

CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY
EMPLOYMENT AND SKILLS BOARD: MINUTES

Date: Wednesday 26 February 2020

Time: 10:00am to 12:10pm

Present:

Name	Title	Organisation
Fiona McGonigle	Business and Skills Manager	Combined Authority
Kim Cooke	Skills Strategy Manager/ UoP Lead	Combined Authority
Neil Cuttell	Programme Manager Skills	Combined Authority
Rochelle White	Deputy Monitoring Officer	Combined Authority
Daniel Snowdon	Democratic Services Officer	Cambridgeshire County Council
Pat Carrington	Executive Principal	City College Peterborough
	Assistant Director Skills and Employment	Cambridgeshire County Council
Martin Lawrence	Commercial Director	Peterborough City Council
Mark Robertson	Principal and CEO	Stainless Metalcraft
Claire London	Programme Manager Workforce	Cambridge Regional College
		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)

Apologies:

Name	Title	Organisation
John T Hill	Director Business and Skills	Combined Authority
Jane Paterson-Todd	Chief Executive	Cambridge Ahead
Sharon Keogh	Head of Community Action	Kingsgate Community Church
Mike Soper	Corporate Performance and Research Manager	Cambridgeshire County Council

13. WELCOME AND APOLOGIES

Fiona McGonigle, Business and Skills Manager for the Combined Authority welcomed everybody to the meeting and introduced the Board members. She gave apologies for John T Hill, Director Business and Skills at the Combined Authority, Jane Paterson-Todd, Chief Executive at Cambridgeshire Ahead, Sharon Keogh, Head of Community Action at Kingsgate Community Church and Mike Soper, Corporate Performance and Research Manager at Cambridgeshire County Council.

14. ELECTION OF CHAIR AND VICE CHAIR

It was proposed by Julia Nix and seconded by Claire London with the unanimous agreement of the Board that Catherine Condie be elected Chair of the Board for this meeting.

It was proposed Julia Nix and seconded by Claire London with the unanimous agreement of the Board that Stuart Searle be appointed Vice-Chair.

15. MINUTES AND ACTION LOG

The minutes of the meeting held on 17 December 2019 were agreed for accuracy.

The Action Log was noted and the following updates provided:

- Minute 2 – Business in Peterborough have confirmed they would provide representation to the Board and nominees were being sourced.
- Minute 3 – Strategic Evidence for Skills, Julia Nix would discuss further with Mike Soper whether data held by Cambridgeshire County Council could provide information relating to the profile of claimants in employment **ACTION**
- Minute 6 – Adult Education Budget Update Neil Cuttell to forward the Commissioning Strategy to the Board.

16. TERMS OF REFERENCE

The Board reviewed its Terms of Reference. The Board noted that further amendment to the document was required to remove reference to Annex 1 as it no longer formed part of the document. Further amendment was required regarding the legislative requirement for the Chair or Vice-Chair to be a member of the Business Board.

The Board would review its Terms of Reference at its next meeting following the amendments. It was therefore noted that the appointment of the Chair and Vice-Chair would be conducted at the next meeting of the Board.

17. VISION AND THEMES FOR THE SKILLS STRATEGY

The Board received a presentation regarding the vision and themes for the Skills Strategy. Board members noted that the Combined Authority was looking to work with communities in order to develop a 'skills ecosystem'. It was therefore imperative

that the interventions outlined in the Skills Strategy was linked with identifying skills gaps in the area and how they could be addressed.

The three key themes were highlighted to the Board that recognised the diverse sub-economies of the region, to empower local people to access education and skills to participate fully in society and to develop a dynamic skills base.

A report would be presented the July meeting of the Skills Committee updating the Committee on the strategy and interventions. The Skills Board would add value and support the work of the Committee and develop the interventions.

During discussion Board members clarified the role of the Board, the Skills Committee and how the two interacted. Members noted that the Skills Committee was a public meeting that occurred bi-monthly and was comprised of elected Councillors nominated by each of the constituent Councils of the Combined Authority Area. The Board would shape items for the Skills Committee to approve and provided a direct route to influence decision makers.

Board members sought assurance that it would be represented fully at the Skills Committee. It was therefore proposed that a briefing be organised regarding the role of the Board and its interaction with the Skills Committee.

The Board noted that the Skills Strategy would ordinarily be presented to the Skills Committee every three to four years once established. However, while it was in its infancy an annual update would be provided.

18. WORK PROGRAMME (FORWARD AGENDA PLAN)

The Board reviewed its Work Programme. Board members made several suggestions for future agenda items, including:

- A budget update following the Government's financial statement scheduled for 11 March 2020.
- An item regarding the Shared Prosperity Fund.
- A report regarding further education capital funding.
- Assessing the impact of the future trading relationship with the European Union on skills.
- Inviting the Chairman of the Skills Committee to a meeting of the Board to discuss the work of the Committee.
- A report that examined other Combined Authorities approach to the Adult Education Budget and how they were managing it.
- An item that highlighted opportunities to influence the Combined Authority's Transport Strategy as it directly influenced apprenticeship take-up in the area. Provision of subsidies transport would make a huge difference to apprentices.
- A review of the Board's Terms of Reference to be scheduled 6 months' from their agreement.

