



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

SKILLS & EMPLOYMENT COMMITTEE

Date: Monday, 15 January 2024

Democratic Services

Edwina Adefehinti
Interim Chief Officer Legal and Governance
Monitoring Officer

10:00 AM

2nd floor, Pathfinder House
St Mary's Street
Huntingdon
Cambs
PE29 3TN72

**Civic Suite, Pathfinder House, St Mary's Street, Huntingdon
PE29 3TN**

AGENDA

Open to Public and Press

1 Apologies for Absence and Declarations of Interest

At this point Members must declare whether they have a disclosable pecuniary interest, or other interest, in any items on the agenda, unless it is already entered in the register of members' interests.

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2 Minutes of the Previous Meeting and Action Log

To approve the minutes of the meeting held on 6 November 2023 and to note the Action Log.

- 3 Public Questions**
 Arrangements for asking a public question can be viewed here
 - [Public Questions - Cambridgeshire & Peterborough Combined Authority \(cambridgeshirepeterborough-ca.gov.uk\)](https://www.cambridgeshirepeterborough-ca.gov.uk)
- 4 Combined Authority Forward Plan**
 To note the Combined Authority [Forward Plan](#)
- 5 Adult Education Budget (AEB) External Evaluation**
 To receive a presentation on the external evaluation of AEB+, the changes to the AEB funding rules in 2024/25 and the potential impact on delivery.
- 6 ESOL Planning Partnership Annual Report 2022-23** **12 - 14**
- 7 Skills Bootcamps 2024-25 FY** **15 - 18**
- 8 Further Education (FE) Cold Spots Feasibility Study**
 To receive a presentation on the approach being taken by external consultants engaged to carry out the study.
- 9 Growing Sector-based Talent Pipelines**
 To note the approach in advance of a formal plan coming to the Skills and Employment Committee in March.
- 10 Employment and Skills Board Update**
 To receive a verbal update on the last Employment and Skills Board meeting.
- 11 Budget and Performance Report** **19 - 21**
- 12 Skills & Employment Committee Agenda Plan** **22 - 28**
- 13 Date of next meeting:**
 Monday, 4 March 2024.

COVID-19

The legal provision for virtual meetings no longer exists and meetings of the Combined Authority therefore take place physically and are open to the public. Public access to meetings is managed in accordance with current COVID-19 regulations and therefore if you wish to attend a meeting of the Combined Authority, please contact the Committee Clerk who will be able to advise you further.

The Skills & Employment Committee comprises the following members:

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact

Councillor Lucy Nethsingha

Vic Annells

Nitin Patel

Councillor Ian Benney

Councillor Sam Carling

Councillor Peter Hiller

Mayor Dr Nik Johnson

Cllr James Lay

Councillor Sam Wakeford

Councillor Eileen Wilson

Clerk Name:	Joanna Morley
Clerk Telephone:	
Clerk Email:	joanna.morley@cambridgeshirepeterborough-ca.gov.uk



Skills & Employment Committee – Draft Minutes

Monday 6 November 2023

Venue:	Civic Suite, Pathfinder House, Huntingdon PE29 3TN	
Time:	10.00 to 13.00	
Present:	Councillor Lucy Nethsingha Mayor Dr Nik Johnson Councillor James Lay Councillor Eileen Wilson Councillor Ian Benney Councillor Sam Carling Councillor Sam Wakeford Mr Nitin Patel Mr Vic Annells* *Joined via Zoom link	Chair and Member for Cambridgeshire County Council CPCA Mayor East Cambridgeshire District Council South Cambridgeshire District Council Fenland District Council Cambridge City Council Huntingdonshire District Council Business Board Representative Business Board Representative
Apologies	Councillor Peter Hiller	Peterborough City Council

Minutes:

1	Announcements, Apologies for Absence and Declarations of Interest
1.1	Although Cllr Hiller, the new Peterborough member was unable to attend the meeting given the short notice, the Chair welcomed him on to the Committee. The Chair went on to express her thanks for the work of the outgoing Peterborough member, Cllr Lynne Ayres, and her deputy, Cllr Jackie Allen.
1.2	Apologies were received from Councillor Peter Hiller
1.3	No declarations of interest were made.
	<u>RESOLVED</u> That on behalf of the Committee, the Chair write to Cllr Ayres to formally express the Committee's thanks and appreciation.
2	Minutes of the Skills Committee meeting on 3 July 2023 and Action Log
2.1	The minutes of the meeting on 4 September 2023 were approved as an accurate record subject to the following amendment:
2.2	The Action Log was noted.
3	Public Questions
3.1	No Public Questions had been submitted.

