



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

## **SKILLS & EMPLOYMENT COMMITTEE**

**Date: Monday, 04 September 2023**

**Democratic Services**

Edwina Adefehinti  
Interim Chief Officer Legal and Governance  
Monitoring Officer

**11:00 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.

**2 Minutes of the Previous Meeting**

To approve the minutes of the meeting held on 3 July 2023 and the Action Log.

**Skills & Employment Committee Draft Minutes - 3 July 2023**

**4 - 12**

- 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**  
[Combined Authority Forward Plan](#)
- 5 Adult Education Budget (AEB) Impact Evaluation** 13 - 17
- 6 Cambridgeshire & Peterborough Careers Hub Delivery Focus 23-24** 18 - 21
- 7 Further Education Cold-Spots Projects Update** 22 - 26
- 8 Skills Bootcamps 2024-25 FY** 27 - 31
- 9 Budget and Performance Report\_Sept 23** 32 - 35
- 10 Skills & Employment Committee Agenda Plan** 36 - 42
- 11 Exclusion of the Press and Public**
- To determine whether the Public and Press be excluded from the meeting in accordance with section 100(A) (4) of the Local Government Act 1972 as amended, as the following item of business has an exempt appendix and the discussion may involve the disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act; information relating to the financial or business affairs of any particular person (including the authority holding that information).
- 12 UK SPF - Skills Projects Mobilisation and Succession Planning for Skills Brokerage Services** 43 - 49
- 13 Date of next meeting:**  
 Monday, 6 November 2023

**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 Lynne Ayres

Councillor Ian Benney

Councillor Sam Carling

Mayor Dr Nik Johnson

Cllr James Lay

Councillor Sam Wakeford

Councillor Eileen Wilson

Clerk Name:	Joanna Morley
Clerk Telephone:	
Clerk Email:	<a href="mailto:joanna.morley@cambridgeshirepeterborough-ca.gov.uk">joanna.morley@cambridgeshirepeterborough-ca.gov.uk</a>



## Skills & Employment Committee – Draft Minutes

**Monday 3 July 2023**

Venue:	Civic Suite, Pathfinder House, Huntingdon PE29 3TN	
Time:	11.00 to 13.00	
Present:	Councillor Lucy Nethsingha Mayor Dr Nik Johnson Councillor James Lay Councillor Jackie Allen Councillor Eileen Wilson Councillor Sam Wakeford Mr Vic Annells	Chair and Member for Cambridgeshire County Council CPCA Mayor East Cambridgeshire District Council Peterborough City Council (substitute member) South Cambridgeshire District Council Huntingdonshire District Council Business Board Representative
Apologies	Councillor Ian Benney Councillor Lynn Ayres Councillor Sam Carling Councillor Rachel Wade Mr Nitin Patel	Fenland District Council Peterborough City Council Cambridge City County Council Cambridge City County Council (substitute member) Business Board Representative

### Minutes:

<b>1</b>	<b>Announcements, Apologies for Absence and Declarations of Interest</b>
1.1	Apologies were received from Mr Patel, Cllr Benney, Cllr Carling, Cllr Wade, and Cllr Ayres who was substituted by Cllr Allen.
1.2	No declarations of interest were made.
<b>2</b>	<b>Minutes of the Skills Committee meeting on 5 June 2023 and Action Log</b>
2.1	The minutes of the meeting on 5 June 2023 were approved as an accurate record.
2.2	Updates to the outstanding actions on the action log were given and noted by the Committee. The log would be amended to reflect the updates.
<b>3</b>	<b>Public Questions</b>
3.1	No public questions had been received.

<p><b>4</b></p> <p>4.1</p> <p>4.2</p>	<p><b>Employment and Skills Strategy Implementation Update</b></p> <p>Fliss Miller, Assistant Director - Skills, introduced the report which informed the Skills and Employment Committee of the progress that has been made in taking forward the implementation of the Employment and Skills Strategy.</p> <p>The following points were raised in discussion:</p> <ul style="list-style-type: none"> <li>a) The majority of actions were being taken forward and were on time. A few of the actions were no longer relevant because the impact of the pandemic had not been as great as had been expected at the time the Employment and Skills Strategy was developed.</li> <li>b) The metrics had not been updated as there had not been a full second year of data. When the data was released, probably in January of next year, the information would be brought back to the Committee.</li> <li>c) Councillors observed that a lot of the information contained within the report would be picked up under other agenda items</li> <li>d) The report, in the main, was a good news story and it was pleasing to see the information captured in one place.</li> <li>e) The report showed how much the situation had changed since the Strategy was first developed and how it had been continually flexed in response to the changes in the economy and the overall skills and employment picture.</li> </ul> <p><u>RESOLVED</u></p> <p>1. The Skills &amp; Employment Committee unanimously resolved to note the progress of the Implementation of the Employment and Skills Strategy</p>
<p><b>5</b></p> <p>5.1</p> <p>5.2</p>	<p><b>District and Unitary Council Employment and Skills Profiles</b></p> <p>Parminder Singh-Garcha, Senior Responsible Officer, introduced the report which aimed to support members' understanding of the high-level data available to inform the Employment and Skills Strategy in the sub-region. Tom King from Cambridgeshire Insights had overseen the production of the profiles and was in attendance to answer any technical questions from members.</p> <p>The following points were raised in discussion:</p> <ul style="list-style-type: none"> <li>a) People Plus, a Peterborough provider, had taken a commercial decision to withdraw from delivering adult education across the country. Officers felt that the offer would easily be absorbed by other providers the CPCA had in the Peterborough area.</li> <li>b) The figures included in the profiles, which would be fundamental to driving investment by businesses, showed that the need to upskill staff was greatest in Fenland and Peterborough.</li> <li>c) The profiles helped to identify where support should be focussed, at postcode level rather than by region, so that pockets of need, that fell in the top 30% of relatively deprived areas, were picked up. This included large areas of Fenland and Peterborough but also pockets such as north-east Cambridge, the south-west of South Cambridgeshire and north of Huntingdonshire.</li> <li>d) It was important to flag that unitary and district level averages were masking a more complex picture down to ward or parish level. For example, if you looked at the number of residents post 16 without qualifications but within a working age bracket, rather than everyone post 16, then it may throw into sharper focus some of the challenges faced by particular districts.</li> <li>e) Areas such as the Science Park in Cambridge should be recruiting local talent and it was important to create local aspiration in the neighbouring, more deprived, areas.</li> <li>f) In East Cambridgeshire employers reported that there were not enough people who had the requisite skills required for the jobs that were available.</li> <li>g) There were a number of barriers to learning but the one that got cited most often was transport.</li> <li>h) The Assistant Director – Skills was working with Transport colleagues, College principals and DWP to look at working better together and ensuring residents could take up learning opportunities and have access to the provision.</li> </ul>

- i) The pie-chart shown in 2.8 of the report showed that Peterborough had the highest number of Skills Bootcamp enrolments. Officers considered that this was probably due to population density but would come back with an informed answer.

**RESOLVED:**

The Skills and Employment Committee unanimously resolved to:

1. Note the District and Unitary Council Employment and Skills Profiles that have been compiled to inform strategy, policy, and strategic commissioning.
2. Note a summary of CA commissioning and its alignment to addressing local need.
3. Consider how well district and unitary council initiatives contribute to the wider Employment and Skills Strategy that all constituent councils have approved.

**ACTIONS:**

1. Officers to report back to the Committee on the reasons the participation in Skills Bootcamps was higher in Peterborough than in other areas.

**6 AEB Local Fund Allocations 2022-23**

6.1 Parminder Singh-Garcha, Senior Responsible Officer, introduced the report which requested that the Committee recommend to the Combined Authority Board that they approve delegations for funding allocations from the Local Innovation Fund, and delegations to the Assistant Director of Skills to enter into grant funding agreements.

6.2 During discussion the following comments were made:

- a) Those wanting to access ESOL provision would still have a choice of provider and continue to enrol with a college. Where the newly proposed Single Point Of Contact (SPOC) for the region would add value was by co-ordinating the offer and providing a single assessment process which was not in place at the moment. The SPOC would also provide an outreach function for those learners who did not know about the provision, including employment support and wider community integration.

**RESOLVED:**

The Skills and Employment Committee unanimously resolved to:

1. Recommend the Combined Authority Board approve allocations from the Local Innovation Fund 2023- 24 to the organisations listed in this report.
2. Recommend that the Combined Authority Board delegates authority to the Assistant Director - Skills in consultation with the Chief Finance Officer and Monitoring Officer, to enter and sign grant funding agreements with the organisations set out in this report.
3. Recommend that the Combined Authority Board delegates authority to the Assistant Director - Skills in consultation with the Chief Finance Officer and Monitoring Officer, to procure, tender and award and sign a three-year contract for services for the ESOL Single Point of Contact (SPOC) following conclusion of procurement.

