



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

SKILLS & EMPLOYMENT COMMITTEE AGENDA PLAN

Notes

Committee dates shown in bold are confirmed.
Committee dates shown in italics are TBC.

The definition of a key decision is set out in the Combined Authorities Constitution in Chapter 6 – Transparency Rules, Forward Plan and Key Decisions, Point 11
<http://cambridgeshirepeterborough-ca.gov.uk/assets/Uploads/CPCA-Constitution-.pdf>

Standing agenda items (shaded blue) are considered at each Committee meeting:

1. **Minutes of previous meeting and Action Log**
2. **Agenda Plan**
3. **Budget and Performance Report**
4. **Employment and Skills Board Update (where it follows a meeting of the Board)**

Committee date		Agenda item	Report Purpose	Lead officer	Report to CA Board for decision	Reference if key decision	Agenda despatch date
05/06/23		Minutes & Action Log		Jo Morley	n/a	n/a	26/05/23
	1.	Skills Contract Awards to Independent Training Providers for 2023-24 academic year	To approve AEB, FCFJ, Multiply contract awards for 2023-24 academic year and note Bootcamps contract awards.	Parminder Singh Garcha / Melissa Gresswell	Yes	n/a	
	2.	Health and Social Care Sector Academy – end of contract performance review	To note the end of project performance	Fliss Miller	No	n/a	
	3.	Governance Review and the formation of a new Education Advisory Group	To note the changes to Combined Authority Governance and the creation of the proposed Education Advisory Committee	Jodie Townsend	No	n/a	
	4.	Local Skills Improvement Plan (LSIP)	To receive the LSIP	Laura Guymer	No	n/a	
	5.	External funding proposals	To note external funding proposals being made by the Combined Authority proposal submitted to the National Lottery Community Fund	Parminder Singh Garcha / Alexis McLeod	Yes	n/a	
		Employment & Skills Board Update		Melissa Gresswell/ Fliss Miller	No	n/a	
		Budget & Performance Report		Bruna Menegatti	No	n/a	
		Agenda Plan		Jo Morley	n/a	n/a	
03/07/23		Minutes & Action Log		Jo Morley	n/a	n/a	
	1.	UK SPF – Skills projects and succession Planning for Skills Brokerage Service	To approve proposals for delivery of the Skills Strand of UKSPF	Alexis McLeod	Yes		

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	2.	Employment & Skills Strategy Implementation update	To note progress made in implementation of the Employment and Skills Strategy	Fliss Miller	No		
	3.	Growth Works Update	To note the Quarterly progress report	Steve Clarke	No		
	4.	District and Unitary Profiles	To note District and Unitary Employment and Skills Profiles	Parminder Singh Garcha	No		
	5.	Local Innovation Fund Grant allocations	To recommend to CA Board to approve and delegate authority for grant allocations from the AEB Local Innovation Fund to be made.	Parminder Singh Garcha	Yes		
		Budget & Performance Report		Bruna Mengatti	No	n/a	
		Agenda Plan		Jo Morley	n/a	n/a	
04/09/23		Minutes & Action Log		Jo Morley	n/a	n/a	
	1.	Findings from AEB 3 Year Impact Evaluation of devolved AEB	To note the impact of devolved AEB to the sub-region and lessons learnt from the first three years of devolution.	Parminder Singh Garcha	No		
	2.	Careers Hub update for 2023/24	To note the delivery focus for 2023/24 academic year	Laura Guymer	No		
	3.	FE Coldspots –progress update	To note update on progress	Parminder Singh Garcha			