<p>4</p> <p>4.1</p>	<p>Combined Authority Forward Plan</p> <p>There were no comments from the Committee.</p> <p><u>RESOLVED:</u></p> <p>1. That the Combined Authority Forward Plan be noted.</p>
<p>5</p> <p>5.1</p> <p>5.2</p>	<p>Growth Works - Management Update to Year 3, Quarter 11 (to September 2023)</p> <p>Steve Clarke, Acting Associate Director Business, Trade and Investment, introduced the report which updated the Skills and Employment Committee on the latest performance data from the Growth Works Programme for the reporting period to 30th September 2023. The report also updated Members on the progress being made on the Exit Strategy to wind down the Growth Works Programme. Nigel Parkinson, Chair of Growth Works was in attendance to answer members' questions.</p> <p>During discussion the following points were noted:</p> <ol style="list-style-type: none"> a) The last quarter (11th of 12) had been the best performing quarter of the whole programme and had shown marked increases in the three key performance measures of the contract; new jobs, learning outcomes and apprenticeships. b) Although they had performed well in this last quarter, apprenticeships remained a challenge not only for the programme but also nationally. c) As well as the Client Satisfaction survey and the Net Promoter Score referenced in the report additional surveying about the impact of the programme had been undertaken. To date this had not been shared externally but would be included in the Programme closure report which would report on lessons learnt and how businesses had been impacted. d) On the closure of the programme a full impact evaluation would be undertaken. e) Conversations were being had with the Economic Development Officers (EDOs) at the constituent authorities in order to disseminate knowledge about the exit plan. All information was logged onto a central hubspot CRM (Customer Relationship Management tool) which the CPCA owned and was able to share with other partners. f) The intention was to have all stakeholders (including representatives from all the constituent authorities) present at a final review session in January to ensure that questions could be asked and there were no gaps in information. g) From January, and the move to in-house, there would be a different style of reporting. h) The Growth Works team were confident that funds could be allocated to more companies that would come through this month and into December. Any remaining monies would not be lost but would be reallocated at the end of the programme when different options could be explored. i) Apprenticeships had been in sharp focus throughout the programme with the approach taken adapting to try and encourage more engagement and take-up, particularly with SMEs (Small – medium sized enterprises). It was very difficult for companies to run with apprenticeships on their own because of the administration involved and their own lack of resources to support them. j) It was suggested that there was space for the Committee to lobby Government to lessen the bureaucratic burden of the current system. <p><u>RESOLVED</u></p> <p>That the Skills and Employment Committee:</p> <ol style="list-style-type: none"> 1. Note the Growth Works Programme & Performance Update to Year 3, Quarter 11 (to 30th September 2023). 2. Note the draft Growth Works Programme Exit Plan (to the contract end on 31st December 2023)
<p>6</p> <p>6.1</p>	<p>Update on Anglia Ruskin University (ARU) Peterborough Project</p> <p>Jim Cunningham, Interim Assistant Director Delivery, provided members with an update on progress with the development and delivery of Anglia Ruskin University (ARU) Peterborough</p>

6.2 During discussion the following points were noted:

- a) 84% of students had chosen ARU because it was local and they did not have to move. Members queried whether that level of demand would still continue or would the University have to adapt and provide accommodation/halls of residence in order to offer a fuller, more traditional university 'experience'.
- b) The University would continue to focus on attracting local residents as the community had been identified as a further education cold-spot.
- c) Smart manufacturing and the creative industry had been targeting Peterborough and this could lead to development opportunities for the University.
- d) Any sector that had a relationship with the university could help to shape the curriculum.
- e) Extraordinary progress had been made in a comparatively short space of time but it would take time to develop areas of expertise.
- f) Members suggested that a future meeting of the Committee be held at ARU and that the principal Ross Renton be invited to speak to Members.

RESOLVED

That the Skills and Employment Committee:

1. Note the contents of the report and comment on how the work of the Committee can be further aligned to supporting the University's and partners' ambitions to maximise the economic impact of ARU Peterborough.

ACTION:

1. To arrange that a future meeting of the Committee be held at ARU Peterborough and that its principal Ross Renton be invited to speak.

7 Further Education Cold-Spots Projects Update

7.1 Parminder Singh-Garcha, Head of Education and Skills Strategy, introduced the report which, following a request at the September meeting, provided Members with an update on the Further Education Cold-Spots projects in East Cambridgeshire and St Neots.

7.2 During discussion the following points were noted:

- a) ARU Peterborough was an excellent example of where investment had been made in educational cold spots.
- b) The point reached in the project was the commissioning of a feasibility study to see whether the growth in Ely and St. Neots justified the commissioning of additional provision.
- c) The Chair referenced a meeting in which the heads of the FE colleges, which were already supplying excellent provision across Cambridgeshire, expressed some scepticism about whether the growth in the 16-19 population was sufficient to make the provision of additional Further Education colleges in these areas the right answer. The local authorities, however, were expecting extensive growth in the Ely and St. Neots area which would fuel demand so it would be interesting to see what conclusions the consultant's feasibility study came to.
- d) There was recognition from the Committee that that there was a serious need for better provision in the Ely and St. Neots areas but that there were different ways in which that need could be met.
- e) New provision should not compete with existing FE colleges but should instead be looking to have a definitive offer in the additional skills that were needed, such as in the green economy.
- f) Further discussion with involved parties, including the Employment and Skills Board, and the next steps to be taken, would flow from the data presented in the consultant's report.

