeshire Chambers of Commerce Senior HR Officer, Baker Perkins Project Manager – Marshalls Skills Academy Director of Continuing Education Cambridgeshire Chamber of Commerce Principal Anglia Ruskin University Customer Engagement Manger – CITB Chief Executive – Cambridge Ahead</p> <p>Assistant Director, Employment & Skills Strategic Careers Hub Lead Senior Programme Manager Interim Head of Adult Education Budget Skills and Business Relationship Manager Democratic Services Assistant</p>
Apologies	Julia Nix Leigh Roberts Melissa Gresswell	

Minutes:

1	Welcome, Apologies and Introductions
1.1	Charlotte Horobin, CEO, Cambridgeshire Chambers of Commerce, Chaired the meeting.
1.2	Tim Britt, from the Marshall Skills Academy and Nicola March, Skills Relationship Manager, were welcomed and introduced themselves to the Board
1.3	Apologies had been received from Julia Nix Leigh Roberts and Melissa Gresswell
2	Minutes of the Employment and Skills Board meeting on 12 December 2023 and Action Log
2.1	The minutes of the meeting of 12 December 2023 were approved as an accurate record.
2.2	The updates to the Action Log (published on the web page here) were noted by the Board members
3	Work Programme (Forward Agenda Plan)
3.1	The Agenda Plan for the Skills and Employment Committee will be circulated to members of the Board.
	<u>ACTIONS:</u> 1. Callum to circulate the Work Programme of the Skills Committee to members of the Board.

<p>4</p> <p>4.1</p>	<p>Governance and Membership Review</p> <p>Item was postponed due to Melissa Gresswell's absence, to be brought to the next meeting.</p> <p>ACTIONS:</p> <ol style="list-style-type: none"> 1. Governance and Membership Review to be included in the next agenda
<p>5</p> <p>5.1</p>	<p>DWP – Update:</p> <p>Board members received a presentation on unemployment data and trends for the CPCA area from Claire Paul, Assistant Director, Skills & Employment, in Julia Nix's absence. The presentation has been published on the webpage and can be found here: Employment and Skills Board (Feb)</p> <p>ACTIONS:</p> <ol style="list-style-type: none"> 1. Dates of the NHS Careers/ Jobs event to be shared with members 2. Clarity to be provided over the figures as a proportion of local population rather than proportion of the regions. (What is the relative employment levels in each district.
<p>6</p> <p>6.1</p> <p>6.2</p>	<p>Delivering on the Local Skills Improvement Plan</p> <p>Board members received a presentation on the Local Skills Improvement Plan (LSIP) from Adeline Winshaw, Project lead for the Local Skills Improvement Plan, at the Cambridgeshire Chamber of Commerce and Laura Guymer, Strategic Careers Hub Lead. The presentation has been published on the webpage and can be found here: Employment and Skills Board (Feb)</p> <p>The following points were raised in discussion:</p> <ol style="list-style-type: none"> a) Efforts to contribute to regional leadership were noted and that the presentation showcased the diversity of ongoing initiatives. CPCA highlighted the focus on building sector pipelines, especially in key sectors like life sciences and enabling sectors such as construction. b) It was noted that although the LSIP report was limited to considering post-16 technical and vocational training provision, it is vital to ensure collaboration between all skills initiatives and the LSIP - given the connectivity of skills provision across all ages and types. It was emphasized the need to highlight successes in annual reports. Proposed assessing the region's narrative on skills for future reports, aiming for effective communication with a wider audience. Suggested forming a group to explore it collaboratively, inviting interested participants. c) The importance of sharing projects with the wider provider base to ensure engagement was noted. Acknowledged the presence of both independent training providers and the broader skills sector, underscoring the need for visibility and engagement across all stakeholders. d) Members acknowledged the challenges of sustaining a viable business model in the sector and the need for balanced provision. It was highlighted that the necessity of understanding the overall skills provision landscape to identify gaps and avoid over-commissioning in certain areas. <p>ACTIONS:</p> <ol style="list-style-type: none"> 1. Create a forward focused narrative. Adeline to connect with CPCA and others. 2. Adeline to provide a summary on the work being done to help providers to work more closely, so CPCA can share with providers. 3. A List of projects and providers delivering in the region through LSIP to be provided to board members
<p>7</p> <p>7.1</p> <p>7.2</p>	<p>Good Work Charter</p> <p>Board members received a presentation on the Good Work Charter from Laura Guymer, Strategic Careers Hub Lead, and asked members to share their thoughts, and views on branding the Charter to encourage business to engage. The presentation has been published on the webpage and can be found here: Employment and Skills Board (Feb)</p> <p>The following points were raised in discussion:</p> <ol style="list-style-type: none"> a) Reference was made to a study by Lancaster University, ranking Cambridge and Peterborough high in levels of secure work, indicating a positive starting point. The importance of advancing towards an exemplary good work economy was highlighted for growth, inclusivity, and community welfare.