**7 UK SPF – Skills Projects and Succession Planning for Skills Brokerage Service**

7.1 Alexis McLeod, Senior Programme Manager, introduced the report which provided Members with information in relation to the three Combined Authority wide skills projects as identified within the Combined Authority's UKSPF Investment and Implementation plans; Holistic Online skills, All Age

Careers Service across Cambridgeshire & Peterborough, and Supported Internships across Cambridgeshire & Peterborough.

7.2 The following points were raised in discussion:

- a) The intent with the Community Renewal Fund and the Turning Point Internships was to build on the existing programme. This had been predominantly focussed on the Fenland and Peterborough area as officers were acutely aware of the challenges there and because funding had been specific to these areas. Work would continue with Economic Development Leads in all the constituent areas over the next six months to ensure that programmes were distributed in a way that would have the greatest impact and to make sure that all interventions were needs led.
- b) The Combined Authority was already linked in to all the secondary schools who were the majority of providers in the area.
- c) The funding would support better integration and allow for easier access with clearer navigation, making the system much less complex.
- d) Officers had a collaborative approach with constituent authorities and were in a good position to explore opportunities for jobs within the culture sector.
- e) A more detailed report with recommendations would come back before the Committee at their meeting in September

**RESOLVED:**

The Skills and Employment Committee unanimously resolved to:

1. Receive further detail in relation to three Combined Authority wide UK Shared Prosperity Fund (UKSPF) projects as identified within the published UKSPF Investment and Implementation plans.
2. Endorse the outlined approach to developing a suitable vehicle for the collective delivery of the three projects.
3. Note that the Assistant Director - Skills in consultation with the Lead Member for Skills will identify and implement a best value delivery model in respect to the projects outlined within the proposal. This will include identification of the preferred delivery mechanism and development of strategic commissioning if appropriate.

**ACTIONS:**

1. The Mayor, the Chair of the Skills and Employment Committee, and the Chief Executive of the CPCA to meet to discuss the development of a strategy to create jobs within the culture sector and where that might sit within the CPCA's different workstreams.

**8 Budget and Performance Report – July 2023**

8.1 Bruna Menegatti, Finance Manager, introduced the report which provided details of the full year budget available for 2023/24

8.2 During discussion, the following points were noted:

- a) Each year there were two papers brought to the Committee which looked at how the budget was spent and the performance and output/impact of that money. For example, officers would look at not just the number of learners and enrolments but also whether they finished and what employment opportunities had been found. The next paper was due in the Autumn.
- b) The Chair requested a further update on Further Education cold spots as its RAG status was not yet reported on in the report. Officers were due to report on the commissioning of a feasibility study to look into these cold spots at the September meeting.

RESOLVED:

That the Skills & Employment Committee:

1. Note the full year budget for 2023/24.

ACTIONS:

1. That a written update on Further Education cold spots be circulated to the Committee before the September meeting of the Committee.

**9. Skills and Employment Committee Agenda Plan**

9.1 There were no comments from the Committee

RESOLVED:

1. That the Skills and Employment Committee Agenda Plan be noted.

**10. Exclusion of Press and Public**

RESOLVED:

1. That the Skills and Employment Committee remain in public session.

**11. Growth Works Management Update to Year 3, Q9 (to April 2023)**

11.1 Steve Clarke, Interim Associate Director Business, introduced the report which updated the Skills and Employment Committee on performance data for the Growth Works Programme for the reporting period to 31st April 2023 (Year 3, Quarter 9).

11.2 During discussion the following points were noted:

- a) Nigel Parkinson, Independent Chair of the Growth companies sent his apologies as he would normally be involved in presenting the updates.
- b) The macro-economic impact on the programme was highlighted to Members. Companies had to contend with the effects of the Pandemic and Brexit, and the war in Ukraine which had led to runaway supply costs, a recruitment crisis and inflation. In light of these factors it was surprising that the programme, although underperforming against target, did as well as it did.
- c) Officers had been acutely aware of the regional breakdown of performance throughout the programme. When it had originally been established, the contract was set up to deliver across the whole of the area as a universal service and expected that there would be some economies of scale. Contractors were not given very hard targets for each area but in fact were allowed a level of flexibility. Additional weighting was given to Fenland and Peterborough for the grant criteria, but it was acknowledged that there had been challenges with how some had been delivered with contractors marketing into the different areas but having a response rate that had not been consistent. There had also been pre-existing interest in some of the services as the Peterborough skills team had been transferred in at the beginning and had brought with them relationships and connections. Officers would be seeking to address the disparities by the end of the programme but advised that they were not going to reach a place where there would be an exact statistical match against percentages of the population or businesses. If the contract were set up again officers would look to have much smaller local geographies with harder targets.
- d) Apprenticeships were below target and while there were things that the contractor could have done better, the Committee needed to be aware of the challenges that providers were facing in delivering apprenticeships. City College Peterborough and the Skills Network, a large national training provider, had pulled out and other colleges were struggling. Whilst the CPCA did not have the funding to take things forward it was felt that the provision of apprenticeships was critical to support the area's businesses and residents, and that the Committee should be cognisant of the issues.
- e) An invitation had been issued to the Mayor to speak with the Chief Executive of the Institute for Apprenticeships and Technical Education and this would be taken forward.



	<p><b><u>RESOLVED:</u></b></p> <p>1. That the Skills and Employment Committee note the Growth Works Programme Performance Update to Year 3, Quarter 9 (to April 2023)</p> <p><b><u>ACTIONS:</u></b></p> <p>1. That a report on the national and local challenges of delivering apprenticeships be brought to a future meeting of the Committee.</p>
<p><b>12</b></p> <p>12.1</p>	<p><b>Date of Next Meeting</b></p> <p>The date of the next meeting was confirmed as Monday 3 July 2023</p>

Meeting Ended: 11.15am

## 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 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.	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 mid-September.	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.	These papers will be included as an item on the November Skills and Employment Committee.	Closed

### Minutes of the meeting on 5 June 2023

Minute	Report Title	Lead Officer	Action	Response	Status
9.	Proposals for External Funding	Parminder Singh Garcha	Officers to liaise with Cambridge Insights to provide the Committee with further data on the reasons behind the high level of economic inactivity in Fenland	Cambridgeshire Insights are looking into Economic inactivity and contextual data for Fenland and this was circulated to members on 24.08.23	Closed
9.	Proposals for External Funding	Fliiss Miller	The co-commissioned work with Cambridge Ahead on economic inactivity in the area's over 50 population to be circulated to the Committee.	The report has been circulated to members.	Closed
9.	Proposals for External Funding	Parminder Singh Garcha	A short briefing note on the proposed organisations to receive match funding to be circulated to the Committee prior to the July meeting.	Match funding has not been allocated to organisations to date. A further report will be tabled regarding Lottery and DWP funding once a detailed proposal has been developed with consultancy support.	In progress

### Minutes of the meeting on 3 July 2023

Minute	Report Title	Lead Officer	Action	Response	Status
5.	District and Unitary Council Employment and Skills Profiles	Parminder Singh Garcha	Officers to report back to the Committee on the reasons the participation in Wave Skills Bootcamps was so much higher in Peterborough than in other areas.		Open
7.	UK SPF – Skills Projects and Succession Planning for Skills Brokerage Service	Alexis McCleod	The Mayor, the Chair of the Skills and Employment Committee, and the Chief Executive of the CPCA to meet to discuss the development of a strategy to create jobs within the culture sector and where that might sit within the CPCA's different workstreams.		Open

8.	Budget and Performance Report – July 2023	Bruna Menegatti (Parminder Singh Garcha)	That a written update on Further Education cold spots be circulated to the Committee before the September meeting of the Committee.	A report to committee is on the agenda for the 4 September and a note to members was issued by email.	Closed
11.	Growth Works Management Update to Year 3, Q9 (to April 2023)	Steve Clarke (Fliss Miller)	That a report on the national and local challenges of delivering apprenticeships be brought to a future meeting of the Committee.	This will be discussed at the next informal Skills Committee.	Closed



<b>Skills &amp; Employment Committee</b>		Agenda Item
<b>4 September 2023</b>		<b>5</b>
Title:	Adult Education Budget (AEB) Impact Evaluation	
Report of:	Parminder Singh Garcha, Senior Responsible Officer – Adult Education	
Lead Member:	Cllr Lucy Nethsingha, Lead Member - Skills	
Public Report:	Yes	
Key Decision:	No	
Voting Arrangements:	No vote required	

**Recommendations:**

A	To note the progress made in completing an Impact Evaluation of the Adult Education Budget since devolution.
B	To participate in the Focus Group for members on 4 September 2023.

