

Employment and Skills Board 17 December 2019

Date	Minute Ref	Report Title	Action	Delegated officer	Status	Date completed
17.12.19	2.	DRAFT TERMS OF REFERENCE	The Board were asked to email any further amendments they had to the ToR following the meeting to Neil Cuttell.	All	Complete	10/02/20
17.12.19	2.	DRAFT TERMS OF REFERENCE	There was a gap in membership of a third sector representative and Board Members commented that they may have some suitable contacts. All suggestions should be emailed to Fiona McGonigle.	All	Sharon Keogh Head of Community Action Kingsgate Community Church, Peterborough appointed to the Board	10/02/20
17.12.19	2.	DRAFT TERMS OF REFERENCE	Follow up on further representation from Business in Peterborough.	Fiona McGonigle	Ongoing – Fiona having discussions	
17.12.19	2.	DRAFT TERMS OF REFERENCE	Representation was still required from the Life Sciences and Agri-Tech and that Board Members should put forward any suggestions that they had regarding suitable representatives. Fiona McGonigle had previously liaised with One Nucleus regarding a Life Science representative. Jane Paterson-Todd said she would follow up with Tony Jones at One Nucleus.	Jane Paterson - Todd	Ongoing - Jane has followed up with Tony. Fiona to contact Tony to discuss further	
17.12.19	2.	DRAFT TERMS OF REFERENCE	The Board then discussed the role of the Chair and what would be required from the role. The Board noted that there would be six meetings a year and the Chair would help set the direction of the meetings and it would require a maximum of two hours of work each month. Catherine Condie put herself forward as Vice Chair. The Board were asked to review and put forward nominations ahead of the next meeting to Fiona McGonigle.	All	To be agreed at the February Meeting	10/02/20

Date	Minute Ref	Report Title	Action	Delegated officer	Status	Date completed
17.12.19	3.	STRATEGIC EVIDENCE FOR SKILLS	Further data on the impact on work and pay prospects and how the Board could influence this in terms of Policy, including looking at GVA over time. Mike Soper to review and come back to the Board with his findings.	Mike Soper	Presentation at February Board Meeting	10/02/20
17.12.19	3.	STRATEGIC EVIDENCE FOR SKILLS	Further data on the profile of claimants in employment. Julia Nix at DWP to review if this was something that could be built locally.	Julia Nix	Julia has reviewed and concluded that this was not possible	10/02/20
17.12.19	3.	STRATEGIC EVIDENCE FOR SKILLS	All presentations would be circulated ahead of the meeting.	Tamar Oviatt-Ham	Complete	10/02/20
17.12.19	4.	UNIVERSITY OF PETERBOROUGH UPDATE	Kim Cooke explained that there was a report going to the Skills Committee in January on the Outline Business Case for the University which would provide the Board with more detail and answer some of their questions. The report would be circulated to the Board when published.	Kim Cooke	Complete	10/02/20
17.12.19	4.	UNIVERSITY OF PETERBOROUGH UPDATE	The Board discussed how staff would be recruited for the University as it had become increasingly difficult to recruit lecturers. Kim Cooke explained that the Higher Education (HE) partner would recruit the staff. The HE Partner would be invited to attend a Board meeting to answer questions once they had been appointed.	Kim Cooke	Schedule for the April 2020 meeting	10/02/20

Date	Minute Ref	Report Title	Action	Delegated officer	Status	Date completed
17.12.19	4.	UNIVERSITY OF PETERBOROUGH UPDATE	The Board requested that Mace attend the next meeting in order to discuss their queries. Kim Cooke to invite Brian Thomas from Mace to the next Board meeting.	Kim Cooke	Shadow curriculum offer scheduled for the April meeting	10/02/20
17.12.19	5.	APPRENTICESHIPS UPDATE - LEVY POOLING SERVICE	The Board noted that Cambridge Ahead were sending out a survey in relation to the levy and Jane Paterson-Todd agreed to send this to the Chamber of Commerce for distribution and the Cambridge Network.	Jane Paterson-Todd	Complete	10/02/20
17.12.19	5.	APPRENTICESHIPS UPDATE - LEVY POOLING SERVICE	Fiona McGonigle also agreed to circulate the Mayors letter in relation to levy pooling to the Board.	Fiona McGonigle	Complete	10/02/20
17.12.19	6.	ADULT EDUCATION BUDGET (AEB) UPDATE	Neil had been working with Mike on the data and this would allow for a targeted approach. This was reflected in the Commissioning Strategy which had been developed collaboratively and the Board would be engaged with its development. A draft would be circulated in January and Neil offered to visit Board Members if requested. Please email neil.cuttell@cambridgeshirepeterborough-ca.gov.uk .	Neil Cuttell	The Commissioning Strategy has been developed and will go to the March 2020 CPCA Skills Board. A consultation on Funding Rules and Policies is now active and can be found at; < https://www.smartsurvey.co.uk/s/TYF1M/ > We would welcome all views	10/02/20

Date	Minute Ref	Report Title	Action	Delegated officer	Status	Date completed
17.12.19	7.	AOB AND DATE OF NEXT MEETING	The Board discussed having an overall aim/vision linked to the Skills Strategy. Kim Cooke to draft and circulate to the Board.	Kim Cooke	On the agenda for the February 2020 meeting	10/02/20
17.12.19	7.	AOB AND DATE OF NEXT MEETING	Kim Cooke also to draft a work programme for the board outlining timescales and deliverables to bring to the next meeting for discussion.	Kim Cooke	On agenda for the February 2020 meeting	10/02/20
17.12.19	7.	AOB AND DATE OF NEXT MEETING	The next meeting will be held on 26 February and Tamar Oviatt-Ham would circulate an invite and review meeting dates for the rest of the year.	Tamar Oviatt-Ham	Complete	10/02/20