**Note of Employers Skills and Education Board Meeting on 21 March 2018**

**1. Welcome and introductions**

Clare Hayward welcomed everyone to the meeting and noted apologies – list of attendees and apologies at Annex A.

**2. Note of Last Meeting on 14 February 2017 and Matters Arising**

The note of the last meeting of the Employers’ Skills and Education Board on 14 February 2018 was agreed. All matters arising would be covered by the agenda for the meeting on 21 March.

**3. National Careers Strategy**

Clare invited Katie Garner (Careers and Enterprise Company) and Sam Norfolk (Careers and Enterprise Co-ordinator in Cheshire East) to make a presentation about the recently published National Careers Strategy.

Sam Norfolk outlined the key messages in the Careers Strategy and answered a series of questions from members of the Employers’ Skills and Education Board.

Sam agreed to provide further information about the level of attainment of Gatsby benchmarks across schools in Cheshire and Warrington. **ACTION: Sam Norfolk**

It was noted that the Careers and Enterprise Company have been running a series of national briefings on the Careers Strategy and statutory guidance for schools and colleges. They are also hosting a webinar on Tuesday 27th March from 4pm – 5pm. Pat Jackson agreed to send members a link to the webinar: <https://www.eventbrite.co.uk/e/careers-and-enterprise-company-webinar-implementing-the-careers-strategy-tickets-44181941376>  **ACTION: Pat Jackson**

Sam confirmed that he was working with secondary schools in Cheshire East and was also working with the FE colleges in the area.

Sam and Kate also referred to a series of publications that are available on the Careers and Enterprise website and agreed to send a list of the publications with links to the website. **ACTION: Sam Norfolk**

Clare thanked Katie and Sam for attending the meeting and it was agreed that members would contact Sam if they had any further questions. Sam’s email is [Sam.Norfolk@skillsandgrowth.co.uk](mailto:Sam.Norfolk@skillsandgrowth.co.uk).

4. **European Social Fund Calls For Proposals**

In Mark Livesey’s absence Pat Jackson explained that the LEP is currently working with the Department for Work and Pensions (DWP) to finalise the procurement arrangements for the next round of investments of European Social Funds (ESF) in Cheshire and Warrington.

The LEP is keen to encourage consortium arrangements which can deliver a coherent, holistic programme of activities and avoid duplication, confusion or competitiveness between different projects. A note to this effect will shortly be posted on the LEP website.

The intention is that all remaining ESF funding will be committed by 2019, with project activity to run until 2021.

**5. Cheshire and Warrington’s Institute of Technology – Governance Arrangements and Proposed Roles and Responsibilities**

David Brennan noted the members’ views that the Cheshire and Warrington Institute of Technology would not be a shiny new building. It had been decided to focus on achieving a different way of working between employers and training providers – all working collaboratively to deliver more coherent, better quality training packages that responded directly to employers’ needs.

David outlined the proposed roles and responsibilities of the Governing Board of Cheshire and Warrington’s Institute of Technology and the associated Accountable Body, Managing Agent, Independent Broker and Provider Consortium.

In discussion the following key points were made:

* As the Institute of Technology’s Governing Board is established it will be important to keep under review the role and membership of the main Employers’ Skills and Education Board to ensure clear added value of each Board and to ensure the skills and education agenda is fully co-ordinated across all the key issues identified by the main Employers’ Skills and Education Board.
* It is crucial that the independent brokers are truly independent and are not just sign-posters – they must work with employers to aggregate demand and to secure a ‘deal’ with the consortium of training providers.
* The Accountable Body will be the lead applicant for the European Social Funds and will submit the application on behalf of all the strategic partners represented on the Governing Board.
* The Managing Agent will undertake the technical appraisal of proposed investments by the Institute of Technology and the Governing Board of employers and other strategic partners will make the strategic investment decisions.
* The Accountable Body is effectively the ‘finance director’ for the Institute of Technology and it will be important to avoid conflicts of interest and ensure that the Managing Agent role is not undertaken by an organisation that is also part of the training provider consortium.
* It was suggested that the Managing Agent role should be moved closer to the Governing Board.
* It was agreed that it would be helpful if David could provide a table showing responsibility and accountability chains – (who is responsible and accountable to whom). **ACTION: David Brennan**

It was also agreed that members should consider a different name for the Cheshire and Warrington Institute of Technology. The following suggestions were made:

* REVOLUTION 4
* PREPARING FOR THE 4TH REVOLUTION
* SKILLS FUNNEL
* EMPLOYER SKILLS HUB
* CHESHIRE AND WARRINGTON SKILLS PARTNERSHIP
* T4CW
* SKILLS 4
* C&WS4
* HORIZONS

Clare Hayward suggested that the new name required further consideration and a follow up discussion at the next meeting.

**6. Progress Report from the Energy Group**

Margaret Cheshire and David Brennan presented a summary of the type of training package energy companies were seeking and a worked example of how this might be funded using the apprenticeship budget matched with European Social Funds.

Margaret will now share the work with a wider group of employers in the energy hub to get feed-back. **ACTION: Margaret Cheshire**

In the subsequent discussion it was agreed that it would be helpful if the logistics and advanced engineering/digital groups could undertake a similar exercise. **ACTION: Neil Warren and Phil Atkinson**

**7. Progress Reports from the Logistics and Advanced Engineering/Digital Groups and the proposed Digital Skills Partnership**

Given the limited time available it was agreed to take the progress reports at the next meeting of the Employers’ Skills and education Board.

**8. National Careers Service and Fuller Working Lives**

The Board noted the National Careers Service and Fuller Working Lives offer to employers.

**9. Public Sector Reform**

The Board noted that the questionnaire linked to the consultation on Public Sector Reform is open for comments until 5 April.

**10. Date of Next Meeting**

It was agreed that Pat Jackson would consult members on the scope to move the date of the next meeting from Wednesday 25 April and Pat Bacon suggested that the next meeting could be held at the Ellesmere Port campus. **ACTION: Pat Jackson. PLEASE NOTE NEXT MEETING IS ON MONDAY 30 APRIL BETWEEN 15.00 and 17.00 HRS. A Calendar invitation has been sent.**

**EMPLOYERS SKILLS AND EDUCATION BOARD MEETING ON 21 MARCH 2018 Annex A**

The following members of the Employers’ Skills and Education Board attended the meeting:

* Clare Hayward
* Dame Pat Bacon (Health Sector)
* Meredydd David
* Neil Warren (Jungheinrich)
* Paul Colman (South Cheshire Chamber)
* Fraser Kearney (Cheshire and Warrington Growth Hub)
* Margaret Cheshire
* Phil Atkinson (Daresbury)
* Pat Jackson

**Apologies**

* Lynne Williams
* Jim Carroll (Mobica)
* Jenny Clucas (Cogent)
* James Richards (Network Rail)
* Carol Parkes (Lex Autoleasing/Halifax/Lloyds Banking Group)
* Nicola Merriman (National Skills Academy Nuclear)
* Paul Taylor (Taylor Business Park)
* Mark Livesey (LEP)

**Also attending**

Katie Garner (Careers and Enterprise Company)

Sam Norfolk (Enterprise Co-ordinator Cheshire East)

David Brennan (Advisor to LEP)