

HEY Skills Board

2pm on 13 November 2024

Ergo Business Centre, Bridgehead Business Park

Present

Laura Botham, Paul Britton, Mark Burley, Iain Elliot, David Gent, Tracy George, Becki Hamnett, James Hardstaff, Glenn Jenson, Rob MacNaught, Michelle Peacock, Susan Weeks and Adrian West.

In attendance

Teresa Chalmers, Alex Codd, Dorinda Guy, Louise Hawkins, Andrew Hewitt, Councillor Tock and Claire Watts.

Minute No	Item	Action By/Deadline
1	<p>WELCOME AND INTRODUCTIONS</p> <p>C. Watts advised that she would be Chairing the meeting due to the Chair for this meeting having not yet been elected and welcomed all to the first meeting of HEY Skills Board. It was noted that the number of applications to the Board had exceeded expectations and the selection process had been challenging due to the high quality of applications.</p>	
2	<p>APOLOGIES</p> <p>Apologies were received from Councillor Aitken, Jayne Adamson, Andy Crossland, Glen Halliwell and Danny Metters.</p>	
3	<p>ELECTION OF CHAIR AND DEPUTY</p> <p>C. Watts explained that it had been suggested that a Chair and Deputy Chair would be elected at the next meeting to provide members with an opportunity to consider whether they wished to put themselves forward as Chair/Deputy.</p> <p>Agreed – That the role description for the Chair of the HEY Skills Board be circulated to all Board members with the nomination form.</p>	Claire Watts
4	<p>SKILLS BOARD TERMS OF REFERENCE</p> <p>C. Watts confirmed that the Devolution Order would need to be laid before Parliament which was expected to take place 26th November 2024,</p>	

	<p>that the Combined Authority would exist by February 2025, and that the process was on track for a Mayoral election in May 2025.</p> <p>Discussion took place around representation from Local Skills Improvement Plan (LSIP) sitting on the Skills Board; however it was felt that the LSIP role differed from this board and this was more around a broader remit. In addition there were several LSIP Steering Board Members on this group who could ensure alignment including Iain Elliot, Chriss Howell and Mark Burley. As such it was suggested that something more specific could be incorporated in the Terms of Reference to highlight representation from LSIP was covered within Board Membership.</p> <p>It was suggested that a diagram be produced and circulated to explain who and what the Business Board Members role was and how this fitted within the Skills Board. It was advised that hopefully the Skills Framework would do this.</p> <p>The Board was advised that some data could be gathered in terms of the current Adult Education budget, how it was delivered and what it achieved. Also a report regarding existing projects that had come from the Local Enterprise Partnership would be provided quarterly, alongside other Skills Delivery currently funded by the UK Prosperity Fund, which would provide good case studies.</p> <p>Agreed –</p> <ul style="list-style-type: none"> a. That the HEY Skills Board Terms of Reference be noted; b. that something be incorporated in the Terms of Reference to highlight representation from Local Skills Improvement Plan (LSIP) was covered within the Board Membership, and c. that a diagram be produced and circulated to explain who and what Board Members role was and how this fitted within the Skills Board, if the Framework did not provide this information. 	<ul style="list-style-type: none"> b. Claire Watts/ Teresa Chalmers/Chris Howell c. Claire Watts/ Teresa Chalmers/Chris Howell
<p>5</p>	<p>HEY SKILLS FRAMEWORK</p> <p>A. Hewitt attended the Skills Board to present the draft HEY Skills Framework.</p> <p>The Board was informed –</p> <ul style="list-style-type: none"> a. That the document remained a framework rather than a strategy as the Mayor may have different views and priorities; b. that 4 themes had been agreed which were Enhanced Connectivity, Increased Productivity, Promotion of Inclusivity and Delivery of a Sustainable Future, and 	

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	<p>c. that a structured questionnaire would be provided following the stakeholder engagement workshop on the Skills Framework, due to be held at Craven Park in December 2024. Responses would be fed in and then the draft Framework would be finalised once the Mayor was in place.</p> <p>The Board discussed the following matters –</p> <p>a. That the evidenced data be refreshed and included when sending out future presentations, and</p> <p>b. that the Audit was required to be completed by next year.</p> <p>Agreed – That Skills Board Members be invited to Craven Park in relation to the Skills Framework Consultation.</p>	<p>Andrew Hewitt and Chris Howell</p>
6	<p>SKILLS HORIZON</p> <p>C. Howell provided the Board with an overview of the Horizon’s Scanning Briefing Paper providing Members with the details of new or emerging policy, strategic research or thought pieces relevant to the work of the Skills Board.</p> <p>Agreed – That the update be noted and that this item be standard on future agendas.</p>	<p>Chris Howell/ Louise Hawkins/ Dorinda Guy</p>
7	<p>FUTURE MEETING DATES</p> <p>C. Watts advised that the future meeting dates may be required to be moved by 1 week to accommodate requests; however would provide new dates as soon as possible.</p> <p>Agreed – That the meeting dates in January, March and May be reviewed and alternative dates be circulated to members of the Board.</p>	<p>Dorinda Guy/Louise Hawkins</p>
8	<p>WORK PROGRAMME</p> <p>C. Watts advised that this had already been discussed going forward and would include the Business, Growth and Skills Hub contracted provision when needed (e.g. Careers Hub).</p> <p>Agreed – That the Work Programme be submitted to the next meeting of the Board for review.</p>	<p>Claire Watts/Chris Howell/Dorinda Guy</p>