

**AYRSHIRE ECONOMIC JOINT COMMITTEE**

**Meeting – 15<sup>th</sup> January 2024**

**REPORT BY THE CHIEF EXECUTIVE, NORTH AYRSHIRE COUNCIL**

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**SUBJECT: AYRSHIRE REGIONAL REVENUE PROJECT  
AYRSHIRE SKILLS INVESTMENT FUND**

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**PURPOSE OF REPORT**

1. This report seeks approval of the detailed governance arrangements for the Ayrshire Skills and Investment (ASIF) sub-committee of the Ayrshire Economic Joint Committee(AEJC) including the Terms of Reference and Standing Orders.

**RECOMMENDATIONS**

2. The Joint Committee is asked to:
  - i. Consider and approve the Terms of Reference for the Ayrshire Economic Joint Committee Ayrshire Skills Investment Fund Sub Committee.
  - ii. Note that the agreed governance arrangements have been implemented, creating the AEJC, Ayrshire Skills and Investment Sub-Committee, with delegated authority to award the fund.
  - iii. Ratify the appointment of Councillor Marie Burns as Chair and appoint a Vice Chair to the Ayrshire Skills and Investment Fund sub-committee (ASIF sub-committee)
  - iv. Note the grant funding approved at the meeting of the ASIF sub-committee on November 2023 as detailed in Appendix 3 in accordance with the general delegation granted by the AEJC on 20 June 2022 and ratify the delegation for approval of grant funding awarded.
  - v. Agree that an update is provided every 6 months on funding awards and achievements.

**BACKGROUND**

3. The Ayrshire Skills Investment Fund (ASIF) has secured £3.5 million to deliver a range of skills interventions to address skills gaps across the region and equip people with the skills to compete effectively in the labour market and ensure people have the skills required for the future.

Since the ASIF committee is a subcommittee of the AEJC, this report has not required to be considered by the AEPB.

## **DESCRIPTION OF PROJECT**

4. The ASIF will provide a flexible and responsive skills fund for Ayrshire's businesses and residents. The fund will be strategically aligned to the Regional Skills Investment Plan (RSIP) and the Regional Economic Strategy (RES) and will support inclusive growth and community wealth building principles. It is aimed at helping employers grow and develop their employees and increase skills for Ayrshire residents, linking them to growth sectors and employment opportunities, with the objectives of reducing unemployment and increasing productivity. The fund supports skills development, where funding currently does not exist, closing funding gaps in the skills system and contributing to the development of skills needed to support regional, inclusive, economic growth.

## **IMPLEMENTATION PLAN**

5. Following the decision of the AEJC on 20 June 2022, the AEJC Sub-Committee was established in January 2023 with delegated authority to:
  - Consider the output of the Regional Skills Investment Plan and the Regional Economic Strategy
  - Identify and prioritise skills gaps on an ongoing basis.
  - Determine and implement the most appropriate means of administering the ASIF to meet identified skills gaps.
  - Invite and evaluate ASIF Grant applications
  - Award grants from the ASIF; and
  - Develop and establish a suitable procurement process to ensure sufficient training provision is secured to meet identified skills gaps.
6. The Sub-committee has been operating to date based on the general delegation granted by the AEJC on 20 June 2022 and on the draft Terms of Reference and Standing Orders, presented to the AEJC for approval.
7. The ASIF sub-committee includes representatives from: North Ayrshire Council, East Ayrshire Council, South Ayrshire Council, Scottish Enterprise, Skills Development Scotland, Ayrshire Growth Deal PMO, GMB, Unison and Unite Trade Unions with Ayrshire College and the University of the West of Scotland participating in an advisory capacity where appropriate.
8. A grants programme will identify suitable training and an open procurement framework will be established to create a flexible and responsive skills programme.

## **GOVERNANCE**

8. The ASIF Sub Committee is formed in terms of section 56(1) of the Local Government (Scotland) Act 1973, the draft Terms of Reference (ToR) are included within Appendix 1 of this report.
9. The ToR is aligned to the Standing Orders, included within Appendix 2 of this report, which sets the framework for the conduct of meetings.
10. The Chair of the ASIF Sub Committee is Councillor Marie Burns, appointed by the Ayrshire Economic Joint Committee, in accordance with the ToR and Standing Orders. A Vice Chair should also be appointed, from the elected members already appointed to the sub-committee, who will chair the meetings in the absence of the appointed chair.
11. The Minutes of the meetings of the sub-committee held since its establishment are included within Appendix 3 of this report. The grant funding agreed by the sub-committee is detailed in the Minutes of the meeting of 20<sup>th</sup> November 2023 and in relation to which ratification is sought from the AEJC prior to formal offer of funding.

## **LEGAL IMPLICATIONS**

12. The ASIF project requires robust governance to ensure that its objectives are achieved in accordance legal requirements.
13. The governance has been developed in consultation with all 3 Ayrshire local authorities who have all contributed to the development of the ToR and the Standing Orders.

## **HUMAN RESOURCES IMPLICATIONS**

14. The Fair Work and Skills Ayrshire team are in place to deliver the fund, supporting people and employers across the region ensuring the necessary interventions are available to support the skills development needs for the region.

## **EQUALITY IMPACT ASSESSMENT**

15. An Equality Impact Assessment has been completed and has identified generally positive impacts arising from the fund, due to its strategic purpose. The fund was created to address inequality and improve socio-economic outcomes for disadvantaged groups in Ayrshire. The aim of this fund is to develop skills and increase local training capacity to develop future skills to achieve inclusive growth and increase productivity across the region delivering a direct impact on social-economic outcomes.