RESOLVED:

That the Skills and Employment Committee:

1. Receive an update on the FE Cold-Spots projects in East Cambridgeshire and St Neots.

	<p>2. Note the revised milestones for the FE Cold-Spots projects including the proposal to reprofile the allocated funding as part of the MTFP process.</p>
8	<p>State of the Economy Cambridgeshire and Peterborough (Summer 2023)</p> <p>8.1 Domenico Cirillo, Business Programmes and Business Board Manager introduced the report which updated the Skills & Employment Committee on the latest data in overall economic performance for Cambridgeshire & Peterborough.</p> <p>8.2 During discussion the following points were noted:</p> <ol style="list-style-type: none"> a) On a positive note, Cambridgeshire and Peterborough were showing slightly more signs of recovery than other areas. b) The Pharmaceutical, Lifestyle and Agro-tech sector were showing signs of growth but there were signs of a slight slowdown in manufacturing sectors. c) The productivity gaps that were evident pre-pandemic seemed only to be getting worse post-pandemic and a strong apprenticeship offer was one of the things that could help address this. d) The CPCA needed to be mindful of the impact of transport on people's ability to access improved training opportunities. e) The risks around electricity and water would be a major factor in achieving growth. f) Members queried how the Education and Training achievements referenced on page 162 of the pack were being defined. g) The Committee was reminded that much of the information was based on a data set from 2021 as this was the last set of ONS data available. h) Members asked whether PHD students were being tracked as they were not employees but were the pipeline into roles into the higher skill sectors and this would give a perspective on potential capacity gaps. <p><u>RESOLVED:</u></p> <ol style="list-style-type: none"> 1. The Skills and Employment Committee resolved to note the latest Cambridgeshire & Peterborough Economic Update for Summer 2023 <p><u>ACTIONS:</u></p> <ol style="list-style-type: none"> 1. Officers to check with Metro dynamics on the definition of education and training achievements and report back to the Committee. 2. A further update, including the latest data available, to be tabled at a future meeting of the Committee. 3. Officers to check on the concentration of PHD students and report back to the Committee.
9	<p>Employment and Skills Board Update</p> <p>9.1 Melissa Gresswell, Project Manager: Skills Bootcamps and Special Projects, and lead officer supporting the Board provided a verbal update on the meeting of the Employment and Skills Board which took place on 10 October 2023.</p> <p>9.2 During discussion the following points were raised:</p> <ol style="list-style-type: none"> a) Vic Annells had been appointed as Chair of the Employment and Skills Board and chaired the October meeting. The meeting had been a very positive one with the Board committing to re-energise itself and, under its remit as an advisory board to the Employment and Skills Committee, focus on offering strategic advice and supporting decision making. b) The Board was in agreement that it did not currently have enough industry and sector representation so was actively looking for new membership. c) Going forward, the Board would be much more aligned with the work and forward plan of the Skills and Employment Committee.

	<p>d) The Board's members were committed to making the work of the Board a success and the way in which they could do that was by making an impact and serving the Skills and Employment Committee more closely. It was therefore critical that the Board got tasked by the Committee to undertake work.</p> <p>e) It would be useful for Board members and Committee members to meet one another.</p> <p>ACTION:</p> <p>1. Officers to arrange a meeting between Board and Committee members</p>
<p>10.</p> <p>10.1</p> <p>10.2</p>	<p>Budget Performance Report</p> <p>Bruna Menegatti, Finance Manager, introduced the report which provided an update of the financial position for 2023/24 and analysis against the 2023/24 budgets, up to the period ending September 2023.</p> <p>During discussion, the following points were noted:</p> <p>a) It was important to note that the some of the underspends were not actual underspends but just shifts in the year in which they would be spent, and that the activity would still go ahead.</p> <p>b) The CPCA would continue to spend the Bootcamp monies and get as many people as possible onto bootcamps.</p> <p>c) It was disappointing that, due to capacity issues, there were delays of six months to work on the AEB budget and the Cold Spots project which should have been happening this Autumn rather than in the Spring.</p> <p>RESOLVED:</p> <p>That the Skills and Employment Committee:</p> <p>1. Note the financial position of the Skills Division for the financial year 23/24 to September 2023</p> <p>2. Review and comment on the current Skills and Employment budgets within the Combined Authority's Medium-Term Financial Plan and Capital Programme.</p>
<p>11.</p> <p>11.1</p>	<p>Skills and Employment Committee Agenda Plan</p> <p>There were no comments from the Committee.</p> <p>RESOLVED:</p> <p>1. That the Skills and Employment Committee Agenda Plan be noted.</p>
<p>12.</p> <p>12.1</p>	<p>Exclusion of Press and Public</p> <p>RESOLVED:</p> <p>1. That the Skills and Employment Committee move into exempt session.</p>
<p>---o0o---</p> <p>The public session of the meeting was closed at 12.12pm</p> <p>---o0o---</p>	
<p>14.</p> <p>13.1</p>	<p>Date of Next Meeting</p> <p>The date of the next meeting was confirmed as Monday 15 January 2024</p>