**Strategic Objective(s):**

The proposals within this report fit under the following strategic objective(s):

✓	Achieving ambitious skills and employment opportunities
✓	Achieving good growth
	Increased connectivity
✓	Enabling resilient communities
✓	Achieving best value and high performance

The Combined Authority’s devolution agreement and commissioning of skills programmes contribute to the above strategic objectives, aligned to the pillars within the Employment and Skills Strategy (2022):

- **Pre-work learning and formal education:** improving learning and experiences of work, including quality careers information, advice, and guidance, during formal education; providing a strong foundation for labour market entry and future working lives.
- **Employer access to talent:** developing priority skills that support sustainable growth, improving employers’ engagement with education and improving job quality
- **Life-wide and lifelong learning:** improving access to life wide careers guidance and a rich learning and skills offer to upskill and reskill residents through their life-course
- **Support into and between work:** Supporting the unemployed residents to transition into training and then employment and support to disadvantaged groups to access the labour market.

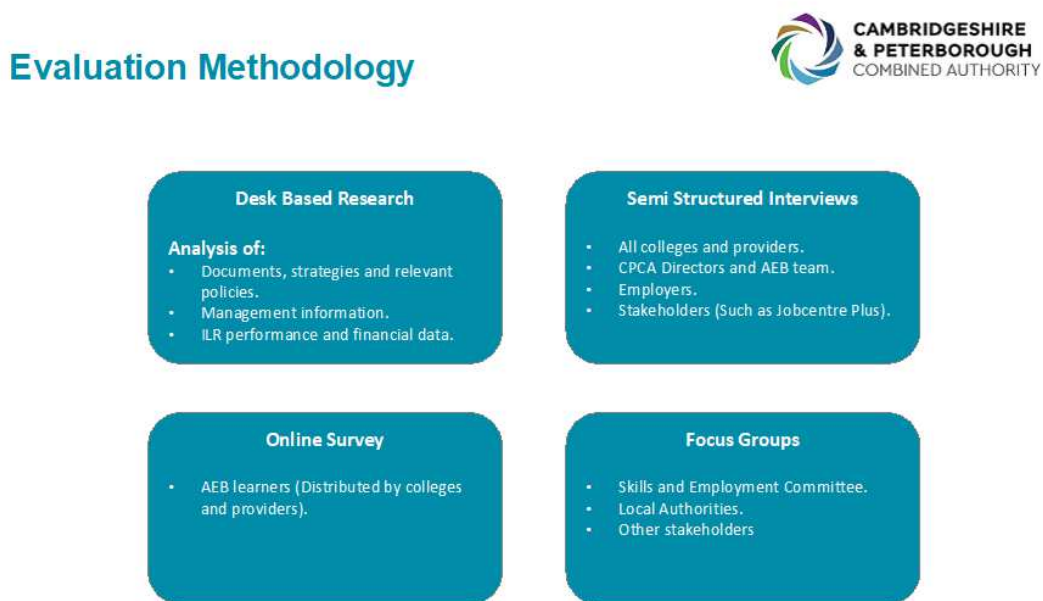
## 1. Purpose

1.1	This report provides members of the Skills and Employment Committee with an update of the Impact Evaluation of the Adult Education Budget (AEB), which has been commissioned by the Combined Authority. The evaluation supports members in their role in assessing the impact of devolved programmes to citizens, businesses and communities and steering decisions on future improvements to the programme.
1.2	Members are also requested to note the Combined Authority’s approach to evaluation and the expectation that the final report will demonstrate the positive impact of devolved AEB since devolution in 2019. It will also provide insights into the benefits of a devolved adult skills system, lessons learnt and successes. Members are invited to participate in qualitative research through a focus group planned on 4 September 2023.

## 2. Proposal

2.1	<p>This report provides an update on the progress to date in completing the AEB Impact Evaluation. There has been slippage in the original timeline for completing the Impact Evaluation, due to capacity within the Combined Authority to complete the procurement and appoint a suitable independent evaluator. The evaluator was originally due to report findings at the September Committee.</p> <p>Eunoia Associates have been commissioned to undertake this piece of work, who have allocated Paul Blott as the Lead Consultant and our single point of contact for this project. Paul has an extensive background in education and skills funding, including provider and programme management experience.</p>
2.2	<p>The evaluation is now fully underway, and a draft report will be produced in mid-October which will consider AEB impact post devolution (2019/20) to the end of the 2022/23 academic year. (Essentially, the first three years of funding devolution).</p>

The evaluation will be undertaken using a range of methods, as shown in Figure 1 below:



	It is expected that a final report will be released at the November Skills Committee and will be shared with key stakeholders and published on the Combined Authority website.
2.3	<p>The Combined Authority is maturing in its institutional formation, and this report reiterates the commitment to implementing effective Monitoring and Evaluation (M&amp;E) so that it can:</p> <ul style="list-style-type: none"> <li>• Provide local accountability to citizens by demonstrating the impact of locally devolved funding and the associated benefits being achieved through our flexibilities and local commissioning.</li> <li>• Comply with external scrutiny requirements and to satisfy conditions of the Devolution Deal, to demonstrate local progress and delivery to local leaders, senior government officials and Ministers who are ultimately accountable to parliament for devolved funds.</li> <li>• Understand the effectiveness of policies or investments and to justify reinvestment or modify or seek alternative policy approaches. M&amp;E provides a feedback loop for the Combined Authority and our stakeholders as well as public policy discourse.</li> <li>• Develop an evidence base for input into future Business Cases for developing funding submissions or an offer to government to deliver 'Deeper Devolution'.</li> </ul> <p>M&amp;E collects, collates, and analyse data which can be utilised for a robust evidence-base.</p>

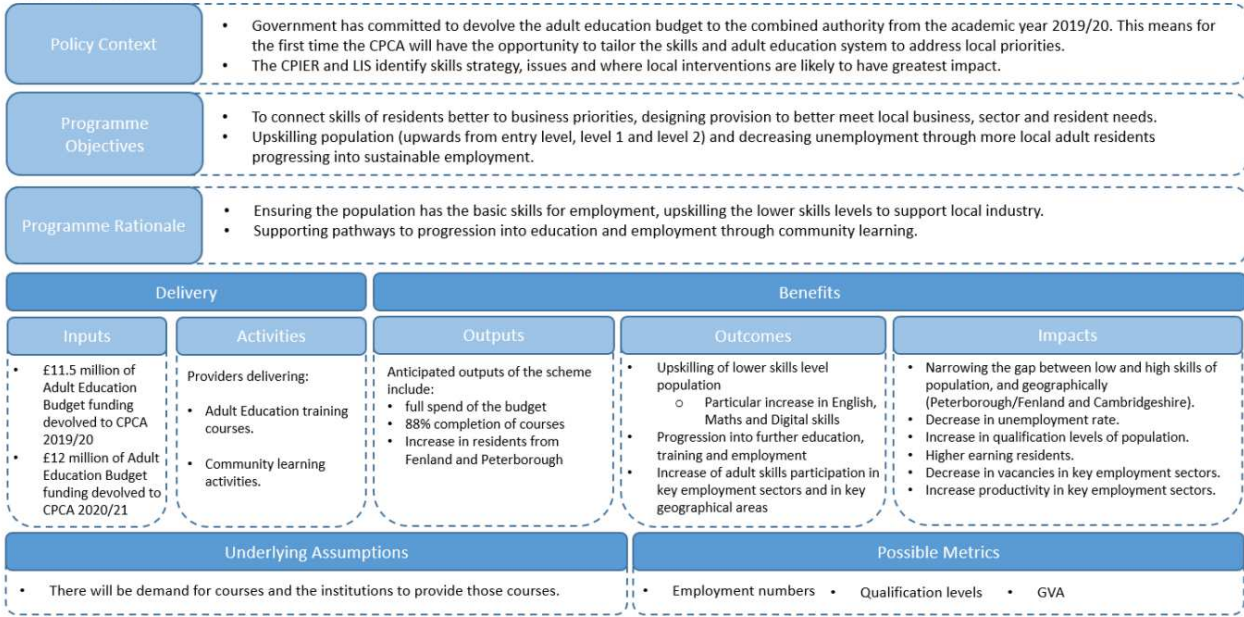
### 3. Background

3.1	<p>The Combined Authority's Monitoring and Evaluation (M&amp;E) Framework (2021) sets out the commitment and approach to robust performance management across all programmes and projects.</p> <ul style="list-style-type: none"> <li>• Monitoring supports the effective tracking of a scheme or series of policy interventions ensuring that intended outputs are being achieved.</li> <li>• Evaluation quantifies and assesses outcomes, including how schemes were delivered and whether the investment had the intended impact and delivered value for money.</li> </ul> <p>M&amp;E forms a significant part of the feedback loop to inform future policy development, investment priorities and budgets. In addition, given that Combined Authorities are new institutions, effective evaluation contributes to demonstrating the impact and difference that is being made to lever and influence future investment.</p>
3.2	<p>In line with the Local Growth Assurance Framework, the Combined Authority has developed a logic model for evaluating AEB and commissioned two independent process evaluations from Cambridgeshire Insights. The process evaluations were designed to capture lessons from the setting up and first two years for the Combined Authority, wider partners, stakeholders, and providers. Looking at how well the programme is working and the extent to which it is being implemented as designed. The results of a process evaluation will strengthen the Combined Authority's ability to report on future budget use and provide information and recommendations for future activities and any potential future devolved funds.</p> <p>The process evaluations have included provider surveys and interviews, learner survey and stakeholder focus groups. In addition, a quantitative analysis of the Individualised Learner Record (ILR) data. These have been shared with the Skills Committee and published on the Combined Authority website.</p>
3.3	The Logic Model for Evaluation of AEB has been developed as shown below:

EVALUATION AND MONITORING FRAMEWORK LOGIC MODEL: ADULT EDUCATION BUDGET

[Evaluation Plan]

Please note that the first year of Adult Education budget devolution started on the 1<sup>st</sup> August 2019.