## CONSULTATIONS

16. The project board through the Local Authority Employability and Business Development leads have been consulted throughout development.
17. This has been considered by the 3 Local Authority Legal teams and they agree with the content of the ToR and the Standing Orders.

### **Background Papers:**

[Heads of Terms](#), signed by the UK Government and the Scottish Government and Ayrshire's Councils on 8 March 2019

[Deal Document](#), signed by both the UK Government and Scottish Government and Ayrshire's Councils on 19 November 2020

### **Person to Contact:**

Laura Neill (Senior Manager, Employability & Skills,  
North Ayrshire Council)

Tel: 01294 324802

Email: [lauraneill@north-ayrshire.gov.uk](mailto:lauraneill@north-ayrshire.gov.uk)

Neale McIlvanney (Interim Head of Service  
Growth, Investment, Employability)

Email: [nealemcilvanney@north-ayrshire.gov.uk](mailto:nealemcilvanney@north-ayrshire.gov.uk)

**Ayrshire Economic Joint Committee  
Ayrshire Skills Investment Fund Sub Committee**

**Terms of Reference  
Draft V6  
January 2024**

**Introduction**

The Ayrshire Economic Joint Committee (“**AEJC**”) has established a sub-committee with delegated authority to create, implement and approve awards from the Ayrshire Skills Investment Fund (“**ASIF**”).

The ASIF is an Ayrshire Growth Deal project designed to fund skills development and training in priority sectors, when existing provision is not available, flexible or responsive.

**Constitution**

The ASIF Sub Committee is formed in terms of section 56(1) of the Local Government (Scotland) Act 1973. It shall comprise a maximum of [22] members in terms of its Standing Orders, being:

- (a) [three] representatives (one Councillor and two Officers) nominated by each of North, East and South Ayrshire Councils.
- (b) [one] representative nominated by each of Skills Development Scotland and Scottish Enterprise; and
- (c) [one] representative nominated by each of GMB Union, Unite Union and Unison Union.

The ASIF Sub Committee may also co-opt up to [three] additional members on the basis of experience or skills, whether from existing members, from other organisations or individuals.

[Named substitutes are permitted to attend in place of any nominated member.]

The ASIF Sub Committee may also appoint up to [three] advisors from the Higher or Further Education sectors on the basis of experience or skills.

**Chair**

The Chair and Vice Chair shall be appointed by the AEJC.

**Quorum**

A quorum of the ASIF Sub Committee shall be six, with at least one nominee from each of the Ayrshire Councils present.

**Standing Orders and Meetings**

The Standing Orders of the ASIF Sub Committee shall be as detailed in the Appendix. The ASIF Sub Committee shall meet every six weeks and the Chair may convene additional meetings as required.

**Delegated Powers**

The ASIF Sub Committee has delegated powers to implement its functions, except as otherwise provided herein.

**Functions Referred**

The following functions of the AEJC will stand referred to the ASIF Sub Committee:

1. To consider the output of the Regional Skills Investment Plan.
2. To identify and prioritise skills gaps on an ongoing basis.
3. To determine and implement the most appropriate means of administering the ASIF to meet identified skills gaps.
4. To invite and evaluate ASIF Grant applications, including conducting a subsidy control assessment in respect of each application.
5. To award grants from the ASIF; and
6. To develop and establish a suitable procurement process to ensure sufficient training provision is secured to meet identified skills gaps.

**Ayrshire Economic Joint Committee  
Ayrshire Skills Investment Fund Sub Committee**

**Standing Orders for the Conduct of Meetings  
Draft V1  
January 2024**

**COMMENCEMENT**

These standing orders will apply and have effect from the date approved by the Ayrshire Economic Joint Committee.

**DEFINITIONS**

In these Standing Orders the following words and expressions have the following meaning as shown below:-

“Constituent Authority” means any of the East, North or South Ayrshire Councils; and

“ASIF Sub Committee” means the Ayrshire Skills Investment Fund sub-committee formed under Sections 56 and 57 of the Local Government (Scotland) Act 1973 for the purposes of regulating the shared discharge of the functions of the Constituent Authorities.

**MEETING ARRANGEMENTS**

**Dates of Meetings**

1. The ASIF Sub Committee shall meet at least every six weeks or more often as is required to conduct its business, dates of meetings to be agreed by the ASIF Sub Committee.
2. A special meeting of the ASIF Sub Committee may be called at any time:
  - (a) by the incumbent Chair; or
  - (b) if at least one quarter of the total number of members request a meeting in writing specifying the business to be transacted. The requisition shall be submitted to the Chief Executive of the incumbent Chair’s Council and shall be included in the notice and summons of the meeting. The Chief Executive will determine the time and venue of the meeting, which shall be held within 14 days of the receipt by the Chief Executive of the requisition.

***Place, Time and Notice of Meetings***

- 3.1** Except in the case of urgency (when the incumbent Chair may direct accordingly) three clear days at least before a meeting of the ASIF Sub Committee.
- i. Notice of the time and place of the intended meeting shall be published by the Chief Executive of the incumbent Chair's Council or an appropriate officer of that council, responsible for the administrative support of the ASIF Sub-Committee, at that Council's principal office and, where practical, at the place where the meeting will be held if the meeting is to be held outwith that Council's principal office; and
  - ii. A summons to attend the meeting, specifying the business to be transacted shall be emailed to the last known email address, or left at or sent by post to the usual place of residence, of every Member of the ASIF Sub Committee as appropriate, or to such other address as the Member may notify in writing to the Chief Executive of the incumbent Chair's Council.

### **LACK OF NOTICE**

- 4.** Want of service of a summons on any Member of the ASIF Sub Committee shall not affect the validity of any meeting.

