

BOARD MINUTES
COMPANY CONFIDENTIAL

Date: 29 June 2022

Present: Christine Hodgson (Chair)
Steve Holliday (SH)
Brian Lightman (BL)
Baroness Nicky Morgan (NM) by video link
David Baldwin (DB) by video link
Lizzie Beale (EB)
Oli de Botton (ODB)
John Yarham (JY)

Apologies: Mo Isap
Dame Julia Cleverdon

In attendance: Paul Lewis (PL), Chief of Strategy & Communications
Elizabeth Kingsley (EK), Director of Operations
Nicola Hall (NH), Director of Education
Anna Frazer (AF), Head of Business Partnerships for item 3.1
James Moon (JM), Head of Network for item 3.2
Jez McDonald (JMc), Head of Data & Digital for item 4.1

Notes

1. Matters Arising

1.1. Welcome

The Chair opened the meeting and welcomed the group. Apologies for absence were received from Mo Isap and Dame Julia Cleverdon.

1.2. Minutes from last meeting

The minutes from the last Board (30 March 2022) were approved as an accurate record of the meeting.

2. Company Update

2.1. CEO/DCEO Update

The Board was provided with an update covering strategy, policy, delivery and people. The CEO highlighted two gaps the CEC were focussed on addressing – the rich/poor opportunity gap and the gap between the worlds of work and education. He also ran through the goals to 2024, with an emphasis on longer-term thinking. In response to a question from EB, the CEO confirmed that the rich/poor gap was intended as a catch-all term to capture the overall issue of gaps in inclusive opportunities.

The Chair challenged one of the goals – 10,000 businesses to adopt the Employer Standards. It was suggested that quality should be a higher priority than quantity and that a lower figure of 5,000, including all the Cornerstone employers, might be more achievable by focussing on variety and type of employer rather than overall number.

There was a discussion on the CEC’s position in the upcoming Provider Access Legislation and its role as an ‘honest broker’ to support delivery. BL added this presented the opportunity to promote best practice and bring careers into the mainstream.

The Board were updated on the latest government policy and, as part of that conversation, the Board confirmed the CEC should look to take a role in any primary careers activity, to build upon work previously undertaken.

DB asked where parents were featuring in the work of the CEC. NH spoke about two pieces of work, both funded by the Gatsby Foundation, supporting tools for parents and upskilling Careers Leaders to communicate with parents.

The Board also noted the contents of the Business Partnerships update paper.

2.2. Digital Committee Update

2.3. Impact and Evaluation Committee Update

The Board noted the updates from each Committee.

2.4. Corporate risk register

The Board reviewed the Risk Register and noted its contents.

3. Strategy

3.1. Employer Update

The CEO presented his paper and shared with the Board how a future employer dashboard might look. He reported on the Employer Standards (ES) pilot, highlighting the resources and benchmarking that will be available to employers as a tool to inform their self-assessment. The Chair felt the ES were clear and straightforward to use, representing a big step forward. The CEO added that CEC will also review its own approach against the standards.

NM asked if the CEC should be looking at particular sectors, eg finance.
The Committee agreed this was worth considering and the point was noted by the executive.

3.2. Hub Transition

The DCEO ran through the paper and there was discussion around the recent changes from LEPs to Combined Authorities. JM was asked to bring an update on this transition to the next Board and the management were asked to ensure the work was sufficiently resourced.

Action point: Update on Hub Transition to next Board.

4. Workstream Scrutiny Updates

4.1 Data & Digital

The Board were updated on the Data and Digital programme of work. BL commented on the extent of the progress made and the positive feedback he had heard in schools on the Compass + tool.

4.2 Strategic Comms and Govt Relations

PL updated the Board on the activity in the last quarter in Government and Parliamentary Relations and Strategic Communications. The Chair welcomed the report and commented on the huge amount of work undertaken.

4.3 Business Partnerships

Reviewed under 3.1.

4.4 Education Development

The Board were informed of the growth of work in this area and its impact. There were challenges around the scale of the work and the need to avoid short term approaches. The Board challenged the executive to ensure resources were reviewed. DB complimented the team on their work. The Board also asked that a representative from the Department for Education attend a Board meeting.

Action point: DfE representative to attend a future Board meeting.

5. Operations

5.1 Audit Planning Timetable

EK reported that the Audit was complete, and the auditors were due to report to the July Audit Committee.

5.2 March 2022 Management Accounts

The accounts were noted by the Board.

5.3 Contract update and approvals

There were no contracts for approval, but the Board were notified that two major contracts will be forthcoming later in the year regarding the Employer Portal and renewal of the CEC's IT support.

5.4 Staff Pulse Survey Results

The results of the survey were noted by the Board.

5.5 Ordinary Resolution

The Board voted to pass the resolution, extending the contracts of the listed Board members. It was agreed that a paper on the nominations procedure will be presented to the next Board and a Nominations Committee set up.

Action Point: Paper on nominations process for next Board Meeting.

Action Point: Appoint Nominations Committee.

6. Any Other Business

EB and NH updated the Board on the success of the Youth Advisory Group (YAG) after its first year. There was discussion on how the YAG will be represented after EB's tenure ends in March 2023. This will come back to the Board for a discussion at the next meeting.

Action Point: A discussion on the YAG to feature at the next Board meeting.

Date of next meeting: 28 September 2022, 2pm – 5pm