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 6 November 2023

Item	Report Title	Lead Officer	Action	Response	Status
6.	ARU Peterborough Project	Jim Cunningham	1. To arrange that a future meeting of the Committee be held at ARU Peterborough and that its principal Ross Renton be invited to speak.	Unfortunately, rooms at ARU are unavailable for the 15 January and 4 March meetings so the meetings will continue to be at HDC. Should there be any cancellations we will look to rearrange	On-going
8.	State of the Economy	Domenico Cirillo	<ol style="list-style-type: none"> 1. Officers to check with Metro dynamics on the definition of education and training achievements and report back to the Committee. 2. A further update, including the latest data available, to be tabled at a future meeting of the Committee. 3. Officers to check on the concentration of PHD students and report back to the Committee. 	Awaiting a reply from Metro Dynamics	On-going
9.	Employment & Skills Board Update	Melissa Gresswell	1. Officers to arrange a meeting between Board and Committee members	TBC	On-going

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	Jaki Bradley 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	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	In Progress

Minutes of the meeting on 6 March 2023

Minute	Report Title	Lead Officer	Action	Response	Status
	Changes for 23-24 Academic Year		website and some had been put forward for LGA reports. Officers agreed to compile the case studies into one publication.	provided a Foreword. It is currently with the graphic designer and will be released when ready.	



Skills & Employment Committee	Agenda Item
15 January 2024	6

Title:	ESOL Local Planning Partnership – Annual Report 2022-23
Report of:	Jaki Bradley, Head of Adult Education Budget
Lead Member:	Cllr Lucy Nethsingha, Lead Member -Skills
Public Report:	Yes
Key Decision:	No
Voting Arrangements:	No vote required

Recommendations:

A	To receive the English for Speakers of Other Languages (ESOL) Local Planning Partnerships Annual Report for the 2022-23 academic year, and to note the progress made with delivery and partnership development
B	To note the outcome of the procurement for the ESOL Single Point of Contact (SPOC)

Strategic Objective(s):

The proposals within this report fit under the following strategic objective(s):	
x	Achieving ambitious skills and employment opportunities
x	Achieving good growth
	Increased connectivity
x	Enabling resilient communities
x	Achieving best value and high performance

1. Purpose

1.1	<p>The purpose of this report is to provide the Employment and Skills Committee with an annual update on the ESOL Local Planning Partnerships (ELPP). These were established to improve the co-ordination and delivery of ESOL and related provision, aiming to improve integration and employment opportunities for refugee and migrant communities.</p> <p>The Terms of Reference for the ESOL Planning Partnerships require an Annual Report to be shared with the Skills and Employment Committee. An annual budget of £20,000 is also allocated to the ELPP through the Local Innovation Fund. The ELPP does not have ‘formal’ powers over devolved functions, other than through recommendations to the Skills and Employment Committee or decisions implemented by Combined Authority officers, in line with their delegations.</p>
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2. Report 22/23

2.1 Summary

ESOL training (English for Speakers of other Languages) is one of the key success stories of how the CPCA has deployed its regionally devolved skills funding. Headlines from 22/23 include:

- Large Increase in overall ESOL provision has seen enrolments significantly grow year on year. In 2022/23, in comparison with 2021/22, there was a +60% increase in the number of enrolments.
- Peterborough continues to be a hotspot for ESOL provision; it had the highest proportion of learning in 2022/23 (50% of all ESOL learners) and the 2022/23 figure was an increase of 27% on the previous year.
- The take-up of the Homes for Ukraine scheme is likely to have driven ESOL provision increases in South Cambridgeshire, which saw the largest percentage increase of ESOL learners starting in 2022/23 (+60%).
- Successful achievements have increased across the last three years by 70%
- One of the deliverables for 2022/23 was to commission an external organisation to manage and deliver the ESOL Single Point of Contact (SPOC). Following an open procurement process, the Combined Authority was unable to award a tender to the organisation who applied. Alternative solutions are now being explored.

2.2 Background

At the Skills Committee on 10 November 2021, members unanimously supported the implementation of a new way-of-working to more effectively co-ordinate ESOL provision through the formation of ESOL Local Planning Partnerships ('ESOL Partnerships') – one for the North (covering Peterborough, Fenland and Huntingdonshire) and one for the South (Cambridge City, East, and South Cambridgeshire). The Cambridgeshire and Peterborough ESOL Partnerships were constituted in January 2022 and have each met four times.