### **QUORUM**

- 5.** The quorum for the ASIF Joint Committee shall be six, with at least one nominee from each of the Constituent Authorities present.

No business shall be transacted at any meeting of the ASIF Sub Committee unless a quorum is present.

If, 10 minutes after the time appointed for a meeting a quorum of Members is not then present, the meeting shall stand adjourned and it shall be minuted that "owing to the want of a quorum, no business was transacted".

### **CHAIR**

- 6.** The Chair of the ASIF Sub Committee shall be appointed by the Ayrshire Economic Joint Committee.

The Chair shall preside. In the event of the incumbent Chair either being absent or withdrawing from a meeting, the vice-Chair shall so preside or in their absence another elected member serving on the sub-committee as agreed by the sub-committee members present shall assume the Chair for that meeting or part thereof.

### **POWERS AND DUTIES OF CHAIR**

- 7.** Deference shall at all times be paid to the authority of the Chair. When the Chair indicates a wish to speak, any Member who may be addressing the meeting shall give way. The Chair shall:-



- (i) preserve order and ensure that every member of the ASIF Sub Committee shall have a fair hearing.
- (ii) decide all matters of order, competency and relevancy and the ruling of the Chair shall be final and shall not be open to discussion.
- (iii) decide between two or more members of the meeting indicating that they wish to speak by calling on the member who has first caught the attention of the Chair.
- (iv) ensure that due and sufficient opportunity is given to members who wish to speak to express their views on the subject under discussion.
- (v) be entitled, in the event of disorder arising, to adjourn the meeting to a time he or she may then, or afterwards, fix and his or her leaving the Chair shall indicate the meeting is adjourned; and
- (vi) the Chair shall, at his or her discretion, determine all questions of procedure for which no express provision is made under these Standing Orders with regard to the regulation of the proceedings and business of the ASIF Sub Committee meetings.

## **BUSINESS AT MEETINGS**

8. At a meeting of the ASIF Sub Committee, no business other than that specified in the summons shall be considered.

## **URGENT BUSINESS**

9. Business which has not been specified in the summons may be considered where the Chair determines that the matter is one of urgency. It shall be at the sole discretion of the Chair to decide whether any business not specified on the agenda for the meeting, by reason of special circumstances, be considered at the meeting as a matter of urgency, and such special circumstances must be specified in the Minute of the meeting.

## **ORDER OF BUSINESS**

10. The business at any meeting shall (unless as otherwise directed by the Chair who may, at his or her discretion, alter the order of business at any stage) proceed in the following order:-
- (i) the Sederunt shall be taken; the names of the members present at the meeting shall be recorded with the Chair at the head followed by the remaining Members.
  - (ii) Minutes of the previous ASIF Sub Committee shall be submitted, held as read and be formally moved and be held to be approved, unless objection

is taken to any portion thereof when so submitted. Any Member may request information on an item within a Minute that is before the meeting; and

- (iii) Any other competent business detailed in the agenda or urgent business raised at the discretion of the Chair.

## **ORDER OF DEBATE**

### ***Motions/Amendments***

- 11.1** A member of the ASIF Sub Committee when speaking shall address the Chair and direct all remarks to the matter before the meeting by proposing, seconding or speaking to the motion or any amendment relative thereto, or to a point of order, or to propose or second a motion to adjourn the proceedings.
- 11.2** Every motion or amendment shall be moved and seconded. The terms of all motions or amendments shall always precede any remarks to be made by their proposers. No member shall speak supporting the motion or any amendment until the same shall be seconded.
- 11.3** The terms of a motion or amendment not seconded, or which may be withdrawn or altered after being seconded shall not be recorded in the Minutes of proceedings.
- 11.4** Any member who has moved a motion or amendment and has failed to find a seconder may request that his or her dissent in regard to the decision in question be recorded and that dissent will be recorded in the Minutes.

### ***Procedure on Point of Order***

- 11.5** A member may speak upon a matter of order and on doing so shall make a short statement precisely detailing the terms of the point of order. If the Chair decides that the question raised by the speaker is not a 'point of order', the member who raised the point of order shall thereupon accept the decision as final. No other member shall be entitled to speak to that point of order. A member who is addressing the meeting when a question of order is raised shall give way until the question of order has been decided by the Chair.

## **MOTION FOR ADJOURNMENT OF MEETING**

- 12.1** A motion for the adjournment of the meeting for a specified period of time may be put at the conclusion of any speech and shall have precedence over all other motions. It must be moved and seconded without a speech and shall at once be put by the Chair in the form of "For Adjournment" or "Against Adjournment".
- 12.2** A second motion for the adjournment of the meeting shall not be made within a period of 30 minutes unless it is moved by the Chair, when it shall be dealt with as in the immediately preceding standing order.

## **VOTING**

### ***Method of Voting on Motion and Amendment***

13. The method of voting on motions and amendments shall be as follows :-
- (i) When a motion and one amendment only are before the meeting, a vote shall be taken between the motion and the amendment.
  - (ii) When a motion and two or more amendments are before the meeting, the vote shall be taken upon all the proposals, each member having one vote. If a proposal receives the support of a majority of the members taking part in the vote, it shall be declared to be the decision of the meeting, but, in the event of none of the proposals receiving the support of such a majority, the proposal which has received the least support shall be dropped and the vote shall be taken anew upon the remaining proposals and so on until one proposals has received the support of such a majority whereupon it shall be declared to be the decision of the meeting; and
  - (iii) In the event of the votes for two or more proposals being equal the Chair shall decide which of them shall be dropped.

