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# MINUTES

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## UK Commission for Employment and Skills

Date:	Time:	Venue:
14 October 2014	10.00am – 12.30 pm	Wellington House Committee Room A 40-50 Wellington street Leeds LS1 2DE

### PRESENT

Sir Charlie Mayfield	Chairman
Michael Davis	Chief Executive

### Commissioners

Bill McGinnis CBE DL  
 Dame Fiona Kendrick  
 Douglas McCormick  
 Grahame Smith  
 James Wates  
 John Cridland  
 Julie Kenny  
 Liz Sayce  
 Nigel Whitehead  
 Paul McKelvie  
 Prof John Coyne  
 Scott Waddington  
 Sean Taggart  
 Seyi Obakin  
 Valerie Todd  
 Will Butler-Adams.

*It was noted that Grahame Smith, John Coyne, Julie Kenny, Liz Sayce, Sean Taggart and Valerie Todd had not received their letters of re-appointment.*

## **IN ATTENDANCE**

Huw Morris, (Group Director, Skills, Higher Education and Lifelong Learning (SHELL), Welsh Government),

Simon Perryman, Ian Kinder, Moira McKerracher, Paul Devoy, Simon Renny, Sarah Beal, Josie Armitage, Katherine Chapman, Carol Gault, Sam Byron and Sarah Marsh.

## **APOLOGIES**

Apologies for absence were received from Barbara Spicer, Dave Prentis, David Fairhurst, Deirdre Hughes OBE, Gail Cartmail, Frances O'Grady, Jeremy Anderson CBE, John Cridland, Nigel Whitehead, Toby Peyton- Jones,

Andrew Scott, (Scottish Government), Catherine Bell (DELNI), Rachel Sandby-Thomas (BIS) and Mike Keoghan (BIS).

### **1. Board Effectiveness**

The Commission held a closed session without the Executive to consider their effectiveness.

### **2. Welcome, Apologies and Minutes of last meeting.**

The Chairman, Sir Charlie Mayfield, welcomed Commissioners. The minutes of the last meeting held on 09 April 2014 were AGREED as a correct record.

### **3. Skills Statement**

Douglas McCormick introduced paper **UKCES C [14] 24** which set out the draft skills statement *Growth through People* which would be published in late November, jointly signed with the TUC and the CBI. It set out a long term vision for how UKCES thought the skills and employment system needed to change to tackle the challenges in the UK labour market around jobs, skills and productivity and built on the analysis set out in the July publication 'Climbing the Ladder: Skills for sustainable recovery.'

The target audience was business leaders, political leaders and opinion-formers in key sectors, local areas and the employment and skills sector.

The objectives were to lead the debate with industry, inspire action and influence policy thinking ahead of the general election and to ensure continuity in policy reforms.

Commissioners were asked to review the paper and provide feedback and comment on:

- The five big ideas
- The overall tone and style
- The level of detail

It was proposed that the document be further developed and following a detailed discussion about the content, Commissioners were asked to send back any comments on content by 24 October.

The next steps were **AGREED**.

#### **4. The National Skills Assessment**

Commissioners were asked to consider paper **UKCES C [14] 25**, introduced by Douglas McCormick, which outlined the development of a National Skills Assessment which UKCES had been asked to prepare the following request from the Prime Minister's office. The purpose of the assessment was to showcase 10 -15 jobs that offered attractive opportunities for young people. The intention was to provide a resource for informed adults (including parents, teachers and careers practitioners) so that they could assist young people in making choices about their education and career options.

Commissioners were asked to note the content of the proposals, including suggested governance arrangements and to comment. A draft document would be circulated in November.

External scrutiny would be provided by an expert panel and the Commission's own Research Group which would review the rigour and validity of the analytical approach used to identify the draft list of occupations to be taken forward.

Commissioners **AGREED** that the proposed approach and content be approved along with the proposed governance arrangements.

#### **5. UK Futures Programme Update**

Scott Waddington presented paper **UKCES C [14] 26** and gave an update on the progress of the programme and plans for the remainder of 2014 – 15.

Through the UKFP, our objective had been to establish a UK-wide programme whereby we co-invest with collaborations of businesses and other wider partners, to research, prototype and scale genuinely innovative solutions to tackling market/ system failures. The Programme supported the concept of UKCES being an 'architect' and not a 'builder' within the skills system.

The three objectives of the UKFP were as follows:

- To support collaborative approaches to workforce development issues amongst employers and, where applicable, wider social partners;
- To encourage, identify and learn from innovative approaches to addressing workforce development issues;
- To identify 'what works' when addressing market failures in relation to workforce development, for adoption in policy development and wider business practice.

There had been two competitions to date in the following areas of work

- I. Off-site construction
- II. Enhancing management and leadership skills

A third competition had been launched on 13 October;

III. Enhancing pay progression of low-paid workers.

The progress made was **NOTED**.

## **6. Industrial Partnerships and Employer Ownership Pilot Round Two.**

Simon Perryman introduced paper **UKCES C [14] 27** which provided an update on progress in establishing industrial partnerships and on the second round of the Employer Ownership Pilots. Commissioners were asked to note progress on both these programmes.

The Commission had set out the vision for industrial partnerships and the challenge now was to hold to make this a reality. Eight industrial partnerships boards were now operating.

The report contained information about the next steps for this driving agenda.

The report was **NOTED**.

## **7. Investors in People Update**

Valerie Todd introduced paper **UKCES C [14] 28** which provided an update on the Investors in People (IIP) framework refresh, possible future ownership and indicative quarter 2 performance.

Wide scale consultation on the framework refresh had taken place with employers and continued on all aspects of the proposed changes. Focus was now shifting to the assessment and pricing model phases of work.

Based on provisional figures, overall revenue at the end of Q2 was predicted to be within 10% of the forecast.

The report was **NOTED**.

## **8. Governance Matters**

Consideration was given to paper **UKCES C [14] 29** which asked Commissioners to note and agree the amendments proposed to the Terms of Reference (TOR) for the Investment Sub Board and to consider proposals for new arrangements to determine occupational standards funding contracts. Both amendments had been agreed by the group at their meeting on 29 May 2014.

## **9. Items for Information**

The Commission received and **NOTED** update reports and minutes of the meeting of the Strategic Management Group, Audit and Risk Group, Investors in People Group, Investment Group and the Research Group.

## **10. Any Other Business**

Grahame Smith drew attention to the leaflet produced on the key findings of the Employer Skills Survey and asked Commissioners to note the summary of findings.