ESOL Partnerships are a multi-agency and multidisciplinary approach to co-ordination of ESOL, employment support and community integration strategies in a defined geography. The aim is to provide independent and impartial system-leadership across the public sector (DWP, Strategic Migration Partnership, local authorities, health, and police), adult education providers, civic, faith and voluntary organisations. Public sector partners can be expanded or reduced depending on the focus as can others such as business support agencies. The Partnerships have responsibilities to make recommendations to the Combined Authority and other partners to drive improvements to the system.

Key achievements include:

- Doubling of enrolments onto ESOL programmes, particularly Ukrainians in South Cambridgeshire
- Building on the fully funded ESOL Teacher Training programme to attract new entrants into FE teaching - Cambridge Regional College recruited and trained 7 new ESOL teachers. The Strategic Migration Partnership agreed to fund this programme through Home Office funding, building on the partnership approach. Other Mayoral Combined Authorities are exploring this flexibility.
- Providing strategic support and challenge to learning organisations to improve ESOL study programmes.
- Delivering trauma-informed ESOL practice – one session delivered for the north (hosted by Inspire Education Group and one for the South (hosted by Cambridge Regional College).
- Continuing to draw additional funding from DLUHC to support BN(O) status holders from Hong Kong – 75 learners have received ESOL through this route and £46,205 of funding has been claimed.
- Delivery of ESOL in Wisbech through the Local Innovation Fund and ESF funding
- Delivering our second successful hybrid ESOL Conference, hosted by Peterborough City Council – attended by 98 delegates with valuable insights from practitioners.
- Improving FE programmes of study for newly arrived young people.
- Inspire Education Group (Peterborough and Stamford Colleges) achieved the 'College of Sanctuary' award and recognition. The college was highly commended for its work on student welfare and inclusion.

2.3	<p>Key deliverables (co-developed with partners) for the ESOL Partnerships for 2023/24 are: Item 6</p> <ul style="list-style-type: none"> • To explore different options for the ESOL Single Point of Contact (SPOC) and implement a solution. • Build capacity and bring new provision on stream with Intensive ESOL for Work programmes (including through the AEB Third Sector Commission) • Continue the ESOL Teacher Training programme (CELTA and TESOL) • Affiliate to the City of Sanctuary scheme with a focus on Trauma-Informed practice in post-16 and FE settings • Provide enrichment for Unaccompanied Asylum-Seeking young people aged 19+ • Embed numeracy/maths into ESOL through the Multiply programme and digital skills. • Deliver CPD in partnership with NATECLA (National Association for Teaching English and other Community Languages to Adults) • Deliver a third ESOL Conference with partners to showcase best practice.
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3. Appendices

3.1	None
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4. Implications

Financial Implications	
4.1	At the Skills Committee of 7 November 2022, a budget allocation of £20,000 was approved for ESOL Local Planning Partnerships. £50,000 was allocated for implementation of the SPOC from the AEB Local Innovation Fund for the 2022/23 academic year however this was not spent. The funds will be spent in future, when revised plan will be approved by the Skills Committee.
Legal Implications	
5.1	There are no legal implications.
Public Health Implications	
6.1	The recommendations outlined in this report have positive implications for public health. Participation in adult learning improves the health and wellbeing of participants and wider society. Additionally, AEB funds skills training for professionals in the health care sector as well as short courses for adults on managing physical, mental health and wellbeing. Trauma-informed ESOL training was delivered to build the professional development of learning organisations delivering ESOL, to embed best practice approaches to mental health and wellbeing.
Environmental & Climate Change Implications	
7.1	The recommendations outlined in this report have neutral implications for the environment.
Other Significant Implications	
8.1	The recommendations outlined in this report have due regard to the Combined Authority's Equalities duties under the Equality Act 2010 in implementing funding policies which seek to widen participation and make learning opportunities more accessible for all citizens. This includes all nine protected characteristics, plus care leavers.
Background Papers	
9.1	N/A



Skills & Employment Committee		Agenda Item
15 January 2024		7
Title:	Skills Bootcamps 2024-25 FY (Wave Five)	
Report of:	Melissa Gresswell	
Lead Member:	Cllr Lucy Nethsingha	
Public Report:	Yes	
Key Decision:	Yes	
Voting Arrangements:	A simple majority of voting Members	

Recommendations:	
	<p>The Skills and Employment Committee is invited to recommend the following to the Combined Authority Board:</p> <ol style="list-style-type: none"> 1) To note the Combined Authority's Grant Proposal to the Department for Education (DfE) in September 2023 for £2,899,390 to deliver (Wave Five) Skills Bootcamp provision during the 2024-25 Financial Year – and to note that we received confirmation from the DfE on 12 December 2023 that our Grant Proposal has been successful. 2) To accept the full grant funding offer from the DfE of £2,899,390 and approve corresponding expenditure across two budgets; one for the training funding allocation totalling £2,635,800 and one for the management funding allocation totalling £263,580 of the Wave Five Skills Bootcamps in the 2024-25 budget. 3) To delegate authority to the Assistant Director of Skills, in consultation with the Chief Finance Officer and Monitoring Officer to: <ol style="list-style-type: none"> a. Arrange for the awards and enter into grant funding agreements or service contracts with training providers to deliver Wave Five Skills Bootcamps. This can either be with existing providers, or where the Combined Authority follows a procurement exercise compliant with the Combined Authority's Constitution and procurement legislation. b. Extend and/or vary contracts with existing providers where appropriate.

