



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

## **SKILLS & EMPLOYMENT COMMITTEE AGENDA PLAN**

Updated 24/08/2023

### **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
<b><u>05/06/23</u></b>		Minutes & Action Log		Jo Morley	n/a	n/a	<b>26/05/23</b>
	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	

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

Committee date		Agenda item	Report Purpose	Lead officer	Report to CA Board for decision	Reference if key decision	Agenda despatch date
	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			
	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	
<b>06/11/23</b>		Minutes & Action Log		Jo Morley	n/a		

Committee date		Agenda item	Report Purpose	Lead officer	Report to CA Board for decision	Reference if key decision	Agenda despatch date
	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 and a mid-project progress report for the Multiply programme	Fliss Miller / 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	Rachael Holliday			
	4.	Recommendations of the FE Cold spots Feasibility Study	To recommend the Combined Authority Board approve the recommendations of the feasibility studies for St Neots and East Cambridgeshire	Parminder Singh Garcha	Yes		
	5.	State of the Economy Report	To note the latest position regarding the state of the Cambridgeshire & Peterborough economy.	Richard Kenny			
	6.	Skills Audit programme	To note the findings of the audits undertaken in 2022-23 and audit plan for 2023-24	Janet Warren – Commissioner AE			
		Employment & Skills Board Update		Melissa Gresswell/ Fliss Miller	No	n/a	
		Budget & Performance Report		Bruna Mengatti	No	n/a	
		Agenda Plan		Jo Morley	n/a	n/a	

Committee date		Agenda item	Report Purpose	Lead officer	Report to CA Board for decision	Reference if key decision	Agenda despatch date
<b>15/01/24</b>		Minutes & Action Log		Jo Morley	n/a		
	1.	AEB Annual Report to DfE for 2022/23 academic year	To note performance on AEB delivery for the fourth year of devolution and approve the Annual Report to the DfE which forms part of our local assurance arrangements.	Parminder Singh Garcha			
	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			
		Employment & Skills Board Update		Melissa Gresswell/ Fliss Miller			
		Budget & Performance Report		Bruna Mengatti			
		Agenda Plan		Jo Morley			
<b>04/03/24</b>		Minutes & Action Log		Jo Morley	n/a		
	1.	AEB Funding Policy Changes for 2024/25	To approve the implementation of AEB funding policy changes for the 2024/25 academic year.	Parminder Singh Garcha			

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	2.	Mid-year Skills Performance Review	To note mid-year performance on all Skills programmes for the 2023/24 academic year	Fliss Miller			
	3.	Growth Works Evaluation	To receive and note the evaluation findings	Steve Clarke			
		Employment & Skills Board Update		Melissa Gresswell/ Fliss Miller			
		Budget & Performance Report		Bruna Mengatti			
		Agenda Plan		Jo Morley			
<b>10/06/24</b>		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	Parminder Singh Garcha			
		Employment & Skills Board Update		Melissa Gresswell/ Fliss Miller			
		Budget & Performance Report		Bruna Mengatti			
		Agenda Plan		Jo Morley			

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