

LEARNING CITY YORK Board Meeting

Tuesday 26 November 2013, 8.00 – 9.30
York College



Attending: Alison Birkinshaw (chair, York College), Julia Davis (JCP), Jessica Grant (Higher York), Laura Harris (Your Consortium), Annabel Jelley (SFA), Julia Massey (Learning City, CYC), Sue Gradwell (NYBEP), Cllr Janet Looker (CYC), Liz McNeil (University of York), Rosie Cantrell (Babcock / NCS), Alistair Gourlay (CYC), John Thompson (CYC)

Apologies: Charles Storr (CYC), Maxine Squire (CYC)

Minutes

1. Minutes and actions

The minutes of the previous meeting were agreed. All actions had been completed.

2. Review of the role, remit and membership of the board

Revised terms of reference were circulated.

The new York Community Learning Partnership has been added, this reflects the origins of LCY as a lifelong learning partnership. Work is going on to develop a formal partnership agreement, but the group is open to further ideas around governance. The group's relationship to other boards is still to be determined.

Action: Under 3.2, a sentence to be added to the effect that LCY is an umbrella organisation and that each partner organisation may have its own agenda and priorities.

Action: **Julia Massey** to make formal proposal to change the priorities listed for the next board meeting. It was noted that the priorities all start "We need..." and would benefit from more proactive language.

Action: The following suggestions were agreed:

- Extract the KPIs into a separate annex, allowing the main document to retain a high-level strategic overview.
- Retain the detail around funding for different bodies, and further explain the relationship between the secretariat, partnership and delivery.
- Add detail around developing social mobility from an early age.
- Explain how the membership was selected from the 60 publicly-funded bodies mentioned.
- Correction to name of HEFCE.

It was suggested that membership could include or explicit connections made with the two LEPs. A new company to cover the whole cultural industry, visitor economy and inward investment across York is being set up, a member from this new company would add value to the Board.

Action: It was agreed to invite representatives from secondary headteachers (via George Gilmore) and Science City York.

Action: While it was felt that training providers were adequately represented already, an offer would be made to the York Training Provider group for additional representation.

Representation was not believed to be necessary from libraries or JLP as an employer.

3. York Skills Strategy

The Skills Strategy was approved.

The Skills Strategy feeds into the Economic Strategy. Melody Hardcastle (CYC Apprentice) has designed two summary documents, which could be used with stakeholders and colleagues. These design concepts were well received.

The following suggestions were made:

- Include the centre spread of the short summary as the centre spread of the larger summary.
- Need to lead the reader through the summaries better and make them more accessible to lay people. 'Strengths and challenges' does not feel right – would be better to start with aims of what we are trying to do.
- Detail of what it means to be a 'top 5' city is difficult to find – could be clarified on the front page.
- Feels like York is isolated from surrounding areas (it was noted that the full strategy takes more account of the city's neighbours, and this was not included in the summaries).
- Needs to have the CYC accessibility statement.
- Highlight "We are good at ...; we are not complacent about ..."

Action: Julia Massey to draw up a list of who this strategy needs to be shared with. Melody Hardcastle to draw up a communications strategy. Laura Harris offered support in marketing this work.

4. Key performance indicators

Priority 1

Action: Julia Massey to consider what sources of evidence are readily available and lend themselves to setting targets. It was suggested that IIP should not be used as a measure.

Apprenticeships should look at completions as well as starts.

Interns are included as an interim measure, as a proxy for graduate employment at graduate level jobs.

Numbers participating in public-funded learning is not a robust measure to use, as funded learning will generally only be available to adults with low qualifications. As York has relatively few adults with low qualifications (18%), there is a smaller potential market than in other authorities, so a lower proportion of adults are accessing these programmes, but this should not be seen in a negative light.

Priority 2

Productivity is a lagged indicator, but we will continue to use this measure.

Survival rates for start-ups are based on operating for 2 years. York performs badly on this measure against comparator UK cities.

Priority 3

We need to consider the correlation between adult skills funding and successfully getting people into employment, and look at whether funding is being effective – nationally this is not the case. Best strategies are to work backwards from the vacancy to the candidate.

Detailed bullet points not needed for the last item.

Priority 4

First item should be around CEIAG.

Employability skills still need to be included, as high academic success rates do not necessarily make young people employable. **Action: Sue Gradwell** to suggest a suitable measure.

Employer satisfaction of work-readiness of young people can be included. It would be good to include young people's satisfaction of employment, but less clear how this data could be collected. Reference to 'age 16' to be removed to reflect RPA agenda.

Destination measures at 16, 17, 18 and graduate level would be useful.

Reference to good and outstanding schools to be removed.

Priority 5

All points agreed.

Next steps

Action: Julia Massey to draw up targets from the points listed under each priority.

Action: All colleagues to share KPIs and the Skills Strategy with their respective organisations. Julia will circulate the revised strategy documents in the next week or so.

5. Next meeting

The following items were proposed for the agenda:

- Ensuring young people are making the right decisions at 14+
- LEPs and ESF
- National Careers Service
- JCP update

The dates of future meetings will be circulated.

6. Any other business

UKCES approached York because of our good work in using LMI to inform skills and employment strategy and initiatives, and we have been chosen to host one of three full-day seminars across the country on January 17 2014, for us to showcase our outstanding case study.

Action: Julia Massey will contact partners to build the case study.