



<b>SKILLS COMMITTEE</b>	<b>AGENDA ITEM No: 3.3</b>
<b>17 JANUARY 2020</b>	<b>PUBLIC REPORT</b>

## **EMPLOYMENT & SKILLS BOARD UPDATE PAPER**

### **1.0 PURPOSE**

- 1.1 To give an update to the Skills Committee on the newly established Combined Authority Employment & Skills Board
- 1.2 To give an update and advise on the appointment of members to the Employment & Skills Board.

<b>DECISION REQUIRED</b>	
<b>Chair of the Committee:</b>	<b>Councillor John Holdich</b>
<b>Lead Officer:</b>	<b>John T Hill - Director of Business and Skills</b>
<b>Forward Plan Ref: N/A</b>	<b>Key Decision: No</b>
The Skills Committee is recommended to:  a) Note the newly established Employment & Skills Board.  b) Note the appointment of Board members.	<b>Voting arrangements</b>

### **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 newly established Cambridgeshire & Peterborough Combined Authority Employment & Skills Board (ESB), which is a Skills Advisory Panel (SAP) for the purposes of government guidance.

#### **2.2. BACKGROUND**

The purpose of Employment & Skills Boards is 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 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.

### **3.0 NEWLY ESTABLISHED EMPLOYMENT & SKILLS BOARD (ESB)**

- 3.1 The advert for the Employment and Skills Board went live on the 23rd August on the Combined Authority website and social media channels to recruit Board Members.
- 3.2 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.
- 3.3 Panel Interviews were conducted by the Business & Skills Manager, Strategic Funds Manager and HR Advisor. They were held on the 18th and 29<sup>th</sup> October with representatives from business, FE, HE and Independent Training Providers.
- 3.4 The first meeting of the Employment and Skills Board took place on the 11th December 2019. The agenda's for meetings of the ESB will have standing items for Apprenticeships, Adult Education Budget, University of Peterborough and the Growth Service.
- 3.5 The Business and Skills Manager is the Lead Officer for the ESB and will be the link to the Skills Committee, Combined Authority Board, Business Board and any other committees.

### **4.0 NEW BOARD MEMBERS**

- 4.1 As part of the guidelines and expectations from the Department for Education (DfE) there is a requirement to ensure that all groups are represented on the Board.
- 4.2 One of the gaps identified is representation from the community/voluntary sector. The ESB has been asked to forward any recommendations to the Lead Officer.
- 4.3 Gaps identified by the Lead Officer are representation for Agritech, Life Science and business in Peterborough. The ESB members have been asked to forward any recommendations to the Lead Officer for review and due diligence.

## 5.0 ESB BOARD MEMBERSHIP

5.1 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 Manager and Lead Officer for the ESB	Combined Authority
Kim Cooke	Skills Strategy Manager/ UoP Lead	Combined Authority
Neil Cuttell	Programme Manager Skills	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	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)
Bev Moxon	Intermediaries Engagement Manager-North	Education Skills Funding Agency (ESFA Standing Invite)
Mark Coulson	National Account Manager	Education Skills Funding Agency (ESFA Standing Invite)

## 6.0 PUBLICATION OF EMPLOYMENT & SKILLS BOARD DOCUMENTS; Including ToR, Minutes and Agenda

6.1 The Terms of Reference for the Employment & Skills Board together with agenda and minutes for meetings are available on the Combined Authority's website.

## **7.0 EMPLOYMENT & SKILLS BOARD TIMETABLE**

### **7.1**

<b>Recruitment Timetable for Board Members</b>	
<ul style="list-style-type: none"><li>(i) Recruitment opened on the 23<sup>rd</sup> August 2019</li><li>(ii) Closed on 30th November</li><li>(iii) Due diligence undertaken / Review applications September 2019</li><li>(iv) Shortlist candidates on 28th September</li><li>(v) Interviews held on 18th/29th October 2019</li><li>(vi) Appointments confirmed in October/November 2019</li><li>(vii) New Board members sought in 3<sup>rd</sup> sector, Agritech and Life Science via recommendations from the ESB members</li></ul>	

## **8.0 FINANCIAL IMPLICATIONS**

- 8.1 There are no financial implications associated with the activities outlined in this report.

## **9.0 LEGAL IMPLICATIONS**

- 9.1 Government guidance on the role and governance of Skills Advisory Panels [December 2018] expects panels to have a membership that represents:

- All types of skills providers:
- Employers (large and small, and representing both the private and public sectors)
- The voluntary and community sector
- Other key local stakeholders

- 9.2 The guidance also expects panels to adhere to the standards of transparency, conflicts of interest, accountability and diversity expected of Local Enterprise Partnerships.

Background Papers	Location
<p>List background papers:</p> <ol style="list-style-type: none"> <li>1. Analytical toolkit for Skills Advisory Panels created by DfE</li> <li>2. Skills Advisory Panels roles and governance</li> <li>3. The Terms of Reference for the Employment &amp; Skills Board together with agenda and minutes for meetings are available on the Combined Authority's website.</li> </ol>	<p><a href="https://www.gov.uk/government/publications/skills-advisory-panels-analytical-toolkit">https://www.gov.uk/government/publications/skills-advisory-panels-analytical-toolkit</a></p> <p><a href="https://www.gov.uk/government/publications/skills-advisory-panels-saps-role-and-governance">https://www.gov.uk/government/publications/skills-advisory-panels-saps-role-and-governance</a></p> <p><a href="https://cambridgeshirepeterboroughcagov.cmis.uk.com/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/1961/Committee/74/SelectedTab/Documents/Default.aspx">https://cambridgeshirepeterboroughcagov.cmis.uk.com/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/1961/Committee/74/SelectedTab/Documents/Default.aspx</a></p> <p>Room: Meeting Room 1 Cambridgeshire and Peterborough Combined Authority, The Grange, Nutholt Lane, Ely CB7 4EE</p>