Strategic Objective(s):	
The proposals within this report fit under the following strategic objective(s):	
x	Achieving ambitious skills and employment opportunities
x	Achieving good growth

1. Purpose

- 1.1 To update the Skills and Employment Committee on the progress of the proposal submitted to the Department of Education in September 2023 for the delivery of the Wave Five Skills Bootcamps in the Combined Authority's area. This paper outlines the key considerations and actions required for taking this forward.
- 1.2 To enable the Combined Authority to accept the grant award, create a new budget line and to delegate authority to the Assistant Director of Skills to enter into and/or arrange for the entering into grant funding agreements and/or service contracts to training providers to delivery on Wave Five Skills Bootcamps following an appropriate procurement exercise.

2. Proposal

- 2.1 Subject to the Skills and Employment Committee's approval, the Combined Authority will contract with training providers to offer Skills Bootcamp courses to local residents and businesses during the 2024-25 FY.

3. Background

- 3.1 Skills Bootcamps are flexible training courses for adults aged 19+, lasting up to 16 weeks. They are part of the government's commitment for individuals to be able to access lifelong learning and they align with the Combined Authority's Employment and Skills Strategy and the Local Skills Improvement Plan (LSIP).
- 3.2 The courses are free for learners who are self-employed, unemployed, or looking for a career change. For those in work, employers can access up to 90% of the cost of Skills Bootcamps to upskill their staff. Training is delivered across England via nationally commissioned and regionally commissioned contracts.
- 3.3 To date, the DfE has determined which sectors can benefit from Skills Bootcamps. In the future, subject to the Combined Authority being eligible for Level 4 Devolution, we will have full control over which sectors we choose to work with using our devolved funding.

3.4 **To date, we have been awarded:**

Wave / Financial Year	Funding Value
Wave Two / 2021-22 FY	£1.8m
Wave Three / 2022-23 FY	£2.1m
Wave Four / 2023-24 FY	£2.8m
Pending Approval: Wave Five / 2024-25 FY	Pending Approval: £2.9m

3.5 **Summary of what we have delivered with this money:**

When we first started delivering Skills Bootcamps, we contracted with 2 Independent Training Providers (ITP's) and 1 College and delivered Level 3 Digital sector Skills Bootcamps. We have expanded the provision to address wider skills gaps and priorities. We now contract with 12 ITP's and 2 Colleges, deliver across Digital, Construction, Technical and Green Skills and include Levels 2 – Level 5 (or equivalent) have taken advantage of being able to spend up to 30% of our funding on 'other' courses to align to employer feedback and job vacancy demand, for example Leadership and Management. NB DfE has, to date, determined the sectors that attract Boot Camp funding.

3.6	<p>Job Outcomes secured by learners:</p> <p>In Wave Three, CPCA is currently ranked 5th out of 21 areas in the DfE's performance league table, based on the number of positive job outcomes secured by learners who have completed a Skills Bootcamp. Wave Three runs until 31st January 2024 Wave Four performance data has not yet been published by the DfE. Wave Four and runs until 31st January 2025.</p>
3.7	<p>We are working closely with regional employers.</p> <p>For example, two key Engineering employers in Peterborough contributed to the recent curriculum development and launch of the Level 3 Introduction to Engineering Skills Bootcamp course. Baker Perkins and Howden Turbo are committed to interviewing individuals from the Skills Bootcamp cohort as part of their 2024 Level 3 Engineering apprenticeship recruitment.</p>
3.8	<p>Case Study</p> <p>Skills Bootcamp funding has supported an individual who worked at a large supermarket but aspired to move into a technical career. Career guidance discussions led to his enrolment on to the Level 2 Electric Vehicle Maintenance Repair Skills Bootcamp, in partnership with ITP Duplex Business Services.</p> <p>Since completing the Skills Bootcamp course, the individual said:</p> <p><i>"I completed the Electric Vehicle Level 2 course in January 2023. This course gave me the confidence to apply for jobs in the motor trade which is where my passion is...I was interviewed at Pronto Bodyshop in January 2023 and given a week trial starting from 30/01/23. I am pleased to let you know that I was successful and now in a full time, permanent position as a car paint sprayer with this company which is my dream job."</i></p>
3.9	<p>One of our challenges has been that the funding is awarded on an annual cycle rather than a multi-year contract, which makes it difficult financially for providers to engage. This, in turn, has contributed to the Combined Authority underspending. The Combined Authority is exploring new ways to attract Training Providers and Learning Organisations to engage with delivering Skills Bootcamp provision. We introduced the Skills Provider Forum in 2023, with the next Forum taking place in January 2024. Skills Bootcamp market engagement forms part of this agenda.</p>
3.10	<p>This is what we plan to do with money in 24/25 FY</p> <p>The Combined Authority plans to commission Skills Bootcamp courses based on local labour market information, job vacancy data, employer feedback and training provider market engagement data. We plan to continue with the expansion of courses across Levels 2 – 5 (or equivalent), whilst ensuring alignment to other provision such as the Adult Education Budget.</p>