	<p>b) Suggestions were made to explore nuanced approaches to a Charter, focusing on productivity benefits and best practice case studies to engage employers; members were not keen on the term Charter</p> <p>c) It was raised that it would be an opportunity to do more regional targeted insights and highlight best practice.</p> <p>d) In relation to discussions on evidence of positive working cultures, the importance of leadership culture was acknowledged.</p> <p>e) Emphasis was placed on creating tangible opportunities for employers to engage with initiatives without a punitive approach, as well as engaging with line managers.</p> <p>f) There was a call to learn from the public sector's successes in fostering inclusive cultures, particularly in areas like education and healthcare. Emphasis was placed on identifying and implementing best practices from these sectors.</p> <p>g) It was emphasised that HR Professionals often advocate for principles such as the ones outlined in the Charter but noted the necessity of leadership buy-in for effective implementation.</p> <p>ACTIONS:</p> <p>1. Research Document to be shared by Tim Britt on the work place culture, wellbeing and the value of diversity.</p>
<p>8.</p> <p>8.1</p> <p>8.2</p>	<p>Shaping an Internship Offer</p> <p>Board members received a presentation on Shaping an Internship Offer from Nicola March, Skills and Business Relationship Manager. The presentation has been published on the webpage and can be found here: Employment and Skills Board (Feb)</p> <p>The following points were raised in discussion:</p> <p>a) The importance of reaching out to individuals from less advantaged backgrounds and recruiting based on potential, and future strengths rather than past achievements. It was also discussed to collaborate with partners to expand outreach efforts.</p> <p>b) Alternative recruitment tactics were discussed by providing marketing materials and clear signposting to engage employers.</p> <p>c) Members raised the importance of engaging with employers to offer them training/ support in how best to recruit, develop people with disabilities and long term health issues .</p> <p>d) Board members offered support in networking for the consultation</p> <p>e) Members also offered to help promote employer events.</p> <p>f) Ensuring clarity on who the internship scheme primarily served would be important when scoping the project.</p> <p>g) Support for apprenticeships was raised, and a concern that employers already had a lot of commitments to young talent in the workplace. As a result, the quality of the experience needed to be uppermost and not compromised.</p>
<p>9.</p> <p>9.1</p> <p>9.2</p>	<p>Skills Bootcamps 2024-25 Financial Year</p> <p>Laura Guymmer, Strategic Careers Hub Lead, gave an update on Skills Bootcamps in the absence of Melissa Gresswell, Project Manager Skills and Bootcamps</p> <p>The following points were raised in discussion:</p> <p>a) Announced upcoming commissioning rounds for Skills Bootcamp funding, expected to be confirmed in the next month. Encouraged committee members to consider submitting bids or sharing the opportunity with their networks.</p> <p><i>Melissa to give a further date at the Employment and Skills Board Meeting</i></p>
<p>10.</p> <p>10.1</p>	<p>Date of Next Meeting</p> <p>The date of the next meeting was 14 May 2024</p>