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| Agenda Item 1.2 | Appendix |
| Minutes and Action Log | 1 |

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 5 September 2022 | | | | | |
|---|---|------------------------|---|---|---------------|
| Minute | Report Title | Lead Officer | Action | Response | Status |
| 79.a | Adult Education Budget: Contract Awards to Independent Training Providers and proposals for further commissioning | Parminder Singh Garcha | The geographical targeted mapping work of provision would be shared with the Committee when available | On-boarding of the 17 new ITPs across AEB and Multiply is currently underway. Mapping of the geographic focus of each provider will be shared once the on-boarding process has concluded. Some of the providers are establishing new premises and/or delivery sites across the sub-region. This information will be shared as it becomes available. | In progress |

| Minutes of the meeting on 9 January 2023 | | | | | |
|---|---|------------------------|--|---|---------------|
| Minute | Report Title | Lead Officer | Action | Response | Status |
| 105.a | The University of Peterborough Phase 3 Living Lab, Full Business Case | Rachael Holliday | Requested information on how the university would be marketed through schools over the next 12 months. Officers explained that they would liaise with ARU Peterborough colleagues and feedback to members. | Information to be circulated W/C 06.02.23 | In progress |
| 107.c | Adult Education Budget Annual Return 2021/22 | Parminder Singh Garcha | Queried whether the Skills Brokerage Service tool had been successful. Officers agreed to feedback on the progress with the tool and the number of hits and conversions. | The data has been requested from Growth Works for Skills. | In progress |
| 109.a | Mid -year Performance Review of Skills funded provision 2022-23 | Fliss Miller | Highlighted that table B on page 180 of the papers was not broken down by district and requested this information be circulated to members. | To be circulated | In progress |

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 | | In progress |
| 117.b | Adult Education Budget - Grant Funding Allocations and Policy Changes for 23-24 Academic Year | Parminder Singh Garcha | Questioned Table two in the report on subject areas and how the areas were spread through the various colleges and providers. Members stated they were interested in the breakdown of the data. Officers agreed to provide the data requested. | | In progress |
| 120. | Finance and Performance Report | Fliss Miller | Queried whether there was a more robust way that the committee could feedback to the DfE in relation to the benefits of multi-year contracts. The Chair requested that the committee ask the skills and finance teams to look at three areas were there had been under delivery, Wave 3 Bootcamps, Digital Skills Bootcamp and the Health and Sector Work Academy and ask for a deep dive into these projects to see what had gone wrong, what had worked well and any lessons for the future. This would then also allow to feedback to central government. | | In progress |
| 121.a | Growth Works - Management Update Q8 - Annual Reporting Jan to Dec 2022 (Skills Committee) | Fliss Miller | The Interim Associate Skills Director stated that the Business Board had Commissioned a review into the Growth Works contract. The Terms of Reference would be shared with committee members. | | In progress |

Minutes of the meeting on 6 March 2023

| Minute | Report Title | Lead Officer | Action | Response | Status |
|--------|---|--------------|--|----------|-------------|
| 121.b | Growth Works - Management Update Q8 - Annual Reporting Jan to Dec 2022 (Skills Committee) | Fliss Miller | Highlighted that one of the long running challenges across economic development teams in the districts was around access to data and queried whether there was any ongoing work through the CRM hub-spot to address this. The Interim Associate Skills Director stated that she understood that there was a draft report by district that had been developed but that she had not seen the template and would update the committee on when this might be available | | In progress |
| 121.c | Growth Works - Management Update Q8 - Annual Reporting Jan to Dec 2022 (Skills Committee) | Fliss Miller | Highlighted the inequalities across different districts compared to other areas in relation to support and would like to know why this was. The Interim Associate Skills Director stated that due to the priority areas in Peterborough and Fenland there was different weighting on how different programmes were assessed. She explained that she would need to review with growth works officers and come back to the committee with further information | | In progress |
| 121.d | Growth Works - Management Update Q8 - Annual Reporting Jan to Dec 2022 (Skills Committee) | Fliss Miller | The Chair stated that there had been a broad level of concern for a while in relation to Growth Works and requested a workshop for the committee to look at growth works more broadly before the next committee meeting in June. | | In progress |