3.4

The tender for the AEB Impact Evaluation set out the following outputs:

- i. To produce a high-quality, robust evaluation report setting-out the findings of the research, methodology and conclusions. The report must include an analysis of first three years data, provided by Cambridgeshire Insights. Benchmarking, where comparable data is available. Primary research with providers, learners, employers and stakeholders.
- ii. The evaluation report must be presented in a printable 'glossy' format, ready for publication on the combined authority website and shared with the public and key stakeholders. It must include case studies as well as data and primary research findings, conclusions and recommendations.
- iii. The evaluation must look at the impact on learners - both quantitative and qualitative outputs and outcomes. For example, distance travelled, learner destinations and changes reported to the quality of life. This could include:
  - Securing employment and career progression
  - Higher education or further study
  - Personal development: self-confidence, financial literacy and improvements to health and wellbeing
  - Impact on local businesses
  - Wider social and community benefits such as volunteering, parenting integration, social action etc.
- iv. Improvements to local infrastructure as a direct impact of devolved investments, such as teaching and specialist facilities, staffing and curriculum development.
- v. Improvements to the education and skills provider landscape: Partnership and collaborative working; Local accountability and transparency; Citizen engagement and co-production.

4. Appendices

4.1 None



## 5. Implications

### Financial Implications

5.1	A budget of £35,000 was allocated from the AEB Programme Management Budget ('top slice') for the delivery of the Impact Evaluation. This is budgeted as part of the MTFP for the 2023/24 financial year. Two tenders were received as part of the procurement process and Eunoia Associates provided the best value for money and highest scoring bid.
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### Legal Implications

6.1	The recommendations and activities outlined in this paper are to discharge the Combined Authorities' statutory duties under the Apprenticeships, Skills, Children and Learning Act 2009. Under the devolution agreement of 2016, specified adult education functions from the Secretary of State were transferred to the Combined Authority.
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### Public Health Implications

7.1	No public health implications
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### Environmental & Climate Change Implications

8.1	No environmental or climate change implications
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### Other Significant Implications

9.1	No other implications
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### Background Papers

10.1	<p><a href="#">AEB Year 1 Evaluation Report – 2019/20 (Nov 2020)</a></p> <p><a href="#">AEB Year 2 Evaluation Report – 2020/21 (Dec 2021)</a></p> <p><a href="#">Cambridgeshire &amp; Peterborough Monitoring and Evaluation Framework (2021)</a></p> <p><a href="#">Local Growth Assurance Framework (2022)</a></p>
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<b>Skills &amp; Employment Committee</b>	Agenda Item <b>6</b>
<b>4 Sept 2023</b>	

Title:	Cambridgeshire and Peterborough Careers Hub Delivery Focus 23/24
Report of:	Laura Guymer, Strategic Career Hubs Lead
Lead Member:	Cllr Lucy Nethsingha, Chair of the Skills & Employment Committee
Public Report:	Yes
Key Decision:	No
Voting Arrangements:	No vote required

Recommendations:	
A	That the Skills and Employment Committee receive and note the update regarding the delivery focus of the Careers Hub for 2023/24

Strategic Objective(s):	
The proposals within this report fit under the following strategic objective(s):	
x	<p>Achieving ambitious skills and employment opportunities</p> <p>The Cambridgeshire and Peterborough Careers Hub is designed to support schools in delivering ambitious careers programmes, aligned to the local labour market, in line with the Gatsby Benchmarks.</p> <p>Careers Hubs are local partnerships between schools, colleges, employers, and apprenticeship providers with the goal of making it easier for schools and colleges to improve how they prepare young people for their next steps.</p> <p>The Cambridgeshire and Peterborough Careers Hub works directly with 72 SEND, alternate provision mainstream secondary schools and FE colleges in the area to support the development of careers programmes and facilitate employer relationships for the benefit of young people and the wider regional economy.</p>

1. Purpose	
1.1	To update members on the delivery focus of the Careers Hub for the 2023/24 academic year.

2. Background	
3.1	The Combined Authority have held a contract with the Careers and Enterprise Company (CEC) for the delivery of the Enterprise Advisor Network since 2018. The Enterprise Advisor Network links schools and businesses to support careers education, benefitting young people with their future learning and career path.

3.2	<p>In 2021, the Combined Authority was successful in its bid to the CEC for its first Careers Hub. This was extended in 2022 to include all eligible establishments in the area, including mainstream schools, colleges and SEND and Alternate Provision.</p>
3.3	<p>For the 2023-24 academic year the Cambridgeshire and Peterborough Combined Authority have been awarded £258,000 for the delivery of the Careers Hub.</p>
3.4	<p>Currently, the staffing of the Careers Hub is housed in 3 organisations. The Strategic and Operational Hub Leads and the Project Administrator roles are within the Combined Authority. The Enterprise Coordinator roles form part of the wider Growth Works service, within which 3 roles are employed by Gareth Preece Consulting and a further 2 roles are employed by Form the Future which is subcontracted by Growth Works with Skills.</p>
3.5	<p>The current contract ends with Growth Works with Skills on 31<sup>st</sup> December 2023. A paper outlining the successor arrangements is being received at the Skills and Committee today as part of the wider programme of work for the implementation of the People and Skills Project Implementation Plan for UKSPF. This paper details the proposed transition plan for the Growth Works service, including the delivery of the CEC Contract and the proposal for the future employment of the Enterprise Coordinators.</p>
3.6	<p>Delivery for 2023/24 will build upon the success of the 2022/23 academic year, which has seen an upward trajectory of the achievement of contractual KPI's as well as increased Gatsby Benchmark performance across the region.</p>
3.7	<p>The Careers Hub delivery will focus on 5 core areas:</p> <ul style="list-style-type: none"> <li>• Priority 1: Raise the Quality of Careers Provision against the Gatsby Benchmarks</li> <li>• Priority 2: Provide More High-Quality Experiences with Employers</li> <li>• Priority 3: Amplify Apprenticeships, Technical and Vocational Routes</li> <li>• Priority 4: Target Interventions for Economically Disadvantaged Young People (Free School Meals (FSM) and those who face Barriers</li> <li>• Priority 5: Connect Careers Provision in Schools and Colleges to the Needs of Local Economies</li> </ul>
3.8	<p>The above priorities will be achieved by, but not limited to the following:</p> <p><b>Priority 1: Raise the Quality of Careers Provision against the GBMs</b></p> <p>We will build on the success of the last academic year which saw progress against all the Benchmarks. This will be led by targeted activity on an individual school basis to increase Benchmark performance to be advised and guided by the Enterprise Coordinators. A guide to the Benchmarks with a breakdown of how to achieve the sub criteria has been produced by the Hub and will be used to support schools in achieving and improving their performance.</p> <p><b>Priority 2: Provide More High-Quality Experiences with Employers</b></p> <p>The Enterprise Advisor role is undertaken by a business volunteer and typically they have been matched to an individual school. During 2023/24 there will be a move to having Enterprise Advisors works across a wider area, offering support to multiple schools. This will allow us to recruit in a different way, offering more flexible options of volunteering and allowing us to support the ever-increasing need of schools to diversify the businesses they are working with. To enhance this activity, we will also reinvigorate Talent Pledge and will run a campaign to attract a wider audience to undertake outreach work with schools on a sliding scale of commitment.</p> <p>Enterprise Coordinators will support underachieving schools to develop a creative approach to the delivery of high-quality experiences of the workplace highlighting best practice and signposting to services and resources that can support schools.</p>

We will be working with providers of Virtual Work Experiences and Cornerstone employers to offer interventions targeting years 11-13 within education cold spots of Peterborough and Fenland. A campaign will be run to get 20 large employers in the area to commit to providing over 100 experiences to students to increase their understanding and awareness of career pathways.

### **Priority 3: Amplify Apprenticeships, Technical and Vocational Routes**

Ensuring young people are aware of technical and vocational routes is not only important for to support young people in decision making, but also to ensure employers have access to a technically skilled workforce. Building on the success of the Apprenticeship and Technical Education CPD programme the Hub hosted last year, the Careers Hub will continue to deliver CPD to educators in order to raise the quality of interventions between educators and young people.

