

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 15 January 2024

Item	Report Title	Lead Officer	Action	Response	Status
2.	Minutes	Claire Paul/ Jo Morley	1. Members asked that the outstanding actions from the Committee's November meeting be followed up on. These include inviting the principal of ARU, Ross Renton, to the March meeting of the Committee to update members on the development of the ARU Peterborough University campus and a briefing note on the concentration of PHD students to be sent to members.	Invitation extended but unfortunately the principal of ARU is unable to attend the March meeting. Invites to future meetings will be extended. Information being sought	Closed On-going
5.	Sector Based Talent Pipelines	Claire Paul	1. Claire Paul to speak with Cllr Lay to understand more about the pilot scheme being set up between East Cambridgeshire District Council and West Suffolk College to promote apprenticeships.		Ongoing
6.	AEB External Evaluation	Melissa Gresswell	1. Further information on the types of disability that made up the 20% of learners with a disability, to be shared with the Committee	In progress	Ongoing
7.	ESOL Annual Report	Jaki Bradley	1. A briefing note on why the CA was unable to award a tender to the organisation who applied to manage and deliver the ESOL Single Point of Contact to be circulated to Members	In progress	Ongoing
8.	Skills Bootcamps	Melissa Gresswell	1. Officers to provide members with the details off the current 19 Skills Bootcamp courses and where they were being run and by whom. 2. A briefing note to be circulated to members on the management costs associated with the Skills Bootcamp courses 3. Officers to provide members with some marketing material that could be easily shared on social media to help advertise and signpost the courses.	In progress	Ongoing

Minutes of the meeting on 6 November 2023

Item	Report Title	Lead Officer	Action	Response	Status
6.	ARU Peterborough Project	Jim Cunningham	2. To arrange that a future meeting of the Committee be held at ARU Peterborough and that its principal Ross Renton be invited to speak.	Ross Renton, Principal ARU Peterborough to attend the March meeting of the Committee	Closed
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 Changes for 23-24 Academic Year	Jaki Bradley	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