

HEY Skills Board
2.00pm on 21st May 2025
Guildhall, Hull

Present

Jayne Adamson, Councillor Aitken, Paul Britton, Mark Burley, Andy Crossland, David Gent, Becki Hamnett, David Inness, Lizann Lawson, Rob MacNaught, Danny Metters, Michelle Peacock, Richard Stockton, Councillor Tock, Susan Weeks and Adrian West.

In attendance

Teresa Chalmers, Chris Howell, Ben Odams and Claire Watts.

Dorinda Guy (Democratic Services Officer).

Apologies

Laura Botham, Luke Campbell, Alex Codd, Iain Elliott, Andrew Hewitt, Mark Rogers and Steve Skelton.

Minute No	Item	Action By/Deadline
18	DECLARATIONS OF INTEREST No declarations of interest were made in respect of the items that followed below.	
19	ELECTION OF DEPUTY CHAIR Moved by Jayne Adamson and seconded by Susan Weeks that David Gent be elected as Deputy Chair of the Board. Motion carried.	Dorinda Guy
20	MINUTES OF THE MEETING HELD ON FRIDAY 24TH JANUARY 2025 The Democratic Services Officer submitted, for approval, the minutes of the meeting held on 24 th January 2025. Agreed – That the minutes of the meeting held on 24 th January 2025 be approved as a true and correct record.	Dorinda Guy
21	ADULT SKILLS READINESS UPDATE	

The Chief Executive provided a report which set out HEYCA's proposed response to the Department for Education (DfE) Adult Skills Funds (ASF) devolution Readiness Criteria.

The Board was informed that –

- a. The submission was required to evidence to the DfE that HEYCA had made sufficient progress putting in place the processes, systems and resources required to effectively take on the role of administering the ASF from the DfE for the HEYCA region beginning in September 2026;
- b. In order to meet the Readiness Criteria (appendix 1), HEYCA must submit the following to the DfE by 30th May 2025:
 - A letter from HEYCA CEO (or equivalent) which confirms:
 1. How delivery of adult education functions in the HEYCA area and associated outcomes for residents would be improved;
 2. How the HEYCA will effectively deliver the operational processes and functions to support this, and
 3. That HEYCA is content the CA will be ready to deliver the function to its residents from the academic year 2026/27;
 - HEYCA's Strategic Skills Plan (appendix 2) which supports statement a, and
 - Evidence to support statements a, b and c, the specifics of which the DfE have set out in the "Adult Skills Fund devolution readiness: self-assessment evidence checklist" and which has been completed for the HEYCA (appendix 3)
- c. Decisions relating to the recommendations set out in Section 2 of the report were required at this meeting in order to meet the DfE's submissions deadline of 30th May 2025. This deadline must be met to ensure associated milestone linked to securing Ministerial approval were also met. Missing the submission deadline of 30th May could result in the devolution of the ASF being delays until the 2027/28 academic year.

Chris Howell, Employment and Skills Manager, HEY Business Growth and Skills Hub highlighted the following from the report:

- a. 4.11 – The themes required to be covered in the Readiness test submission;
- b. 5.1 – The Adult Skills Fund Strategic Skills Plant – strategic priorities;
- c. 5.2 – Commissioning Principles;
- d. 5.3 – Sub-contracting Arrangement, and
- e. 5.4 Distance Learning

	<p>The Board discussed the following matters –</p> <ol style="list-style-type: none"> a. They reiterated their concerns how rurality impacted on post-16 participation and how public transport could be addressed using SA freedoms and flexibilities, for example East Midlands MCA had adopted a free transport service for students under 19yrs olds; b. Challenges for SEN and NEETS, in which this sat within Priority 3 of the Skills Fund Strategic Priorities; c. That going forward it was around not creating more plans and strategies, the idea was for continuity to remain and bringing those already in existence into alignment, alongside the Mayors priorities, d. How skills was not always around attending courses it included helping filling in forms, emails, etc to help alleviate barriers. This was being looked into under the Connect To Work funding stream which was being developed on Personal Advisors model. 	
<p>22</p>	<p>SCHEDULE OF DATES FOR HEY SKILLS BOARD MUNICIPAL YEAR 2025-2026</p> <p>The Democratic Services Officer submitted the schedule of dates for future HEY Skills Board meetings for approval.</p> <p>The Board approved the meeting dates and requested that the meeting venue rotate between Hull and East Yorkshire.</p> <p>Agreed – That Jayne Adamson and Claire Watts discuss future venues off agenda for consideration.</p>	<p>Dorinda Guy, Jayne Adamson and Claire Watts</p>
<p>16</p>	<p>FUTURE WORK PROGRAMME</p> <p>The Democratic Services Officer submitted the Work Programme to update the Board on future agenda items.</p> <p>Several agenda items were suggested which included the following:</p> <ul style="list-style-type: none"> • UK Shared Prosperity Fund • LSIP and Arising Development • Work Experience Changes and Opportunities • Local Growth Plan Development • Local Transport • Connect To Work • Institute of Technology Update • MCA Emerging Strategies and how they Align • Entrepreneurship and Young People • AI • 10 Year Health Plan followed by Workforce Plan 	

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	<ul style="list-style-type: none">• Get Britain Working Plan <p>Agreed –</p> <ol style="list-style-type: none">a. That suggested items to be added to the Future Work Programme for discussion at the next Draft Agenda Meeting in May 2025, andb. that once the Future Work Programme is finalised, this be shared off agenda with all Board Members for information.	a-b. Dorinda Guy
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