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	4.	Skills Bootcamps 2024-25 FY	to recommend that the CA Board approves the submission of the bid for further Skills Bootcamp funding for the 2024-25 financial year and delegate authority to the Assistant Director of Skills to procure, enter into, award and extend contracts.	Melissa Gresswell	Yes		
	5.	UK SPF – Skills Projects and Succession Planning for Skills Brokerage Services	To approve and delegate authority to implement the recommended model of mobilisation and delivery of strategic Skills projects contained within the UKSPF Implementation plan	Fliss Miller	Yes		
		Budget & Performance Report		Bruna Mengatti	No	n/a	
		Agenda Plan		Jo Morley	n/a	n/a	
06/11/23		Minutes & Action Log		Jo Morley	n/a		Friday 27 October
	1.	All Skills Programme Performance Update for the 2022/23 academic year (incl. Multiply mid-project update)	To note progress of delivery of all skills programmes for academic year 2022/23, a mid-project progress report for the Multiply and Skills Bootcamps programme and the audit plan for 2023-24.	Claire Paul / Parminder Singh Garcha			
	2.	Growth Works Update	To note the quarterly progress report	Steve Clarke			
	3.	ARU Peterborough Update	To note the progress update on the development of ARU Peterborough	Jim Cunningham			

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	4.	FE Cold Spots Project Update	To note the progress update on the feasibility studies for St Neots and East Cambridgeshire	Parminder Singh Garcha			
	5.	State of the Economy Report	To note the latest position regarding the state of the Cambridgeshire & Peterborough economy.	Richard Kenny			
		Employment & Skills Board Update		Melissa Gresswell	No	n/a	
		Budget & Performance Report		Bruna Mengatti	No	n/a	
		Agenda Plan		Jo Morley	n/a	n/a	
15/01/24		Minutes & Action Log		Jo Morley	n/a		Friday 5 January
	1.	AEB External Evaluation (Presentation)	To note external evaluation of AEB + note changes to AEB funding rules in 24/25 and the potential impact on delivery.	Jaki Bradley			
	2.	ESOL Local Planning Partnerships	To receive the Annual Report from the ESOL Local Planning Partnerships and note the progress made in 2022/23	Parminder Singh Garcha			
	3.	Skills Bootcamps F/Y 2024/25	To recommend for CA Board to approve the acceptance of the grant for the 2024/25 financial year	Melissa Gresswell	Yes	KD2023/044	
	4.	FE Cold Spots Feasibility Study (Verbal Update)	To note the approach being taken by external consultants engaged to carry out the study	Claire Paul			

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	5.	Growing Sector based talent pipelines (Presentation)	To note the approach and give guidance – in advance of a formal plan coming to Skills Committee in March 24	Claire Paul, Assistant Director - Skills			
		Employment & Skills Board Update (Verbal Update)		Melissa Gresswell			
		Budget & Performance Report		Bruna Menegatti			
		Agenda Plan		Jo Morley			
04/03/24		Minutes & Action Log		Jo Morley	n/a		Friday 23 January
	1.	FE Cold Spots Feasibility Study	Interim progress report from Grant Thornton on Feasibility Study	Rob Turner, Grant Thornton	Yes		
	2.	Sector based talent pipelines – putting the building blocks in place	Progress report on work underway to operationalise our focus on growing skills/ talent pipelines.	Jaki Bradley			
	2.1	<ul style="list-style-type: none"> Community Learning (and wider outcomes pilot) – paper 					
	2.2	<ul style="list-style-type: none"> AEB Innovation Fund – paper 					
	2.3	<ul style="list-style-type: none"> Flexible Commissioning 					
	3.	AEB Funding Policy Changes for 2024/25	To update the Committee and set out likely impact on delivery	Jaki Bradley			
	4.	Audit & Assurance Update		Janet Warren			

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	5.	Career Hub Delivery 24/25		Laura Guymer			
		Employment & Skills Board Update		Melissa Gresswell			
		Budget & Performance Report		Bruna Mengatti			
		Agenda Plan		Jo Morley			
17/06/24		Minutes & Action Log		Jo Morley	n/a		
	1.	AEB, FCFJ and Multiply allocations to Independent Training Providers	To approve the funding allocations to ITPs for the 2024/25 academic year	Jaki Bradley			
		Health and Care Sector Work Academy and Skills Bootcamps	To receive an update on the evaluation of the programme delivery of HSCWA and Skills bootcamps	Laura Guymer Strategic Careers Hub Lead Melissa Gresswell Project Manager – Skills Bootcamps			
		Employment & Skills Board Update		Melissa Gresswell			
		Budget & Performance Report		Bruna Mengatti			
		Agenda Plan		Jo Morley			