



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

SKILLS COMMITTEE	AGENDA ITEM No: 2.4
11 NOVEMBER 2019	PUBLIC REPORT

EMPLOYMENT & SKILLS BOARD CREATION AND RECRUITMENT UPDATE PAPER

1.0 PURPOSE

- 1.1 To give an update to the Skills Committee for the creation of the new Combined Authority Employment & Skills Board and advise on the recruitment of members of the Employment & Skills Board.
- 1.2 To give the Skills Committee an overview of the expectations of the Employment & Skills Board and the governance reporting structure.

DECISION REQUIRED	
Chair of the Committee:	Councillor John Holdich
Lead Officer:	John T Hill, Director of Business and Skills and Fiona McGonigle Business & Skills Manager
Forward Plan Ref: N/A	Key Decision: No
The Skills Committee is recommended to: (a) Note the formation of the new Employment & Skills Board and reporting structure. (b) Note the recruitment of Board members. (c) Note the overview of support to the Employment & Skills Board for the Analytical Capability.	Voting arrangements Simple Majority of all Members

2.0 BACKGROUND TO THE EMPLOYMENT & SKILLS BOARD

- 2.1 This paper is to give an update and overview to the Skills Committee on the formation of a new Cambridgeshire & Peterborough Combined Authority Employment & Skills Board (ESB), also known as a Skills Advisory Panel (SAP).

Background

- 2.2. Skills Advisory Panels aim to bring together local employers and skills providers to pool knowledge on skills and labour market needs, and to work together to understand and address key local challenges. If a Local Enterprise Partnership (LEP) or Mayoral Combined Authority (MCA) already have an Employment & Skills Board in place, this can become the Skills Advisory Panel.
- (i) This includes both identifying immediate needs and challenges and looking at what is required to help local areas adapt to future labour market changes and to grasp future opportunities. This will help colleges, universities and other providers deliver the skills required by employers, now and in the future.
 - (ii) The introduction of Skills Advisory Panels will help MCA's and LEP's achieve this by ensuring all areas have strong governance arrangements in place for their employment and skills boards (or alternative bodies taking the Skills Advisory Panel role), meaningful analytical capability and access to the right data.
- 2.3 An analytical toolkit has been published by the Department for Education (DfE) alongside to support Skills Advisory Panels to carry out high quality local skills analysis, as well as a one-off block of funding (£75,000) to grow SAP analytical capability.
- 2.4 The Research Team for Cambridgeshire County Council; Cambridgeshire Insight have been asked to draw together a proposal as to how the analytical needs for the Cambridgeshire & Peterborough Combined Authority Employment & Skills Board could be met.

3.0 ANALYTICAL CAPABILITY

- 3.1 Although reference is made to there being a 'tool-kit', it is really just a framework within which an assessment of the local labour markets and skills system is expected to take place.
- (i) *Analysis and Local Landscape definition*
Note: The wider body of work associated with the CPIER has covered this ground already. There is a short piece of work required to summarise this content and reflect / communicate it in the right way to

aid the understanding of those on the SAP. This includes what the 'three economies' conclusion of the CPIER means in terms of skills.
Indicative Delivery date between September 2019 and January 2020.

(ii) *Analysis and mapping of Skills Supply and Demand*

Note: This is essentially a requirement to update the local 'people profile' from the 2013 Local Economic Assessment

3.3 **Indicative Delivery date of January 2020.**

Dependencies

- Note, coming before demand to help support the AEB 2020/21 decision making process Spring 2020
- Dependent on Board meeting schedule - TBC
- Analysis capacity available (within the Cambs Insight Team)
- Labour Market Analysis tool available
- Consultation survey completed with employers

3.4 **Proposals**

The agreed spread of spending for the £75k would be as follows:

£55k to support the work of the County Council's Research Team.

(i) *An additional analyst within the team for 12 months. £40k.*

(ii) *Backfill of Senior Analyst and Research Team Manager's time £15k*

3.5 It was agreed that the Combined Authority retain £20k of funding in order to secure the following additional services

- access to a labour market insight tool – Labour Insight
- a Business engagement / survey – for the University of Peterborough

4.0 **The formation of a new Employment and Skills Board (ESB) and recruitment is underway to be in place end of October/November 2019.**

4.1 The advert for the Employment and Skills Board went live on the 23rd August on the Combined Authority website and social media channels.

4.2 There has already been interest from key stakeholders with a strong interest in skills to join the ESB from business, public sector and Further Education.

4.3 Panel Interviews will be conducted by the Business & Skills Manager, Strategic Funds Manager and HR Advisor. They will be held on the 18th October with representatives from business, FE and Independent Training Providers. There is a 2nd date of interviews scheduled for the 29th October.

- 4.4 The first meeting of the Employment and Skills Board will take place on 11th December 2019. The agenda will be decided in the coming weeks, with standing agenda items around Apprenticeships, AEB and University of Peterborough and the Growth Service.
- 4.5 Employment and Skills Board members will not be remunerated, and expenses are not paid. This is a voluntary role undertaken by individuals with an interest in the skills agenda.

5.0 Employment & Skills Board Timetable

Recruitment Timetable for Board Members	
<ul style="list-style-type: none"> (i) Recruitment will open on the 23rd August 2019 (ii) Close on 30th November (iii) Due diligence undertaken / Review applications September 2019 (iv) Shortlist candidates on 28th September (v) Interviews to be held 18th/29th October 2019 (vi) Appointments confirmed in October/November 2019 	

6.0 FINANCIAL IMPLICATIONS

- 6.1 The £75k was received in March 2019 and is reflected within the Skills Advisory Panel (SAP) budget line. This has already been approved and will be allocated as per the proposal above in 3.4 and will not exceed the budget.

7.0 LEGAL IMPLICATIONS

- 7.1 There are no direct legal implications

8.0 APPENDICES

- 8.1 None

<u>Source Documents</u>	<u>Location</u>
Skills Advisory Panels – Government Guidance	https://www.gov.uk/government/publications/skills-advisory-panels-analytical-toolkit https://www.gov.uk/government/publications/skills-advisory-panels-saps-role-and-governance

<p>Local Economic Assessment</p>	<p>https://cambridgeshireinsight.org.uk/wp-content/uploads/2017/08/Cambridgeshir-es-Economic-Assessment-People-Profile.pdf</p> <p>https://cambridgeshireinsight.org.uk/wp-content/uploads/2017/08/Cambridgeshir-es-Economic-Assessment-Business-Profile.pdf</p>
<p>Skills Committee 3 April 2019</p>	<p>Skills Committee paper 3 April 2019 with TOR for Employment & Skills Board</p>