4. Appendices

4.1	No appendices
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5. Implications

Financial Implications	
5.1	This project will require two new budget lines; one for the training provision funding and one for the management costings All CPCA resourcing costs incurred by this project will be covered by the 10% management fee, resulting in a nil impact on the wider Combined Authority budgets.

Legal Implications	
6.1	There are no significant legal implications
Public Health Implications	
7.1	Participation in adult learning improves the health and wellbeing of participants and wider society. In addition, some of the bootcamps are to support professionals in the health and care sector to reskill or upskill.
Environmental & Climate Change Implications	
8.1	As part of our Skills Bootcamp course offer, residents and businesses can access Green Skills courses such as Electric Vehicle Maintenance and Repair across Levels 2 – 4, enabling those working in the motor industry to gain skills in servicing and repairing electric vehicles in our region.
Other Significant Implications	
9.1	No other implications
Background Papers	
10.1	<u>N/A</u>



Skills & Employment Committee	Agenda Item 11
15 January 2024	

Title:	Budget and Performance Report
Report of:	Bruna Menegatti, Finance Manager
Lead Member:	Councillor Lucy Nethsingha, Chair of the Skills & Employment Committee
Public Report:	Yes
Key Decision:	No
Voting Arrangements:	No vote required.

Recommendations:

A	Note the financial position of the Skills Division for the financial year 23/24 to end of November 2023.
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Strategic Objective(s):

The proposals within this report fit under the following strategic objective(s):	
x	Achieving ambitious skills and employment opportunities
x	Achieving good growth
x	Achieving best value and high performance

1. Purpose

1.1	To provide an update of the financial position for 2023/24 and to provide analysis against the budgets, up to the period ending November 2023.
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2. Background

2.1	At the last meeting, the Committee was provided with an analysis of the 2023/24 performance against budget to September 2023. This report provides an update covering up to November 2023.
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3. Revenue Income and Expenditure

3.1	<p><u>SUMMARY</u></p> <p>Forecast income is set to match the budget for the year on all areas except Bootcamp Wave 3 and Wave 4, due to known enrolment issues. The challenges with Bootcamp Wave 3 and Wave 4 are also affecting expenditures – otherwise we are on track to meet budget. No further programmes have been added to the portfolio from the last report.</p>
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3.2 The income received in the year is £14.6m (Table 1: line 8, column 23/24 Actual YTD). This actual is 93% of the total forecast outturn (FO) of £15.6m (Table 1: line 8, column 23/24 FO FY). The remainder of the income will be received after we have provided DfE with evidence of the spend

Main variances from the previous forecast outturn reported in November 2023:

- Further decrease of the income from Bootcamp wave 4 (Table 1: £0.3m – line 3, column 23/24 variance FY), due to low enrolment and revised schedules for the completion of the milestones.
- Inclusion of the UK SPF Skills programme (Table 1: £0.3m - line 7, column 23/24 variance FY), that will start in January 2024.

The variance between budget and forecast outturn of £ 2.2m (Table 1: line 8, column 23/24 variance FY) is made up by:

- Bootcamp Wave 4 (Table 1: £0.6m – line 3, column 23/24 deferral) is slipped to next financial year when the milestones will be completed.
- Bootcamp wave 4 (£1.1m), due to low uptake. This income will not be received this financial year from DfE.
- Multiply £0.4m and AEB level 3 courses £0.1m due to previous year's underspends carried forward. This has reduced the income received in this financial year.

3.3 Table 1 Skills Grant Income

Skills Grant Income for the period to 30 November 2023	23/24 Actual YTD £k	23/24 Budget FY £k	23/24 Variance Act to Bud £k	23/24 FO FY £k	23/24 Variance FY £k	23/24 Deferral £k
1. Adult Education Budget	-12,708	-11,973	735	-12,026	53	-
2. AEB Level 3 Courses	-	-954	-954	-816	-138	-
3. Bootcamp Wave 4	-1,092	-2,878	-1,786	-1,187	-1,691	-577
4. Careers and Enterprise Company (CEC)	-181	-313	-132	-313	-	-
5. Digital Skills Bootcamp	9	-	-9	-	-	-
6. Multiply	-631	-1,395	-764	-980	-415	-
7. UK SPF Skills	-	-280	-280	-280	-	-
Total Skills Grant Income	-14,603	-17,793	-3,190	-15,602	-2,191	-577

3.4 Expenditure headline

Actual to date is £1.5m lower than budget to date (Table 2: line 16 – column 23/24 variance YTD). All large variances, but the £0.2m on AEB Innovation Funds – Revenue were previously reported.

