Skills and Employment Committee Action Log

The action log records actions recorded in the minutes of Skills and Employment Committee meetings and provides an update on officer response.

Minutes of the meeting on 4 September 2023					
Item	**Report Title**	**Lead Officer**	**Action**	**Response**	**Status**
5.	Adult Education Budget (AEB) Impact Evaluation	Parminder Singh Garcha	Officers to arrange further consultation sessions with the Mayor and the Business Board	Session with the Mayor completed on 4 September. Session with the Business Board and wider employer representatives completed on 20 September. Separate session completed with Chair of Business Board.	Closed
6.	Cambridgeshire & Peterborough Careers Hub Delivery Focus 2023-24	Laura Guymer	Officers to provide members with a list of the SEND schools that the Careers Hub worked with		Closed
7.	Further Education Cold Spots Project Update	Parminder Singh Garcha	1. Officers to share the tender documents with Members. 2. Members to be provided with a written note on the progress of securing an Adult Learning Centre in Ely. 3. A further report on the FE Cold-spots Project to be included on the agenda of the next meeting of the Committee.	RFQ documents shared with the respective councils Scheduled for the November Committee meeting	Closed Open Closed
8.	Skills Bootcamps 2024-25 FY	Melissa Gresswell	1. Officers to provide Members with a breakdown of engagement and uptake of places by geographical region. 2. Officers to investigate whether the percentage course costs for employers as shown in 3.4 of the report were a blocker to engagement, and to report back to the Committee.	Information included in the exempt appendix to the Performance Review of Skills Funded Provision report on the November committee agenda.	Closed

Minutes of the meeting on 6 March 2023					
Minute	Report Title	Lead Officer	Action	Response	Status
117.a	Adult Education Budget - Grant Funding Allocations and Policy Changes for 23-24 Academic Year	Parminder Singh Garcha	Requested case studies to show what was happening in practice and what the resources had delivered. Officers explained that case studies had been compiled and published on the website and some had been put forward for LGA reports. Officers agreed to compile the case studies into one publication.	An Annual Report for AEB is being produced including a series of case studies with learners and our learning organisations as well as performance data. The Mayor and Chair of Skills & Employment Committee have provided a Foreword. It is currently with the graphic designer and will be released when ready.	In Progress

Minutes of the meeting on 5 June 2023					
Minute	Report Title	Lead Officer	Action	Response	Status
9.	Proposals for External Funding	Parminder Singh Garcha	A short briefing note on the proposed organisations to receive match funding to be circulated to the Committee prior to the July meeting.	Match funding has not been allocated to organisations to date. A further report will be tabled regarding Lottery and DWP funding once a detailed proposal has been developed with consultancy support. This has been scheduled on the agenda plan for March 2024 Committee.	Closed

Minutes of the meeting on 3 July 2023					
Minute	Report Title	Lead Officer	Action	Response	Status
5.	District and Unitary Council Employment and Skills Profiles	Melissa Gresswell	Officers to report back to the Committee on the reasons the participation in Wave Skills Bootcamps was so much higher in Peterborough than in other areas.		Open

| 7. | UK SPF – Skills Projects and Succession Planning for Skills Brokerage Service | Alexis McCleod | The Mayor, the Chair of the Skills and Employment Committee, and the Chief Executive of the CPCA to meet to discuss the development of a strategy to create jobs within the culture sector and where that might sit within the CPCA's different workstreams. | | Open |