



## Skills Committee Action Log

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

Minutes of the meeting on 4 July 2022					
Minute	Report title	Lead officer	Action	Response	Status
66.a	Multiply Local Investment Plan	Cllr Nethsingha/Fliss Miller	The Chair stated that she would as Chair contact other Combined Authorities or other Council Networks to highlight to Government that this was not good governance.	Letter being drafted	In progress
68.d	Growth Works Management Review to 31 May 2022 (Q6 is April to June 2022)	Steve Clarke	Officers stated that there was an independent survey carried out, one carried out in January and one in March and Officers would circulate the results of the surveys.	Circulated to Committee on 20.10.22	Complete

## Minutes of the meeting on 5 September 2022

Minute	Report title	Lead officer	Action	Response	Status
77.	Minutes of the Skills Committee meeting on 4 July 2022 and Actions	Fliss Miller/Parminder Singh Garcha	A Member queried why the Deep Dive report outlined in action 50 had taken so long to come back to Committee. The Interim Associate Skills Director explained that it had been an iterative process and since the departure of the previous Director there had been a different focus on the process. She explained that the draft report would be circulated to the Committee prior to the Committee meeting in November.	The Deep Dive was focussed on examining the historic underspend in the Adult Education Budget (AEB) and proposing mitigations and process improvements for future academic years. A progress update was provided at the Informal Skills Committee meeting on 7 October 2022.	Complete
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 become available.	In progress

79.b	Adult Education Budget: Contract Awards to Independent Training Providers and proposals for further commissioning	Parminder Singh Garcha	Questioned how the Combined Authority would be ensuring the quality of provision as the contracts had been commissioned for a five-year period with an annual break clause. Officers explained that there was detailed contract management and performance procedures and that he would circulate the document to the Committee.	An update was provided at the Informal Skills Committee meeting on 7 October 2022.	Complete
79.c	Adult Education Budget: Contract Awards to Independent Training Providers and proposals for further commissioning	Parminder Singh Garcha	Queried if the Learning Support Fund was always used up by AEB Providers. Officers explained that the fund was not ringfenced and that it was down to providers to determine themselves what the spend would be. Officers stated that there was historic data setting out what had been spent and this information could be provided to the committee	Learner and Learning Support Funds are included within the funding allocations to colleges and providers and are administered by them. It is none-ring-fenced, ensuring providers have flexibility for increasing or decreasing their budget. Each college or provider is required to publish a policy for the equitable distribution of the funding based on need.  An update was provided at the Informal Skills Committee meeting on 7 October 2022.	Complete
80.	Addressing Further Education 'Cold Spots' in East Cambridgeshire and St Neots	Parminder Singh Garcha	An action arose from the response to the second question in relation to data on FE enrolments who either studied or lived in the CPCA area. Further detailed information to be provided in a paper that would be circulated outside of the meeting.	Information about wider FE enrolments were provided at the Informal Skills Committee meeting on 7 October 2022.	Complete

81.a	Multiply - the approach to programme delivery	Parminder Singh Garcha	Requested that prisoners, those that had left care and the armed forces were included in the programme. Officers explained that as they mobilised delivery partners, delivery plans would be developed and a high-level summary of interventions would be produced and reported to the Committee.	On-boarding of the 14 Multiply providers (8 ITPs and 6 Grant providers) across AEB and Multiply is currently underway. A high-level summary of interventions at programme level is included in Table B to the paper. These outputs are being allocated to the 14 providers as part of the project will be shared with Members, once collated.	In progress
81.b	Multiply - the approach to programme delivery	Parminder Singh Garcha	A Member commented that the Cambridgeshire and Peterborough Region of Learning was not included in the list of Strategic Partnerships and this had been mentioned at the Combined Authority Board meeting. He commented that in particular their Digital Badging provided a method for employers to look at how individuals had undertaken learning. He requested that the 'Region of Learning' be invited to one of the informal Committee sessions.	A meeting will be arranged with Region of Learning.	In progress

81.c	Multiply - the approach to programme delivery	Parminder Singh Garcha	Questioned whether the full Management fee identified in the paper would be required and requested a breakdown of the costs required. Officers explained that the figure was an estimate made before the approval of the funding and that officers would now produce a breakdown of the required costs across the three years.	An over-view of Programme Costs was provided at the Informal Skills Committee meeting on 7 October 2022.	Complete
81.d	Multiply - the approach to programme delivery	Parminder Singh Garcha	A Member queried why grant funded colleges received less than the Independent Training Providers and why more money was not going to the Peterborough area where it was needed. Officers reiterated that ITP funding was based on performance. He explained that the initial funding allocations were based on past delivery of numeracy in order to make the initial award. He stated that with the contracts management process in place the money could be moved around based on actual delivery and that further information could be provided once the operational plans were in place.	See 8.1a above.	Complete
82.	Department for Education (DfE) Funding and Accountability Consultation	Parminder Singh Garcha	Requested an item on the Local Skills Improvement Plans at an informal Skills Committee session	The Interim Associate Director for Skills covered this item at the Informal Skills Committee meeting on 7 October 2022.	Complete

84.	Employment and Skills Strategy Implementation Plan - Final Draft	Fliss Miller	The Interim Associate Skills Director explained that the terms of reference for the Education Committee were in development which would come back to Committee for discussion and would need to be approved by CA Board. She explained that she would circulate the relevant paragraph from the Devolution Agreement to the Committee	Paragraph from The Devolution Deal  To ensure continued collaboration the Combined Authority will establish an Education Committee with the Regional Schools Commissioner and other key local education stakeholders. The Regional Schools Commissioner will work with the committee to provide strategic direction on education across the Combined Authority area.	Complete
87.	Skills Committee Agenda Plan – September 2022	Tamar Oviatt-Ham	Members requested that the Growth Works Update Report was added to the agenda plan.	Added	Complete