Forecast outturn shows an underspend to budget for the year of £2.8m (Table 2: line 16). The variances are due to Bootcamp Wave 3 and Wave 4, caused by enrolment issues and changes in delivery plans previously reported.

The variance from previous forecast outturn reported in November, of £0.6m (Table 2: line 16 – column 23/24 variance FY), is due to the revised delivery schedule of the Bootcamp Wave 4 programme.

The variance between budget and forecast outturn of £ 2.9m is made up by:

- Bootcamp Wave 4 (£0.6m – line 3, column 23/24 slippage, table 2) is slipped to next financial year when the milestones will be completed.
- AEB Innovation fund (£0.1m – line 3, column 23/24 slippage, table 2) is slipped to next financial year as no match fundings have not been disbursed to date.
- The remainder (£2.2m) mainly on Bootcamp Wave 3 and Wave 4 will not be spent.

Details of the Skills Expenses for the period to 30 November is shown in Table 2 below:

Table 2

Skills Revenue Expenditure	23/24 Actual YTD £k	23/24 Budget YTD £k	23/24 Variance YTD £k	23/24 Budget FY £k	23/24 FO FY £k	23/24 Variance FY £k	23/24 Slippage £k
1. AEB Devolution Programme	8,109	8,138	-29	11,081	11,081	-	-
2. AEB Free Courses for Jobs	226	829	-603	2402	2,402	-	-
3. AEB Innovation Fund – Revenue	57	260	-203	779	642	-137	137
4. AEB Programme Costs	143	360	-217	367	367	-	-
5. AEB Provider Capacity Building	0	23	-23	68	68	-	-
6. AEB Strategic Partnership Development	1	36	-35	108	108	-	-
7. Bootcamp Wave 4	375	672	-297	2878	1,187	-594	577
8. Careers and Enterprise Company (CEC)	58	168	-110	266	266	-	-
9. Changing Futures	0	0	0	60	60	-	-
10. Delivering Health and Wellbeing Strategy Skills	0	0	0	500	500	-	-
11. FE Cold Spots (rev)	0	113	-113	225	225	-	-
12. Multiply	820	517	303	1,565	1,565	-	-
13. Skills Advisory Panel (SAP) (DfE)	0	37	-37	55	55	-	-
14. Skills Bootcamp Wave 3	251	378	-127	2001	929	-	-
15. UK SPF Skills	0	0	0	278	278	-	-
Total Skills Revenue Expenditure	10,040	11,531	-1,491	22,633	19,733	-731	714

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4. Implications

Financial Implications

4.1 There are no additional financial implications other than those included in the main body of the report.

Legal Implications

6.1 The Combined Authority is required to prepare a balanced budget in accordance with statutory requirements.

Public Health Implications

7.1 N/A

Environmental & Climate Change Implications

8.1 N/A

Other Significant Implications

9.1 N/A

Background Papers

10.1 None



**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		

Committee date		Agenda item	Report Purpose	Lead officer	Report to CA Board for decision	Reference if key decision	Agenda despatch date
	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			

Committee date		Agenda item	Report Purpose	Lead officer	Report to CA Board for decision	Reference if key decision	Agenda despatch date
	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			

Committee date		Agenda item	Report Purpose	Lead officer	Report to CA Board for decision	Reference if key decision	Agenda despatch date
	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			

Committee date		Agenda item	Report Purpose	Lead officer	Report to CA Board for decision	Reference if key decision	Agenda despatch date
	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.	AEB Funding Policy Changes for 2024/25	To approve the implementation of AEB funding policy changes for the 2024/25 academic year.	Jaki Bradley			
	2.	Mid-year Skills Performance Review	To note mid-year performance on all Skills programmes for the 2023/24 academic year	Claire Paul			
	3.	Growth Works Evaluation	To receive and note the evaluation findings	Steve Clarke			
	4.	Local Innovation Fund	To receive an update on in-year performance and proposals for 2024/25	Jaki Bradley			
	5.	FE Cold Spots Feasibility Study	To recommend the CA Board approve the recommendations of the feasibility studies for St Neots and East Cambridgeshire	Parminder Singh Garcha	Yes		
	6.	LSIP and LSIF Update	To receive a progress report against the LSIP and LSIF programme of work	Laura Guymer			

Committee date		Agenda item	Report Purpose	Lead officer	Report to CA Board for decision	Reference if key decision	Agenda despatch date
		Employment & Skills Board Update		Melissa Gresswell			
		Budget & Performance Report		Bruna Mengatti			
		Agenda Plan		Jo Morley			
10/06/24		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			

An accessible version of this information is available on request from democratic.services@cambridgeshirepeterborough-ca.gov.uk