We will continue to develop access to providers within the region and coordinate and convene events allowing schools to meet their Provider Access Legislation (PAL) obligations. PAL was expanded in January 2023 with the intent of ensuring all young people have adequate exposure to technical and vocational education to support their future decision making.

We will host further careers conferences following the success of our inaugural event at ARU-P in January 2023. We anticipate hosting two events, one in the north and one in the south of the region. Our conference will bring together educators and industry and will offer the opportunity for attendees to attend workshops with a focus on careers education, talent planning, and future skills needs, hear from keynote speakers and networking opportunities. The event will develop educators' knowledge of Apprenticeship and Technical Education

We will offer parents the opportunity to attend a virtual parents evening to meet with employers and providers and to understand more about technical pathways but supporting parental understanding and increasing our parental engagement we hope to see a positive impact on the technical pathways chosen by young people in the region.

### **Priority 4: Target Interventions for Economically Disadvantaged Young People (Free School Meals (FSM) and those who face Barriers**

Our work with SEND schools will continue through 2023/24. Our end of year data for 2022/23 has shown an increase in all schools against all Gatsby Benchmarks over the academic year. This has been achieved via a focused effort in building our SEND community of Practice. Close working relationships have been fostered between the SEND team at CCC and relationships will continue to be developed at PCC.

The Careers Hub will be focusing on developing parental engagement in 2023/24. Peterborough has a high migrant population with approximately 4.5% having poor communication skills in English. To support young people in making their next step, the Hub will expand materials to include explaining a range of pathway choices in a range of languages.

Working with the NEET teams at PCC and CCC the Hub will seek to identify improvement interventions to support positive transitions. From this we will identify and scope an activity to support the achievement of a positive destination by those at risk of becoming NEET.

### **Priority 5: Connect Careers Provision in Schools and Colleges to the Needs of Local Economies**

The Careers Hub is embedded into the wider Local Skills Improvement Plan (LSIP) process and is involved of the development of the regional collaborative bid for the Local Skills Improvement Fund (LSIF). The work of the Careers Hub will be aligned to the LSIP and will be working closely with the Chamber to influence the careers agenda within the plan. Information will be shared with members of the Careers Hub via our weekly newsletter and participation in engagement activities will be encouraged.

	<p>There is an ambition to work closer with the Districts via the Economic Development teams to deliver district level information to the schools. This is to include teacher visits to employers to understand more around key employment sectors in the area, economic information pertinent to each district being included in our newsletter and representation of the Careers Hub at key regional events.</p> <p>All of the above is underpinned by the continued development of the Careers Hub portal, part of the wider Growth Works portal. This site focusses on providing our schools and Careers Leaders with a source of trusted information to support them in their roles within an educational environment. This includes labour market information, Gatsby Benchmark. A monthly sector spotlight will form the basis of focused activities, aligned to the local labour market which will allow us to run monthly campaigns to build awareness of key sectors within the local area, highlighting the pathways and opportunities that exist. It is envisaged that this will be regionally relevant via the input of local employers who can bring to life the sector they are representing.</p>
3.9	The Careers Hub Plan will be submitted to CEC on the 11 September and progress will be reported on termly.

### 3. Appendices

4.1	None.
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### 4. Implications

#### Financial Implications

5.1	No Financial Implications
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#### Legal Implications

6.1	No Legal Implications
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#### Public Health Implications

7.1	No Public Health Implications
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#### Environmental & Climate Change Implications

8.1	No Environmental and Climate Change Implications
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#### Other Significant Implications

9.1	No Significant Implications
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#### Background Papers

10.1	Report to the Skills & Employment Committee meeting on 6 March 2023 <a href="#">Expansion of the Careers Hub</a>
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<b>Skills &amp; Employment Committee</b>	Agenda Item
<b>4 September 2023</b>	<b>7</b>

Title:	Further Education Cold-Spots Projects Update
Report of:	Parminder Singh Garcha, Senior Responsible Officer – Adult Education
Lead Member:	Cllr Lucy Nethsingha, Lead Member - Skills
Public Report:	Yes
Key Decision:	No
Voting Arrangements:	No vote required

Recommendations:	
A	To receive an update on the FE Cold-Spots projects in East Cambridgeshire and St Neots
B	To note the revised milestones for the FE Cold-Spots projects
C	To note the collaborative work with partners to establish new adult learning and skills provision in St Neots, Soham and Ely.

Strategic Objective(s):	
The proposals within this report fit under the following strategic objective(s):	
✓	Achieving ambitious skills and employment opportunities
✓	Achieving good growth
	Increased connectivity
✓	Enabling resilient communities
✓	Achieving best value and high performance
<p>The Combined Authority’s devolution agreement and commissioning of skills programmes contributes to the above strategic objectives, aligned to the pillars within the Employment and Skills Strategy (2022):</p> <ul style="list-style-type: none"> <li>• <b>Pre-work learning and formal education:</b> improving learning and experiences of work, including quality careers information, advice, and guidance, during formal education; providing a strong foundation for labour market entry and future working lives.</li> <li>• <b>Employer access to talent:</b> developing priority skills that support sustainable growth, improving employers’ engagement with education and improving job quality</li> <li>• <b>Life-wide and lifelong learning:</b> improving access to life wide careers guidance and a rich learning and skills offer to upskill and reskill residents through their life-course</li> <li>• <b>Support into and between work:</b> Supporting the unemployed residents to transition into training and then employment and support to disadvantaged groups to access the labour market.</li> </ul>	

## 1. Purpose

1.1	This report provides members of the Skills and Employment Committee with an update of the Further Education Cold-Spots projects in East Cambridgeshire and St Neots.
1.2	Members are requested to note the slow progress that has been made over the past year with delivering this project, which is due to capacity challenges within the Combined Authority.
1.3	Members are requested to note the revised milestones for delivery of the projects.
1.4	Members are requested to note the smaller adult education provision which is being brokered by the Combined Authority in East Cambridgeshire and St Neots for the 2023/24 academic year delivery.

## 2. Proposal

2.1	Creating two new FE provisions in East Cambridgeshire and St Neots are two potential infrastructure projects within the Employment and Skills Strategy, to address 'cold spots' in post-16 education and training. Initial funding of £4.8m to pump-prime these projects was secured from the Combined Authority Board in March of 2022. Approval to create a new budget-line in the MTFP and commission consultancy support was agreed at the September 2022 Skills Committee and Board.
2.2	Local Advisory Groups were established, and an initial meeting was convened in November 2022 by the Combined Authority and the constituent district councils. The groups were chaired by the respective members of the Skills Committee: Cllr Sam Wakeford (St Neots) and Cllr Lis Every (East Cambridgeshire). Terms of Reference were agreed and plans for commissioning consultancy support to undertake the Feasibility Study were discussed. Membership of the Advisory Groups included Cambridgeshire County Council, local FE Colleges, Academies, Town Councils and local business and third sector.
2.3	Despite the initial momentum in securing funding, support from members and the Board and consulting with members of the Advisory Group and wider stakeholders, progress has stalled. Due to constraints in capacity. This is being addressed and no further slippage is expected for stage one. No further discussions have taken place with FE Colleges or Academies at this stage; however, plans are in place to re-convene the Local Advisory Groups once the consultants are in place.

2.4 The milestones for delivery have been revised and are set out below:

Milestones for Stage One	Date	Status	Comments
Full PID Development and approval at PARC	June 2022	Complete	
Initial PID discussion at Skills Committee	July 2022	Complete	
Initial discussions with HDC, ECDC, FE Principals Group and ESFA	June – July 2022	Complete	
Quotations sought for consultancy	September 2022	Pending	Request for Quotation (RFQ) being completed
Report to September Skills Committee and CA Board to approve budget for programme and release year 1 funds	September 2022	Complete	
Securing Project Management support for CPCA Skills Team to deliver the project	October 2022	Pending	Review of internal PM and team capacity
Publication of revised Post 16 Sufficiency Data by County Council and 2021 Census analysis to demonstrate demographic growth	November 2022	Pending	Awaiting data release
Establishing Local Project Advisory Boards	Sept 2022	Complete	