### **DECISIONS OF THE ASIF SUB-COMMITTEE**

14. Subject to Standing Order 15, all decisions before the ASIF Sub Committee shall be decided by a majority of the Members of the meeting present and voting thereon.

### **CASTING VOTE**

15. In the case of an equality of votes, the Chair shall have a second or casting vote, except where the matter which is the subject of the vote relates to the appointment of a member of the ASIF Sub-Committee to any particular office, in which case the decision shall be by lot.

### **ATTENDANCE BY MEMBERS AND ADVISORS WHO ARE NOT A MEMBER OF THE ASIF SUB COMMITTEE**

16. Members of the Constituent Authorities and Advisors who are not members of the ASIF Sub Committee may be invited by the Chair of the ASIF Sub Committee to attend the meeting of the ASIF Sub Committee while there is under discussion any item in which those members have a local or other special interest. Such members and advisors shall be entitled to participate in the discussion on that item but shall not be entitled to vote.

## **ATTENDANCE BY MEMBERS OF THE PUBLIC**

- 17.** Members of the public may, subject to any limitation on numbers that may be required due to Health and Safety considerations or availability of space or seating in the meeting room, attend any part of the meeting of the ASIF Sub Committee except during an item of business where the meeting has resolved, in terms of the Local Government (Scotland) Act 1973 (as amended), that the matter should be discussed in private session.

**Ayrshire Economic Joint Committee  
Ayrshire Skills Investment Fund Sub Committee**

**Minutes of Meetings**

**25<sup>th</sup> January 2023**

**20<sup>th</sup> March 2023**

**11<sup>th</sup> September 2023**

**9<sup>th</sup> October 2023**

**20<sup>th</sup> November 2023**

**Ayrshire Economic Joint Committee Sub Committee  
Ayrshire Skills Investment Fund**

**20<sup>th</sup> March 2.00pm – 3.30pm**

**Location: MS Team**

**In attendance**

Laura Neill	North Ayrshire Council (Chair)
Councillor Burns	Leader of North Ayrshire Council
Juliet Dempster	North Ayrshire Council
Emma McMullen	North Ayrshire Council
Helen Noble	Scottish Enterprise
Anne Campbell	Ayrshire College
Stuart Millar	Ayrshire College
Paul Zealey	Skills Development Scotland
Bethany Handysides McKechnie	Skills Development Scotland
Councillor Reid	East Ayrshire Council
Cat Hester	East Ayrshire Council
Ian Burgoyne	East Ayrshire Council
Councillor Pollock	South Ayrshire Council
Heather Anderson	South Ayrshire Council
Graham Saunders	PMO, Ayrshire Growth Deal
Chris Kennedy	GMB

**Apologies**

Jamie Tait	South Ayrshire Council
Louise McDaid	Unison
Andy Macfarlane	Unite

**1. Welcome & Introductions**

Laura welcomed all in attendance to the Ayrshire Economic Joint Committee Sub Committee: Ayrshire Skills Investment Fund meeting. This is the first meeting of the Sub Committee who has delegated authority to create and implement the Ayrshire Skills Investment Fund (ASIF)

**2. Ayrshire Skills Investment Fund**

Presentation from Laura Neill NAC

**Action**



ASIF Presentation  
250123.pptx

The Outline Business Case (OBC) is not approved, yet, by the Scottish Government.

Cllr Pollok asked is there a limited number of applications: the financial profile is £3.5million with £500,000 to deliver the fund and £3million to fund training interventions for 1000 people. Anne Campbell highlighted the importance of mapping existing provision, mechanisms and funding streams to avoid duplication and enrich the existing offers, emphasising this fund will support training where a funding gap exists.

Graham Saunders highlighted the importance to capitalise on this funding and what it can do to hook additional funding in future.

Awaiting Approval from SG for OBC – keep updated on progress.

Mapping exercise to identify existing funds with report back to the next meeting

### 3. Ayrshire Skills Investment Plan

Presentation from Paul Zealey SDS on the Plan



Ayrshire RSIP

– the plan is published on the SDS Website

<https://www.skillsdevelopmentscotland.co.uk/media/49339/ayrshire-regional-skills-investment-plan.pdf>

### Action

### 4. Regional Skills Assessment

Bethany Handysides McKechnie, SDS, presented the Regional skills Assessment for Ayrshire:

[PowerPoint Presentation \(skillsdevelopmentscotland.co.uk\)](https://www.skillsdevelopmentscotland.co.uk)

#### Questions & points raised

Councillor Pollok highlighted the importance of linking future skills requirement back to schools and curriculum to ensure we have future talent for these roles e.g., Aerospace

Councillor Burns highlighted importance of Community Wealth Building across region and sectors currently struggling to recruit including NHS and HSCP.

Cat Hester asked about the 500 aerospace jobs and importance of training for all levels to allow local people to access these jobs.

Heather Anderson stated her team has requested a specific breakdown of the Aerospace/Space vacancies and skills levels required.

### Action

Identify Gaps in skills provision along with flexibility of existing funding.

Ian Burgoyne provided an overview of the work with Ayrshire College to increase access for young people through use of foundation apprenticeships and similar models to support key specialisms e.g., Loudon Academy, Food & Drink.

Anne Campbell detailed the importance of involvement in our conversations from Directors of Education, Scotland's Colleges, Scottish Government and SSSC to ensure success of the offer. Graham Saunders stated it was important that local people should benefit from AGD and CWB indicators and measures that are linked to skills.

