



SKILLS COMMITTEE	AGENDA ITEM No: 3.3
27 APRIL 2020	PUBLIC REPORT

EMPLOYMENT & SKILLS BOARD UPDATE PAPER

1.0 PURPOSE

- 1.1 To give an update on the Employment & Skills Board (ESB)
- 1.2 To give an update and advise on the appointment of new members of the Employment & Skills Board (ESB)

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: <ul style="list-style-type: none">(a) note the updates from the Employment & Skills Board(b) note the appointment of new Board members(c) note the launch of the Combined Authority Talent Portal(d) note the introduction of a Retraining Scheme Pilot(e) be advised of the Expression of Interest being submitted to bid to have a Careers Hub	Voting arrangements Simple majority of all Members

2.0 OUTLINE

- 2.1 This paper gives an update and overview to the Skills Committee on the Cambridgeshire & Peterborough Combined Authority Employment & Skills Board (ESB), also known as a Skills Advisory Panel (SAP).
- 2.2 The paper also gives an update on how the ESB Members are responding to COVID-19 in their respective businesses and sectors.

3.0. BACKGROUND TO THE EMPLOYMENT & SKILLS BOARD

- 3.1 The Department for Education's (DfE) Skills Advisory Panel's 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 LEP or MCA already have an Employment & Skills Board in place, this can become the Skills Advisory Panel.
 - (i) This includes both 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.
- 3.2 <https://www.gov.uk/government/publications/skills-advisory-panels-analytical-toolkit>
<https://www.gov.uk/government/publications/skills-advisory-panels-saps-role-and-governance>

4.0 FOCUS OF NEXT EMPLOYMENT AND SKILLS BOARD – 30 April 2020

- 4.1 The next ESB is scheduled for 30th April 2020, and the agenda will focus on COVID-19, sharing how others are dealing with the situation in relation to their business, any impacts and how the ESB can support.
- 4.2 An update will be shared with the ESB on the Combined Authority's response to COVID-19 in relation to the COVID-19 Capital Grants Scheme and the Skills Support via the Talent Portal on the Growth Hub. The Talent Portal Has been born out of a need to support many businesses who have had to adapt the way they operate in response to COVID-19 and as a result require new staff with different expertise. For example, farmers who are looking to recruit thousands of pickers from the UK to harvest crops because of the restrictions in movement due to the virus and supermarkets who now need

more delivery drivers as more people are shopping online. Employers operating in critical sectors including health and care need more employees now more than before to help keep the country running.

- 4.3 ESB Members will be advised that the planned National Retraining Scheme Pilot has been brought forward from September 2020 and will now be launched in April 2020. This is a localised Retraining Scheme to respond to COVID-19 and has been designed by Officers and will be launched on 17th April 2020 on the Talent Portal.
- 4.4 National data via the CBI, Chambers of Commerce and FSB has demonstrated that Management and Leadership and Project Management training and development is a major skills gap for employers that the CPCA Retraining Scheme will look to address these gaps.
- 4.5 The Cambridgeshire and Peterborough Retraining Scheme Model:
 - (i) Management and Leadership
 - (ii) Project Management
 - (iii) Digital Skills - Skills for Tomorrow Programme via BT Group to upskill
 - (iv) Finance/ Accounts Short Courses/ Tasters
 - (v) Utilising the Levy Pooling for progression to some for Apprenticeships
 - (vi) Marshall, Cambridge, have plans for growth of 130 Apprentices and would like to access the Levy Pooling, they are a Levy Employer, however, have spent their levy pot. They are keen to work with CPCA and potentially use the equipment and facilities at iMET.
- 4.6 The timing of the Retraining Scheme is an opportunity to support those employers or individuals for the following reasons;
 - (vii) Lots of downtime currently for a lot of people working from home
 - (viii) Employees reviewing their current employment status
 - (ix) Opportunity to upskill/ Retrain/ CPD
 - (x) Online Delivery Learning Model to capitalise on retraining now to reboot the economy in certain sectors.
- 4.7 ESB Members will be advised that an Expression of Interest will be submitted to the Careers & Enterprise Company (CEC) for the area to become a 'Careers Hub' area. There are currently 40 Careers Hub's nationally, which are in addition to Opportunity Areas. Careers Hub's bring together a consortium of a minimum of 35 schools to attract funding to the area to support schools, CPD for Careers Leaders and adding strength to our school network. A Careers Hub will create the foundations in Cambridgeshire and Peterborough to bring the better performing schools together to support those schools who need additional support and resources as well as sharing best practice.
- 4.8 A Careers Hub will give the Combined Authority the opportunity to support schools when they return from the current situation that has resulted in all schools closing due to the COVID-19 Pandemic. Schools will need to regain their focus on the curriculum when they return due to a huge gap in learning. This will have a detrimental effect on Careers and the future Workforce for

employers resulting in a backwards step in preparing young people for the world of work. This will leave local employers with greater issues if this is not addressed via an incentive to generate future funding for schools to promote careers and ensuring the schools treat Careers as a priority.