	Establishing Skills Programme Management Board	February 2023	Complete	Item 7
	Procurement of consultants for Business Cases (incl. Feasibility)	October 2023	Pending	Subject to procurement timeline
	Appointment of consultants for Business Cases (incl. feasibility)	November 2022		
	Publication of SOBC and consultation with stakeholders Presentation to Advisory Boards	January 2024		
	Recommendations to Skills Committee and CA Board	March 2024		
	Commencement of Stage 2: Selection process for FE Partners (subject to feasibility)	April 2024		
2.5	<p>While the FE Cold-Spots projects will deliver sustainable FE places in the medium term, particularly for 16–18-year-olds, there is a need for adult education and upskilling opportunities to be available in the current academic year for local residents aged 19+. Therefore, in the meantime, the following projects have been facilitated by the Combined Authority:</p> <ul style="list-style-type: none"> <li>• <b>St Neots Citizen’s Hub</b> – the Combined Authority has brokered a partnership between St Neots Initiative and Evolve Your Future (one of the newly commissioned AEB and Multiply training providers) to establish a new multi-agency learning hub in St Neots town centre. The Citizen’s Hub was officially opened by the Deputy Mayor, Cllr Anna Smith on 31 July 2023. A range of courses for adults through AEB and Multiply, careers advice and guidance and business start-up advice is being offered as well as meeting space and a community café.</li> <li>• <b>Soham Skills Hub</b> - the Combined Authority Board (July 2023) approved a small grant of £30,000 to start-up this project, based at Viva Arts at Spencer’s Mill in Soham. It is a partnership between West Suffolk College, WEA and Viva, to provide outreach and co-ordination of adult learning and skills opportunities for Soham residents and businesses.</li> <li>• <b>WEA adult learning centre in Ely</b> – working with ECDC, premises are being sought to enable WEA to establish a permanent home in Cambridgeshire to grow the learning offer for adults. Given the Cold Spots and declining rates of participation in adult education in East Cambridgeshire, WEA have been directed to set-up a new centre in the district. This will ensure residents of East Cambridgeshire have a dedicated adult learning institution within the district to improve rates of participation. An offer for the former Mayor’s offices on Market Street in Ely was unsuccessful and alternative premises are now being sought.</li> </ul>			

### 3. Background

3.1	<p>The Combined Authority Board approved an allocation from Gainshare funding for Further Education Cold Spots in the Medium-Term Financial Plan at the March 2022 Board meeting. These allocations are subject to Board approval. Approval to allocate £225,000 of revenue funding for Stage One of the project was secured in September 2022 and a funding line was created in the MTFP. The balance of the funding is capital over the subsequent years.</p> <p>Due to slippage in the timelines, carry forward of the funding was requested and approved into the 2023/24 financial year. It is unlikely that the full amount will be spent within this financial year.</p>
3.2	<p>As reported at the September 2022 Skills Committee meeting, officers have been meeting with constituent councils and wider partners to acclimatise the concept. While there is broad consensus among local authority partners for the need for the two projects, FE partners await further evidence of feasibility – in particular, viable student numbers, accessible locations with good public transport and evidence of employer demand.</p>



3.3	<p style="text-align: right;">Item 7</p> <p>Critically, the funding allocations from Gainshare will be used – if appropriate demand is evidenced - as leverage to attract capital funding from the Department for Education’s (DfE) Capital Transformation Fund and Post 16 Demographic Growth Funds. In addition, to explore the opportunity for local match funds or asset transfers. There is also an opportunity to develop this programme as a future devolution ‘ask’ for capital funding, which requires further exploration. Sites and education delivery partners for both projects have not been identified at this stage, although some options were identified in the Project Initiation Document (PID). The impact of inflation since the PID will be considered through the Feasibility Study.</p>
3.4	<p>The need for this project was shared with the Skills Committee previously and is summarised below:</p> <ul style="list-style-type: none"> <li>• Cambridgeshire County Council published their Post 16 Sufficiency analysis in 2019 as part of their statutory duties, to secure sufficient suitable education and training provision for all young people in the area aged 16-19 or aged 19 to 25 and for whom an Education, Health, and Care (EHC) plan is maintained. Ely and Soham were identified as areas where additional post-16 places are required.</li> <li>• The Combined Authority undertook an analysis of cold spots in relation to adult education since taking control of the budget following devolution. St Neots has consistently appeared as a cold spot. This was shared with Skills Committee at the January 2022 meeting. (Note: Appendix 2 spotlights cold spots by parish to evidence this assumption)</li> <li>• Huntingdonshire District Council identified the economic benefits for St Neots town centre that a new FE Campus could provide to service demographic growth in the town, with c.5000 new homes at major housing developments at Wintringham and Love’s Farm. In addition, as an anchor institution in the regeneration of the town centre to improve street-scene, footfall and be a catalyst for further investment.</li> </ul> <p>The vision of the programme – if demand is evidenced- is to invest in two new ‘flagship’ local FE centres, that will ‘Future-proof’ FE provision, be net-zero and state-of-the-art in providing green skills and wider curricula that meets local employer demand. Investment in FE infrastructure, raises aspirations, improves education standards and the skills levels among Local communities. By creating local provision, travel and journey times will be reduced, decreasing the carbon footprint and providing local opportunities. In East Cambridgeshire, it is expected that this will encourage the retention of more local young people, to continue to live and work in the area.</p>

4. Appendices	
4.1	None

5. Implications																					
Financial Implications																					
5.1	<p>A budget of £4.8m was allocated, subject to approval, from the Mayoral Gainshare fund for the delivery of the FE Cold Spots programme. This is budgeted as part of the MTFP for the 2023/24, 2024/25 and 2025/26 financial years. There has not been any spend to date and carry-forward of funding will need to be requested in due course. A further report to request carry-forward of the capital funding will need to be taken to the Combined Authority Board as a key decision as proposed below. This will be set-out in the next report.</p> <table border="1" data-bbox="188 1832 1390 2045"> <thead> <tr> <th></th> <th>2023-24</th> <th>2024-25</th> <th>2025-26</th> <th>TOTALS</th> </tr> </thead> <tbody> <tr> <td>FE Cold spots – Capital</td> <td></td> <td>£2,400,000</td> <td>£2,175,000</td> <td>£4,575,000</td> </tr> <tr> <td>Revenue</td> <td>£225,000</td> <td></td> <td></td> <td>£ 225,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>£4,800,000</td> </tr> </tbody> </table>		2023-24	2024-25	2025-26	TOTALS	FE Cold spots – Capital		£2,400,000	£2,175,000	£4,575,000	Revenue	£225,000			£ 225,000					£4,800,000
	2023-24	2024-25	2025-26	TOTALS																	
FE Cold spots – Capital		£2,400,000	£2,175,000	£4,575,000																	
Revenue	£225,000			£ 225,000																	
				£4,800,000																	

<b>Legal Implications</b>		Item 7
6.1	The recommendations and activities outlined in this paper are to discharge the Combined Authorities' statutory duties under the Apprenticeships, Skills, Children and Learning Act 2009. Under the devolution agreement of 2016, specified adult education functions from the Secretary of State were transferred to the Combined Authority.	
6.2	The FE Cold spots programme supports our constituent member council, Cambridgeshire County Council in their statutory duties under the Education Act 1996, to secure suitable and sufficient places in post-16 education and training in the area.	
<b>Public Health Implications</b>		
7.1	The report recommendations have <b>positive</b> implications for public health in the longer-term. Participation in Post-16 and adult learning improve the health and wellbeing of participants and wider society. In addition, post-16 funding provides training and qualifications for professionals working in the health care sector as well as short courses for adults on managing physical, mental health and wellbeing.	
<b>Environmental &amp; Climate Change Implications</b>		
8.1	The report recommendations have <b>positive</b> implications for the environment in the longer-term. If approved and constructed the two new FE campuses will be net-zero and provide positive environmental benefits and promote active travel. Skills training for green jobs and retrofit trades will be provided. environmental or climate change implications	
<b>Other Significant Implications</b>		
9.1	The recommendations in this report have due regard to the Combined Authority's Equalities duties under the Equality Act 2010 in implementing funding policies and projects which seek to widen participation and make learning opportunities more accessible for all citizens including all protected characteristics.	
<b>Background Papers</b>		
10.1	<a href="#">Addressing FE Cold-Spots Skills Committee Report – September 2022</a>  <a href="#">FE Cold Spots Project Initiation Document (PID) 4 July 2022</a>	



<b>Skills &amp; Employment Committee</b>		Agenda Item
<b>4 September 2023</b>		<b>8</b>
Title:	Skills Bootcamps 2024-25 FY	
Report of:	Melissa Gresswell	
Lead Member:	Cllr Lucy Nethsingha, Chair of the Skills & Employment Committee	
Public Report:	No	
Key Decision:	Yes – KD2023/035	
Voting Arrangements:	A simple majority of those present and voting.	

<b>Recommendations:</b>	
A	To recommend that The Combined Authority Board approves the submission of the grant proposal to Department for Education (DfE) for Skills Bootcamp funding for the 2024-25 Financial Year (FY)
B	Subject to confirmation of grant funding approval from Department for Education (DfE) to recommend that The Combined Authority Board delegates authority to the Executive Director for Economy and Growth to procure, enter into, award and extend contracts.

<b>Strategic Objective(s):</b>	
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
	Enabling resilient communities
	Achieving best value and high performance

<b>1. Purpose</b>	
1.1	The purpose of this paper is to seek recommendation from the Committee to recommend that The Combined Authority Board approves the submission of a grant proposal to DfE by the 30 September 2023 to secure Skills Bootcamp funding for the 2024-25 Financial Year (FY).