### 5. Regional Economic Strategy

Emma McMullen presented on the RES



Regional Economic  
Strategy Ayrshire

### Action

### 6. AEJC Sub Committee

- ASIF Terms of Reference
- Timescales
- Implementation plan

### Action

To be approved at next mtg

### 7. Any Other Business

Catherine Hester highlighted importance of considering also NOLB projects along with Shared Prosperity Fund implementation and consider opportunities to positively impact child poverty with opportunities for parents.

### Action

Include NOLB Delivery Plans in funds and skills development mapping

### 8. Date of next meeting

20<sup>th</sup> March 2023 at 2.00pm on MS Teams

### Action

**Ayrshire Economic Joint Committee Sub Committee**  
**Ayrshire Skills Investment Fund**  
**20<sup>th</sup> March 2.00pm – 3.30pm**  
**Location: MS Team**

**In attendance**

Laura Neill	North Ayrshire Council (Chair)
Councillor Burns	Leader of North Ayrshire Council
Councillor Reid	East Ayrshire Council
Helen Noble	Scottish Enterprise
Anne Campbell	Ayrshire College
Paul Zealey	Skills Development Scotland
Allan Swan	South Ayrshire Council
Graham Saunders	PMO, Ayrshire Growth Deal
Chris Kennedy	GMB

**Apologies**

Juliet Dempster	North Ayrshire Council
Emma McMullen	North Ayrshire Council
Councillor Pollock	South Ayrshire Council
Jamie Tait	South Ayrshire Council
Heather Anderson	South Ayrshire Council

**1. Welcome & Introductions**

Laura welcomed all in attendance to the Ayrshire Economic Joint Committee Sub Committee: Ayrshire Skills Investment Fund meeting.

**2. Minutes of the Last Meeting and Matters Arising**

The Minutes were approved as an accurate record of the meeting.

Laura provided an update that the Outline Business Case (OBC) is not approved by the Scottish Government.

**Action**  
LN: Continue to progress OBC approval

**3. Terms of Reference**

The draft version of the ToR was shared and discussed.

Anne Campbell requested reference to the Skills Working Group be included, links to the 6 x workstreams and an emphasis on priority sectors not growth sector where existing provision is not available adding or flexible or responsive.

**Action**  
LN: Update ToR as Draft V2 for approval at the next meeting

**4. Ayrshire Skills Investment Fund Update**

The forecast financial profile was shared showing the planned outputs and budget from 2023/24 – 2027/28. The budget will fund staff/resources to deliver up to £500,000 and a £3million fund to support the skills development of 1000 people, the unit cost of training is £3,000 per person.

**Action**



## Ayrshire Skills Investment Fund

Outputs	Target
Number of people accessing pre-employment training	500
Number of people accessing in-work skills development	500
Numbers gaining an accredited qualification/training	300
Number of businesses with employees with increased skills	300

Budget						
2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	Total
0	£850,000	£700,000	£800,000	£1,000,000	£150,000	£3,500,00

### 5. Mapping Existing Funds

A mapping exercise to identify existing skills development funds and opportunities has commenced and will continue to ensure this is comprehensive

#### Action

LN: Continue Mapping

### 6. Island Skills Fund Grant Programme Model

Laura provided an overview on the North Ayrshire Island Skills Initiative, a recent Grants programme with an open process, aligned with the Island Plan which approved 26 awards to support skills development for individuals, employers and training providers.

Helen highlighted Scottish Enterprise's Innovation Fund which awards £5,000 per applicant – Helen agreed to share criteria/documentation for this fund

Anne Campbell highlighted the need to prioritise/maximise this investment, clear criteria with expectations is required to provide a framework for decision making.

It was agreed Laura, Anne and Paul would meet to develop a draft framework.

Councillor Burns highlighted unemployment is falling, vacancies are increasing, this must be considered as part of the fund development.

#### Action

To be approved at next mtg

HN: Share Innovation Fund details

AC, PZ, LN to develop assessment framework

### 7. Any Other Business

No other business was raised

#### Action

### 8. Date of next meeting

To be arranged

#### Action

LN: arrange meeting dates

**Ayrshire Economic Joint Committee Sub Committee: ASIF**  
**11<sup>th</sup> September 2.00pm – 3.30pm**  
**Location: MS Teams**

**In attendance**

Laura Neill	North Ayrshire Council (Chair)
Councillor Burns	Leader of North Ayrshire Council
Neale McIlvanney	North Ayrshire Council
Matt Strachan	North Ayrshire Council
Emma McMullen	North Ayrshire Council
Juliet Dempster	North Ayrshire Council
Anne Marie McCabe	Scottish Enterprise
Anne Campbell	Ayrshire College
Paul Zealey	Skills Development Scotland
Councillor Pollock	South Ayrshire Council
Heather Anderson	South Ayrshire Council

**Apologies**

Jamie Tait	South Ayrshire Council
Councillor Reid	East Ayrshire Council
Ian Burgoyne	East Ayrshire Council
Mags Watson	East Ayrshire Council
Graham Saunders	PMO, Ayrshire Growth Deal
Chris Kennedy	GMB
Louise McDaid	Unison
Andy McFarlane	Unite
Milan Radosavljevic	UWS
Jonny Mone	UWS
Stuart Millar	Ayrshire College
Bethany Handysides McKechnie	Skills Development Scotland

**1. Welcome & Introductions**

Laura welcomed all in attendance to meeting.

**2. Minutes of the Last Meeting**

The Minutes were approved as an accurate record of the meeting.

**3. Matters Arising**

Laura reported the OBC and FBC was now approved by the Scottish Government and the Ayrshire Economic Joint Committee.

**4. Terms of Reference**

The draft version of the ToR was shared, discussed and approved. It was later agreed during the meeting there was a requirement to ensure representative of elected members was required across all 3 councils and the ToR would be updated accordingly following legal advice. A revised version will be presented at the next meeting.