5.0 ESTABLISHED EMPLOYMENT & SKILLS BOARD (ESB)

- 5.1. The first meeting of the ESB took place on the 11 December 2019, with the second meeting taking place on the 26 February 2020. The ESB meetings will be held bi-monthly. The agenda will have standing agenda items around Apprenticeships, AEB, STAR Hub, University of Peterborough and the Growth Service.
- 5.2 The Business and Skills Manager is the Lead Officer for the ESB and will be the link to the Skills Committee, CA Board, Business Board, Business Advisory Panel (BAP) and any other committees.

6.0 NEW BOARD MEMBERS

- 6.1 As part of the guidelines and expectations from Dept. for Education (DfE) there is a requirement to ensure that all groups are represented on the Board.
- 6.2 There have been 2 new Board members from businesses; BT Group and Anglian Water in March.
- 6.3 A request from the Area Lead from the Education Skills Funding Agency to join the board has been received from the Lead Officer. This has been received as the COVID-19 crisis has unfolded. An offer to attend has been extended and will be added to the distribution list via Democratic Services.
- 6.4 One of the gaps previously identified was representation from the community/voluntary sector. This has now been filled by new member, Sharon Keogh from Kingsgate Community Church, a Charity that supports many communities in Peterborough via different hubs.
- 6.5 Gaps identified by the Lead Officer and the ESB members are Agri-tech, Life Science and business representation from Peterborough. The ESB members have put forward some suggestions, which are being followed up and due diligence is being carried out.

7.0 ESB BOARD MEMBERSHIP

- 7.1 The Employment and Skills Board currently comprises the following members:

Name	Title	Organisation
John T Hill	Director Business and Skills	Combined Authority

Fiona McGonigle	Business and Skills Programme Manager Lead Officer for ESB	Combined Authority
Kim Cooke	Skills Strategy Manager/ UoP Lead	Combined Authority
Francis Lawton	AEB Strategy Executive	Combined Authority
Pat Carrington	Executive Principal Assistant Director Skills and Employment	City College Peterborough Cambridgeshire County Council Peterborough City 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 System Delivery Unit (STP)	Cambridgeshire and Peterborough Sustainability & Transformation Partnership
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)
Jane Thomas	BT Group Regional Lead East of England	BT Group Plc
Rose Shisler	Stakeholder Engagement Programme Lead	Anglian Water
Sharon Keogh	Head of Community Action (multi-site)	Kingsgate Community Church
Bev Moxon	Intermediaries Engagement Manager-North – T Levels	Education Skills Funding Agency (ESFA Standing Invite)
Mark Coulson	National Account Manager Apprenticeships	Education Skills Funding Agency (ESFA Standing Invite)

8.0 EMPLOYMENT AND SKILLS BOARD MEETING DOCUMENTS; Including ToR, Minutes and Agenda

8.1 All of the documents for the recent Employment & Skills Board are on the link for the CPCA website below:

<https://cambridgeshirepeterboroughcagov.cmis.uk.com/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/1961/Committee/74/SelectedTab/Documents/Default.aspx>

9.0 EMPLOYMENT AND SKILLS BOARD TIMETABLE

Recruitment Timetable for Board Members	
<ul style="list-style-type: none"> (i) Recruitment opened on the 23rd August 2019 (ii) Closed on 30th November 2019 (iii) Due diligence undertaken / Review applications September 2019 (iv) Shortlist candidates on 28th September 2019 (v) Interviews held on 18th/29th October 2019 (vi) Appointments confirmed in October/November 2019 (vii)(vii) New Board members sought in Charity/ Community Sector, Feb 2020 (viii) Agri-tech and Life Science via recommendations from the ESB members (ix) 3 new Board Members joined in February and March 2020 	

10.0 FINANCIAL IMPLICATIONS

10.1 There are no financial implications associated with the activities outlined in this report

11.0 LEGAL IMPLICATIONS

11.1 There are no legal implications associated with the activities outlined in this report

11.2 This Skills Committee meeting shall be conducted in accordance with Parts 2 and 3 of the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020 (SI 2020 No.392).

<u>Source Documents</u>	<u>Location</u>
None	The Incubator 2, First Floor, Alconbury Weald Enterprise Campus, Alconbury Weald, Huntingdon, PE28 4WX