## 2. Proposal

2.1	This paper proposes the Combined Authority submits a grant proposal to the DfE by the deadline of 30 <sup>th</sup> September 2023 to secure funding for the 2024-25 FY to deliver Skills Bootcamp provision, which would be of a similar value to the funding secured for the 2023-24 FY £2,878,150.00.
2.2	<p>Securing funding for the 2024-25 FY will enable the Combined Authority to continue to contract with existing Training Providers where suitable, plus commission new provision in line with up-to-date job vacancy data, employer skills gaps and demands.</p> <p>This will allow continuity of Skills Bootcamp courses from Level 2 – Level 5, providing local residents and businesses with access to flexible courses lasting up to 16 weeks in sectors such as Construction, Green Skills, Digital and Technical. The DfE allows 30% of funding to be allocated to courses outside of their national core sector remit, providing the Combined Authority area with the flexibility to commission courses in line with local skills demands and sector priorities.</p>
2.3	Additionally, securing funding for the 2024-25 FY will provide The Combined Authority with continuity of service by enabling four existing fixed-term staff contracts within the Economy and Growth Directorate Skills Team to be extended passed 31 <sup>st</sup> March 2024
2.4	Skills Bootcamps are aligned to the Employment and Skills Strategy and the Local Skills Improvement Plan (LSIP). Skills Bootcamps provides Cambridgeshire and Peterborough residents with lifelong learning and training opportunities by enabling upskilling or reskilling through short and flexible courses whilst matching skills provision to local job opportunities to support businesses and business growth, in line with the Employment and Skills strategy.

## 3. Background

3.1	The Department for Education via the National Skills Fund has invested in the delivery of Skills Bootcamps across the country to meet the skills needs of local areas. Skills Bootcamps formed part of the Lifetime Skills Guarantee and as part of the commitments made in the Conservative manifesto (2019). Since then, the Skills for Life campaign was announced by government and significant investment has been committed by the government to scale up Skills Bootcamps from 2022 to 2025.
3.2	<p>The Combined Authority began delivering Wave Two Skills Bootcamps in Level 3 Digital sector provision in September 2021, such as Data Analysis, Digital Marketing and Cloud Computing for the 2021-22 FY, following a successful competitive bid to the DfE for delivery across the East of England.</p> <p>The Combined Authority secured grant funding to deliver Wave Three Skills Bootcamps during the FY 2022-23 which is an ongoing project until January 2024 where the Level of provision expanded across Level 2 – Level 5, as well as the expansion of the types of courses in several industry sectors, including Electric Vehicle Maintenance and Repair, Games Technologies, Welding Inspection Pathways and Project Management. The latter course was funded through using the 30% flexibility of funding for local areas provided by DfE, enabling local areas to commission provision aligned to local needs which may not necessarily be listed on the DfE's National core sector needs.</p> <p>Additionally, The Combined Authority secured grant funding to deliver Wave Four 2023-24 FY, this is an ongoing project until September 2025.</p>
3.3	<p>Skills Bootcamps rely on local knowledge of skills shortages and employer needs, and the ability to attract and train local learners and to help them achieve better job outcomes.</p> <p>The overall aims of the Skills Bootcamps are:</p> <ul style="list-style-type: none"> <li>to deliver flexible training programmes lasting up to 16 weeks, based on employer / sector 'in-demand' skills needs which may be either regulated (i.e. qualification based) or non-regulated (e.g. based on alignment with industry standards) enabling adults to do training around work and other commitments, looking to gain work, additional responsibilities, or access new opportunities and will offer a guaranteed job interview (in the case of a new job) to individual participants on completion of the course.</li> </ul>

	<ul style="list-style-type: none"> <li>• to address the needs of adults (19+) who are full-time and part-time employed, unemployed and returning to work after a break or self-employed, and provide individuals with wider access to opportunities to retrain, update or formalise their skills or acquire specialist skills.</li> <li>• to address the needs of employers and the wider economy, to deliver targeted interventions to meet short-medium term demand to fill vacancies and drive productivity. They will help fill medium-higher level vacancies and bring individuals closer to better jobs, by linking them with line of sight to a job/ different role, additional responsibilities, or new opportunities/contracts</li> <li>• to help fill vacancies and bring individuals closer to better jobs (including those currently in employment), by linking them with line of sight to a job / different role, additional responsibilities, or new opportunities / contracts.</li> </ul>
3.4	<p>Skills Bootcamps are fully funded by the Government for those that are:</p> <ul style="list-style-type: none"> <li>• Self-employed, or</li> <li>• Career changers/returners/ serving prisoners due to be released within 6 months of completion of a Skills Bootcamp and those on Temporary Release, or</li> <li>• Unemployed</li> </ul> <p>Where an employer requests for an employee to attend a Skills Bootcamp, it is co-funded: the employer's cash contribution is 30% of the Skills Bootcamp cost and the Combined Authority- through the grant funding - pays 70% of the cost of the Bootcamp. However, if the employer is an SME their cash contribution is 10% of the Skills Bootcamp cost and the grant funding pays 90%.</p>
3.5	<p>The Combined Authority has the freedom to decide, acting reasonably, how best to ensure that the funded Activities are delivered in accordance with the relevant aims and objectives of the Grant Funding Agreement. The Combined Authority can therefore decide to engage with providers to deliver Bootcamps in four ways; extend contracts with existing Skills Bootcamp providers where appropriate, issue grant awards, issue direct awards and/or undertake a competitive tendering process, provided that, where applicable, it complies in full with its duties as a contracting authority under the Public Contracts Regulations 2015 and internal governance rules and duly selects and awards contracts to providers in accordance with those Regulations and such rules.</p>
3.6	<p><b>Performance</b></p> <p>The Skills Programme Board includes Skills Bootcamps as a standing agenda item to monitor quality of delivery and contract performance.</p> <p>DfE has recently introduced a Wave Three Performance Table* (funding for the 2022-23 FY) and issued the first table to areas in the last month. This provides Mayoral Combined Authority's and Local Enterprise Partnerships with an indication of their performance against each grant funded area. DfE provide only Cambridgeshire and Peterborough Combined Authority's name in the 'Grant Area' column when issuing this information to The Combined Authority.</p> <p>The table shows The Combined Authority in 8<sup>th</sup> place out of 21 grant funded areas for its performance, measured through the number of positive job outcomes achieved for our learners who have successfully completed their Skills Bootcamp course, at 47% as of data received in the month of May.</p> <p>To note, it had previously been agreed between the DfE and The Combined Authority that the learner 'Target Starts' would decrease from 1780 to 835. The Combined Authority has requested that DfE reflect this on next month's Performance Table.</p> <p><b>See Table overleaf</b></p>

GRANT AREA	Target Starts	Actual vs Original Planned Starts	Dropout Rate	Completions vs Starts	Outcomes vs Completions	Outcomes vs Starts
1	310	84%	2%	74%	100%	74%
2	607	48%	9%	46%	85%	39%
3	3450	73%	8%	46%	63%	29%
4	363	92%	8%	64%	57%	37%
5	629	125%	2%	77%	55%	43%
6	1189	28%	3%	34%	55%	19%
7	1000	14%	1%	28%	55%	15%
8 -CPCA	1780	31%	14%	34%	47%	16%
9	2122	63%	11%	56%	45%	25%
10	695	67%	22%	50%	43%	21%
11	2350	52%	10%	49%	41%	20%
12	1072	15%	18%	28%	40%	11%
13	1465	55%	0%	57%	39%	23%
14	2500	48%	16%	51%	37%	19%
15	240	129%	7%	49%	26%	13%
16	350	107%	17%	54%	23%	12%
17	1120	91%	9%	37%	23%	8%
18	5000	66%	8%	47%	22%	10%
19	396	32%	21%	48%	21%	10%
20	252	39%	20%	77%	8%	6%
21	264	82%	8%	58%	7%	4%

**\*Please note that the above table is based on data shared to DfE by grant areas for May 2023**

- 3.7 The DfE has called for grant proposals from Mayoral Combined Authorities and Local Enterprise Partnerships by the 30<sup>th</sup> September 2023.
- The Combined Authority is required to submit grant proposals to the DfE on an annual basis to secure funding for Skills Bootcamps. Unlike the Adult Education Budget, this funding is not currently devolved to the Combined Authority, however, Skills Bootcamps are currently being explored as part of the future devolution discussions to enable Skills Bootcamps to be fully devolved to areas. This will be on the premise that The Combined Authority can evidence its ability to deliver on this project and meet the readiness conditions.