19. ESB ANALYTICAL UPDATE

Due to having received apologies from Mike Soper, Corporate Performance and Research Manager, Cambridgeshire County Council it was resolved with the unanimous agreement of the Board to defer the ESB Analytical Update.

20. AEB COMMISSIONING STRATEGY

Board Members received a presentation regarding the Adult Education Budget (AEB) Commissioning Strategy. The presentation set out the purpose and priorities for the AEB. The presentation provided information on the profiles of learners supported by the AEB and the enrolments during the 2018/19 academic year. Information relating to providers and funding was also provided.

During discussion Board Members:

- Commented that obtaining accurate information could be difficult and was hard to understand what training was available and what funding may be accessed.
- Drew attention to the importance of mapping growth areas for the Cambridgeshire and Peterborough area from a business perspective.
- Questioned whether there was a role for the AEB to take control of wellbeing as well as skills. There needed to be an analysis undertaken to better understand the barriers to people moving forward.
- Commented that although £12m represented a significant level of funding, it would be utilised rapidly. It was therefore necessary for it to be established whether the AEB did a little bit of everything or focussed on a small number of large projects.
- Highlighted that mapping needed to map available funding streams and not only the needs of the area. **ACTION**
- Drew attention to people with learning disabilities such as autism that had a huge appetite for work and were highly focussed but often required support with communication. There were huge opportunities and a range of measures that could be applied. However, it was essential that it began with good careers advice at school.
- Commented that an employer led AEB was the most effective model as employers were able to identify the skills they required.
- Drew attention to the work undertaken with the economically inactive in the region and the need for it to be coordinated effectively in order that best practice be passed from one part of the region to another.

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. **ACTION**

21. SKILLS UPDATE

The Board received a skills update. The Board was informed that a procurement exercise had been undertaken for a Skills, Talent, Apprentice and Recruitment (STAR) Hub. The programme overall would be for a value of £20m of which the Hub represented £4.5m.

There had been a significant number of applicants and there was an ambition to attract people from more rural areas of the county.

The ambition for the STAR Hub was for a talent portal be created for employers and the public that would act as a single point of call.

The Board noted the ambition regarding involving local schools in developing CV writing and interview techniques for CVs to be uploaded to the Hub in order that they could be kept within a talent pool. Further updates regarding this would be provided to the Board.

A Board Member commented that there was a significant number of people that did not have the necessary qualifications because they required additional support. Members noted that there were various schemes that would trigger as part of the Hub for such individuals.

Board members noted that the Employment and Skills Board was the forum at which the architecture of the Hub would be influenced and develop the Hub further. It was noted further that access to work should be included as part of the Hub as a person with disabilities was entitled to access up to £56k of funding to provide adaptations in order to enable a return to the work place.

22. UNIVERSITY OF PETERBOROUGH UPDATE

The Board received an update regarding the University of Peterborough. Board members noted:

- Following a successful public consultation, a planning application was now ready for submission.
- There was potential for the design of the building to be modified depending on the curriculum offered. However, any such modifications would not delay the significant milestones of the project.
- Soft market testing had been undertaken and approximately 30 construction companies had expressed an interest in phase 1 of the project.
- Negotiations were advanced regarding a higher education partner and it was anticipated that an announcement would be made in March.
- The timeframe of the project milestones would be circulated as an appendix to the minutes of the meeting. **ACTION**

23. BARRIERS TO ENGAGEMENT

A presentation was made to the Board relating to the Youth Homelessness Initiative within Cambridge City. The initiative was led by the Chief Executive of the Howard

Group following Cambridge being found to be the most unequal city in the United Kingdom.

Marshalls, Urban and Civic, R. G. Carter Construction, Cambridge University and Brookgate were some of the organisations involved in the initiative.

The diagram contained within the agenda papers illustrated how referrals were managed through the system and enable and prepare homeless people for employment.

The Board noted that clients were undertaking construction projects contained clauses in contracts that required the employment of a homeless apprentice. The overall initiative required funding to integrate the training, apprenticeships and housing elements of the initiative. The Board was informed that modular housing units had been donated for use by the initiative but was reliant on charitable donations.

Further discussions would take place outside of the Board meeting regarding potentially accessing funding through the European Social Fund and how the DWP could support the work of the initiative.

24. DATE OF NEXT MEETING AND AOB

The Board noted the date of the next meeting - 30th April 2020.

A Board member drew attention to the National Re-Training Scheme and it was agreed that an agenda item would be scheduled for a future meeting of the Board.

ACTION