**Action**

LN: revised version presented to next meeting.

**5. Ayrshire Skills Investment Fund Delivery Model**

**Action**

A paper was circulated in advance, setting out a proposed ASIF Delivery Model to include 3 lots targeting priority sectors and priority groups.



ASIF Delivery Model  
Report 110923

Laura shared a presentation providing further detail on the proposed Delivery Model.



AGD Delivery Model  
110923

The key aspects include 3 Lots:

1. Training Grants: Ayrshire College, UWS and in the future to consider further training providers (Implement 2023)
2. Open Procured Framework (ITT: November 2023, Implement 2024)
3. Employer Grants (Implement 2023)

The priority sectors, which may change in the future, are proposed as:

- Engineering
- Digital
- Visitor Economy
- Clean Growth

The priority groups have been identified through the inclusive growth diagnostic to be supported are:

- Young people
- Females
- People with long term health conditions
- People in low paid employment

The financial profile includes a significant investment for 23/24, delays to approval now reduce time to deliver/spend, this will need to be monitored closely to reduce risk of losing these funds, a reprofiling request may be required.

Following the presentation there was a discussion and the following points were raised:

MS: asked questions on restrictions, SMEs, larger companies and inward investment opportunities. This will all be considered as part of the Employer Grants guidance and shared for consideration and approval at the next meeting.

Cllr Pollock: Noted the budget of £40,000 for research and highlighted the need to ensure ongoing research to ensure the right people are targeted. Councillor Pollock discussed the need within the Aviation Industry to ensure people have numeracy skills and the previous

LN to send presentation

LN: Monitor financial profile closely and report to sub committee

LN: Develop guidance for approval at next meeting

Ongoing research process required

<p>Skypath programme targeting long term unemployed people did not meet the needs of employers.</p> <p>EMcM: Reported the Community Wealth Building AGD Project is completing a mid-term review, the end date for this project is 31<sup>st</sup> March 2024 and confirmed support for the Fair Work Ayrshire aspect to be continued delivering Fair Work and Skills, with future funds from ASIF staff budget. This links to the Regional Economic Strategy (RES) with the RES Delivery Plan being considered by the AEJC.</p> <p>NMc: Noted Legal have provided advice on Subsidy Control, this will be considered on a case-by-case basis with Grantees self-declaring. Neale also reported an initial conversation had been held with EKOS to consider a research proposal to consider all capital investment and to ensure skills are considered to maximise opportunities arising from AGD and other capital investments noting skills are key to landing big investments.</p> <p>Cllr Burns: Highlighted need to ensure people can access pathways to learning, they need to get a foot on the path, and we need to use learning from previous employability programmes.</p> <p>AC: Reported Ayrshire College have recently recruited 50 new aerospace Apprentices with 28 of these people progressing from pathway programmes, highlighting the need for pre-readiness programme on clusters.</p> <p>NMc: Highlighted the important of ensuring a strong Communications Plan to support the implementation of ASIF was necessary. It was agreed Michele McColm, Senior Manager, Communications, North Ayrshire Council would be invited to the next meeting.</p> <p>The Delivery Model, including the delivery model, priority sectors and target groups were agreed by the ASIF Sub Committee, with no objections. Guidance and processes will be considered at the next meeting to enable the ASIF to be launched.</p>	<p>Explore EKOS proposal further</p> <p>Ensure learning from previous programmes to enable access</p> <p>LN: Comms to be included as an agenda item at next meeting</p>
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<p><b>6. Mapping Existing Funds</b></p> <p>Mapping of existing provision continues to ensure this is in place to ensure the ASIF supports gaps in current provisions. Laura reported this is extensive and there are a lot of training interventions currently available, however there remains lots of gaps in skills which do result in loss of productivity.</p> <p>AC shared an example of an employer in the Engineering sector who lost 8 employees to a larger employer which resulted in the loss of £1million of business. Availability of people and skills is essential to maximise productivity and the Ayrshire economy.</p>	<p><b>Action</b></p> <p>LN: Continue Mapping</p>
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<b>7. Any Other Business</b> None	<b>Action</b>
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<b>8. Date of next meeting</b> 9 <sup>th</sup> October at 2.00pm on MS Teams	<b>Action</b>
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**Ayrshire Economic Joint Committee Sub Committee: ASIF**  
**9<sup>th</sup> October 3.00pm – 4.30pm**  
**Location: MS Teams**

**In attendance**

Laura Neill	North Ayrshire Council (Chair)
Matt Strachan	North Ayrshire Council
Juliet Dempster	North Ayrshire Council
Anne Marie McCabe	Scottish Enterprise
Anne Campbell	Ayrshire College
Paul Zealey	Skills Development Scotland
Councillor Pollock	South Ayrshire Council
Heather Anderson	South Ayrshire Council
Mags Watson	East Ayrshire Council
Graham Saunders	PMO, Ayrshire Growth Deal
Milan Radosavljevic	UWS
Suzanne McQuade	UWS
Michele McColm	North Ayrshire Council

**Apologies**

Councillor Burns	Leader of North Ayrshire Council
Neale McIlvanney	North Ayrshire Council
Emma McMullen	North Ayrshire Council
Ian Burgoyne	East Ayrshire Council
Jamie Tait	South Ayrshire Council
Councillor Reid	East Ayrshire Council
Chris Kennedy	GMB
Louise McDaid	Unison
Andy McFarlane	Unite
Jonny Mone	UWS
Stuart Millar	Ayrshire College
Bethany Handysides McKechnie	Skills Development Scotland

**1. Welcome & Introductions**

Laura welcomed all in attendance to meeting.

**2. Minutes of the Last Meeting**

The Minutes were approved as an accurate record of the meeting.

**3. Matters Arising**

No matters arising.

**4. Communications Strategy**

Michele McColm from NAC had drafted a detailed ASIF Comms Plan and detailed activity and timeline. The group agreed to take this forward and found it very comprehensive and fit for purpose.

Michele mentioned recent discussions have highlighted the importance of involving education/schools to ensure

**Action**

LN: to share comms plan

pupils/teachers/parent understand the key sectors for employment in Ayrshire and build strong foundations to grow local talent.

Graham Saunders - reinforced this from an Ayrshire Growth Deal perspective as schools make requests to gain more AGD knowledge. Next meeting could include employer case studies to show clear career pathways for S3 pupils.

Anne Campbell – requested that any school/AGD enquiries are directed to Ayrshire Skills Group so needs can be reflected in CIAG and skills plan.

### 5. Terms of Reference

Laura explained that the ToR will be redrafted to include a Quorum for decision making where a requirement to ensure representative of elected members was required across all 3 councils and the ToR would be updated accordingly following legal advice. In addition to this trade unions, Scottish Enterprise and SDS would attend. FE and HE partners would attend in advisory capacity only with no voting rights on fund allocation.

### Action

LN: revised version presented to next meeting.

### 6a. Ayrshire Skills Investment Fund Delivery Model

The delivery model was agreed at last meeting.



AGD Delivery Model 110923



ASIF Delivery Model Report 110923

The key aspects include 3 Lots:

4. Training Grants: Ayrshire College, UWS and in the future to consider further training providers (Implement 2023)
5. Open Procured Framework (ITT: November 2023, Implement 2024)
6. Employer Grants (Implement 2023)

The priority sectors, which may change in the future, are proposed as:

- Engineering
- Digital
- Visitor Economy
- Clean Growth

The priority groups have been identified through the inclusive growth diagnostic to be supported are:

- Young people
- Females
- People with long term health conditions
- People in low paid employment

### Action

The financial profile includes a significant investment for 23/24, delays to approval now reduce time to deliver/spend, this will need to be monitored closely to reduce risk of losing these funds, a reprofiling request may be required.

Anne Campbell from Ayrshire College discussed an outline proposal delivery model for Lot 1

This includes.

- Engineering – focus on the aerospace cluster in first instance and will expanding to include XL-CC and manufacturing in East Ayrshire.
- Digital
- Food & Drink
- Clean Growth

The engineering discipline will include.

- Aerospace
- Welding
- Manufacturing
- Robotics

There will be 15 cohorts offering 180-200 places running Jan 2024 to June 2025. Aimed at upskilling the economically inactive with hand skills, economically inactive without skills and new candidates, Work placements will key within this opportunity and would welcome employers to come forward. A proposal for Digital could also be confirmed at next meeting. It was agreed Ayrshire College will present the proposal at the next meeting detailing skills requirements for engineering sector and value of fund request.

Cllr Pollok – mentioned that many companies are moving from the apprenticeship model to trusteeships and traineeships with inhouse training programmes.

David McDowall – mentioned that it would be beneficial to develop the food & drink proposal as the challenges in this sector are increasing.

Laura mentioned that the proposals will be raised in Ayrshire Skills Group to make sure sector needs are met.

Milan Radosavljevic - mentioned he agrees with the proposal and in the case of clean growth we need to look at the short term needs of the sector and local area, skills planning.

Mags Watson – mentioned she is currently working on a digital collaboration pilot and agreed with the importance of increasing the attractiveness of the region.

Laura – keen to consider UWS proposal Suzanne and Milan to try to develop proposal for next meeting after they have energy master plan draft from consultants.

AC to present delivery model at next meeting.



<p>Suzanne McQuade – agreed to look at year 1 proposal.</p> <p><b>6b.</b> Employer grants guidance discussed, and dates /meetings /approvals agreed.</p> <p>Milan – mentioned the geography might cause employers or candidates to miss out. Laura explained it had to focus on Ayrshire residents and businesses as a commitment to Ayrshire Growth Deal.</p> <p>Laura detailed there will be a steering group and representation from across the three business development teams would be considered.</p> <p>Mags Watson – will share her learnings on the EAC training grant to prevent any duplication.</p> <p>Anne Marie McCabe – mentioned MFA disclosure and is also willing to review form and guidance. Once launched will also share with employers who could apply for funding.</p>	<p>LN: To share Lot 3 employer form and guidance with business development teams for review and comments.</p>
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<p><b>7. Research Proposal</b></p> <p>EKOS research has shown is that industry and schools and connected so information is fed back into the education system.</p> <p>Laura detailed it is so important right skills get to the right people and skills gaps are reduced. Ayrshire College, SDS and EKOS will look at proposal with education to clearly identify the career pathways of the future that AGD investment will create.</p>	<p><b>Action</b></p>
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<p><b>8. Any Other Business</b></p> <p>None</p>	<p><b>Action</b></p>
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<p><b>9. Date of next meeting</b></p> <p>20<sup>th</sup> November at 3.00pm on MS Teams</p>	<p><b>Action</b></p>
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**Ayrshire Economic Joint Committee Sub Committee: ASIF**  
**20<sup>th</sup> November 3.30pm – 5.00pm**  
**Location: MS Teams**

**Present**

Laura Neill	North Ayrshire Council (Chair)
Councillor Burns	Leader of North Ayrshire Council
Juliet Dempster	North Ayrshire Council
Emma McMullen	North Ayrshire Council
Councillor Reid	East Ayrshire Council
David McDowall	East Ayrshire Council
Ian Burgoyne	East Ayrshire Council
Councillor Pollock	South Ayrshire Council
Allan Swan	South Ayrshire Council
Graham Saunders	PMO, Ayrshire Growth Deal
Anne Marie McCabe	Scottish Enterprise
Anne Campbell	Ayrshire College
Suzanne McQuade	UWS

**In Attendance**

Alison Cairns	EKOS
Chris Kelly	EKOS
Gemma Donnelly	EKOS
Michael Dunn	EKOS
Avril Thompson	NMIS

**Apologies**

Matt Strachan	North Ayrshire Council
Neale McIlvanney	North Ayrshire Council
Paul Zealey	Skills Development Scotland
Mags Watson	East Ayrshire Council
Heather Anderson	South Ayrshire Council
Jamie Tait	South Ayrshire Council
Stuart Millar	Ayrshire College
Milan Radosavljevic	UWS
Jonny Mone	UWS
Chris Kennedy	GMB
Louise McDaid	Unison
Andy McFarlane	Unite

**1. Welcome & Introductions**

Laura welcomed all in attendance to meeting.

**2. Minutes of the Last Meeting**

The Minutes were approved with an amendment to attendance to include David McDowall, East Ayrshire Council who attended.

**3. Matters Arising**

No matters arising.

#### 4. EKOS Research Findings

Michael Dunn, Gemma Donnelly, and Alison Cairns presented EKOS research. Slides supplied for reference:



#### Action

LN: to share EKOS slides

#### 5. Terms of Reference

Laura explained that the ToR has been updated to reflect the need for a Quorum for decision making and final approval. Will share in advance of next meeting to allow for legal approval from all attendees.

#### Action

LN: to share updated ToR in advance of next meeting.

#### 6. Ayrshire Skills Investment Fund Proposals for Consideration for funding

This section of the meeting was moved to the start of the agenda to ensure quorum for fair decision-making process. Laura provided overview of activity to date on fund activity.

- a) Training Providers Grants: Ayrshire College Full Proposal  
Anne Campbell for Ayrshire College had provided a fully detailed written proposal prior to the meeting and Laura had circulated in advance for consideration. Anne provided an overview of the proposal:
- Courses would have full campus coverage where possible.
  - Courses would run from Feb 2024 to June 2025
  - Engineering focus on CNC, Aerospace and Welding
  - Clean Growth would have a net zero focus
  - Digital courses would have pathways to support further study at UWS

David McDowall – asked for clarification on locations to ensure that those in more rural Ayrshire have the chance to access the opportunities. Will discuss at LEP to see if assistance to these candidates is available. Anne happy to discuss with LEPs.

Ian Burgoyne – asked about selection criteria and economically inactive terminology. Anne confirmed unemployed candidates within target groups will be eligible. Anne detailed that there will be inclusive support to potential candidates with interview/entry conversations to match to opportunities, but engineering could be more challenging due to specialisms.

**Decision – Funding of £693,000 for the Ayrshire College proposal with £60,600 from 23/24 allocation was approved with Councillors Burns, Reid and Pollok confirming agreement.**

#### Action

b) Employer Grants Programme: Evaluation Panel  
Recommendations for approval  
Juliet shared an overview of all proposed employer grants by local authority area to support the report previously circulated. No questions were raised, members noted a good variety of applications had been received.

**Decision – Funding of £60,180 for the employer grant requests for 23/24 was approved Councillors Burns, Reid and Pollok confirming agreement.**

Employers will not be informed until the 24<sup>th</sup> of November, details of decisions are confidential until this announcement. These approvals are all subject to subsidy control assessments and fair work conditionality.

## 7. Ayrshire Skills Investment Fund – Outline Proposals

### a) University of West of Scotland

Susanne McQuade presented an outline proposal from UWS, targeting economically inactive/unemployed individuals and also businesses to explore existing talent and upskill staff. Delivery would start early next year with 11 cohorts across 4 areas to support 130-165 individuals at a cost of £400,000.

Allan Swan – asked about how it could attract applicants out with the region. It was confirmed there would be selection process, but the eligibility criteria are people supported must all live in Ayrshire.

David McDowall is interested to see more detail on the offer at next meeting.

It was agreed UWS would present a detailed proposal at the next meeting.

### b) NMIS

Avril Thompson, Head of Skills at NMIS presented and slide included a suite of both free and costed training opportunities covering, engineering, digital and clean growth target sectors, including internships. It is designed in the form of employer vouchers to a maximum of £3000 for Ayrshire employers only. Blended delivery of online and f2f with 3 price bands up to £3000. A free skills consultation can be offered to employers to assess need.

### Action

Share UWS presentation



UWS ASIF  
Framework - slide.pdf

Susanne to supply detailed proposal in advance of next meeting

NMIS  
Proposal



NMIS  
ASIFvouchermenu

Complete mapping of current LA offers

David McDowall – expressed that the offers need to be mapped in line with existing opportunities in each of the LA's and that pricing is consistent across the board. Laura agreed and a mapping exercise will be done before next meeting.	
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<b>8. Any Other Business</b>	<b>Action</b>
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No other business.

Laura reminded the group that grant decisions are not yet public and will be subject to Subsidy Control and Fair Work First conditionality being confirmed by Scottish Government.

<b>9. Date of next meeting</b>	<b>Action</b>
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12<sup>th</sup> February 2024 at 3.00pm on MS Teams, it is noted this date may be subject to change as the meeting must have a quorum in attendance to enable decisions to be taken.

Confirm date is suitable for all