	<p>The Combined Authority's proposal is to bid for a similar value to that of the 2023<sup>21</sup> item BY (£2,878,150.00). During August and September, The Combined Authority will complete local data analysis and market research by engaging with local stakeholders, including but not limited to; Colleges and Independent Training Providers, Growth Works with Skills, Employers, JCP and our constituent authorities. The Combined Authority will analyse local data via LightCast to align to current and upcoming job vacancy data and trends. Additionally, the Employment and Skills Strategy and LSIP will be aligned to this delivery. Through this, The Combined Authority will develop a grant proposal outlining the type of course provision to be commissioned and offered under this project.</p> <p>DfE expect to update The Combined Authority in November of the outcome of the grant proposal submission.</p>
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#### 4. Appendices

4.1	No appendices
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#### 5. Implications

##### Financial Implications

5.1	If The Combined Authority does not submit a grant proposal to the DfE by the 30 <sup>th</sup> September 2023, the Combined Authority will not be able to offer Skills Bootcamps provision for local residents and businesses to benefit from through reskilling or upskilling to progress their employment opportunities and careers outcomes, and support business growth.
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##### Legal Implications

6.1	No legal implications
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##### Public Health Implications

7.1	The report recommendations have positive implications for public health. Participation in adult learning improves the health and wellbeing of participants and wider society. In addition, some of the bootcamps are for professionals in the health and care sector. Skills Bootcamp funding aims to support individuals into positive job outcomes, either through securing new work (such as in the case for the unemployed or those seeking a career change); or by working with their employer to progress in their existing workplace (such as the case for those already in work); or by working with the self-employed to develop an action plan to secure new work / contract based on the new skills and knowledge they have acquired by completing the course.
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##### Environmental & Climate Change Implications

8.1	Skills Bootcamp funding allows the Combined Authority to offer courses which supports positive implications for the environment and climate change. For example, 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.
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##### Other Significant Implications

9.1	If The Combined Authority does not submit a grant proposal to the DfE by 30 <sup>th</sup> September 2023, there is a risk that The Combined Authority may cannot provide an extension to existing fixed-term contracts for four staff members within the Economy and Growth directorate.
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##### Background Papers

10.1	Part 6: Recommendations from Skills Committee – 9 January 2023 <a href="#">Recommendations</a> Report to the Skills Committee meeting on 4 January 2023 -Wave Four Skills Bootcamps <a href="#">Wave 4 Skills Bootcamps</a>
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<b>Skills &amp; Employment Committee</b>		Agenda Item
<b>4 September 2023</b>		<b>9</b>
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.	

<b>Recommendations:</b>	
A	Note the financial position of the Skills Division for the financial year 23/24 to July 2023
B	Review and comment on the current Skills and Employment budgets within the Combined Authority's Medium-Term Financial Plan and Capital Programme.

<b>Strategic Objective(s):</b>	
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

<b>1. Purpose</b>	
1.1	To provide an update of the financial position for 2023/24 and to provide analysis against the 2023/24 budgets, up to the period ending July 2023
1.2	To provide the Committee an opportunity to review the multi-year budgets within their remit and provide a steer to be considered as part of the development of the 2024-25 Medium Term Financial Plan.

<b>2. Background</b>	
2.1	At the last meeting, the Committee was provided with an analysis of the 2023/24 Skills annual budget. This report provides an update of the performance against budget up to the period ending July 2023.
2.2	The Combined Authority annually approves a budget for the forthcoming year as part of a 4-year Medium-Term financial plan. Development of the plan occurs between September and January each year and the Thematic Committees are engaged throughout to provide the opportunity to shape the development of the budget.



## 3. Revenue Income and Expenditure

3.1 A breakdown of the Economy and Growth Directorate Skills Grant income for the period to 31 July 2023 is set out in Table 1 below.

**Table 1**

Skills Grant Income	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 Deferral £k
Adult Education Budget	-12,678	-	12,678	-12,597	-12,650	53	-
AEB Level 3 Courses	-	-	-	-954	-816	-138	-
Bootcamp Wave 4	-	-	-	-2,878	-2,878	-	-
Careers and Enterprise Company (CEC)	-	-	-	-313	-313	-	-
Multiply	-349	-	349	-1,565	-1,150	-415	-
Skills Bootcamp Wave 3	-	-	-	-2,001	-514	-1,487	-
<b>Total Skills Grant Income</b>	<b>-13,026</b>	<b>0</b>	<b>13,026</b>	<b>-20,308</b>	<b>-18,321</b>	<b>-1,987</b>	<b>-</b>

3.2 The income received in the year is £13m. The variance compared to budget to date is due to timing difference.

3.3 The forecast outturn is £2m lower than full year budget, key variances are:

1. Skill Bootcamp Wave 3 (£1.5m), the forecast has been revised to reflect the balance due from DfE for the programme, taking in account the revenue received in the previous year and the reduction in candidature.
2. Multiply (£0.4m), this reflects the underspend for 22/23, which will be deducted by DfE in this financial year's allocation.
3. AEB Level 3 Course (Free Courses for Jobs) (£0.1m), this reflects the underspend for 22/23, which will be deducted by DfE in this academic year's allocation.

3.4 A breakdown of the Economy and Growth Directorate Skills Revenue Expenditure for the period to 31 July 2023 is set out 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 Deferral £k
AEB Devolution Programme	4,178	4,205	27	11,081	11,081	-	-
AEB Free Courses for Jobs	-	358	358	2,402	2,402	-	-
AEB Innovation Fund - Revenue	-	-	-	779	779	-	-
AEB Programme Costs	41	160	119	367	367	-	-
AEB Provider Capacity Building	-	-	-	68	68	-	-
AEB Strategic Partnership Development	1	-	-1	108	108	-	-
Bootcamp Wave 4	67	211	144	2,878	2,878	-	-
Careers and Enterprise Company (CEC)	16	84	69	238	238	-	-
Changing Futures	-	-	-	60	60	-	-
FE Cold Spots (rev)	-	56	56	225	225	-	-
Multiply	157	286	129	1,565	1,565	-	-
Skills Advisory Panel (SAP) (DfE)	-	18	18	55	55	-	-
Skills Bootcamp Wave 3	73	137	64	1,871	799	1,072	-
Skills Bootcamp Wave 3 PM costs	15	52	37	130	130	-	-
<b>Total Skills Revenue Expenditure</b>	<b>4,547</b>	<b>5,568</b>	<b>1,020</b>	<b>21,827</b>	<b>20,755</b>	<b>1,072</b>	<b>-</b>

3.5	Expenditure to date is £1m lower than budget to date. Free Courses for Jobs (£0.4m) and Multiply (£0.1m) slow start in this financial year accounts for half of the difference. Delay in procurement on the Bootcamp Wave 4 programme (0.1m) and AEB programme costs not yet incurred (0.1m), are the other large variances.	Item 9
3.6	Forecast outturn shows an underspend to budget for the year of £1.1m. The variance is due to the finalisation of the enrolment numbers for Bootcamp Wave 3.	

#### 4. Development of the Medium-Term Financial Plan

4.1	The Combined Authority annually approves a budget for the forthcoming year as part of a 4-year Medium-Term Financial Plan (MTFP). Development of the plan occurs between September and January each year, and the Thematic Committees are encouraged to engage throughout to provide the opportunity to shape the development of the budget.
4.2	The first stage in the update of the MTFP is for officers to review the existing MTFP and highlight areas where there are unavoidable changes which need to be updated to reflect current market conditions – items such as inflation in contracts which need to be updated for current forecasts. Alongside this Members are engaged to highlight areas where there may be investment or saving opportunities within service or thematic areas.
4.3	Appendix 1 sets out the current revenue and capital budgets within the Committee's remit for 2023-24 to 2026-27, as approved by the CA Board in January 2022, and updated for subsequent Board decisions and funding announcements.
4.4	The Committee are asked to review their current programme and provide a view on whether they are content that this will enable the delivery of their strategic objectives over the medium-term and if there are any areas of concern or opportunity which should be considered by Officers and the Board during the development of the 24-25 budget and MTFP.

#### 5. Appendices

5.1	Appendix 1 – Current budget and MTFP
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#### 6. Implications

Financial Implications	
6.1	There are no financial implications other than those included in the main body of the report.
Legal Implications	
6.2	The Combined Authority is required to prepare a balanced budget in accordance with statutory requirements.
Public Health Implications	
6.3	N/A
Environmental & Climate Change Implications	
6.4	N/A
Other Significant Implications	
6.5	N/A
Background Papers	
6.6	None

<b>Agenda Item 9</b>	<b>Appendix</b>
<b>Budget and Performance Report</b>	<b>1</b>

### Current Skills and Employment Committee budget and MTFP

The table below sets out the budgets within the Skills and Employment committee's remit based on the Medium-Term Financial Plan approved in January 2023 and updated for subsequent Committee, Board and Officer decisions.

All figures are in thousands of pounds (£'000) and the only budget still subject to business case approval is the capital to deliver the Further Education (FE) Cold Spots.

<b>Funding</b>	<b>Programme</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
<b>Capital</b>	FE Cold Spots (cap)	<b>2,400</b>	2,175		
<b>Capital Total</b>		<b>2,400</b>	<b>2,175</b>		
<b>Revenue</b>	FE Cold Spots (rev)	<b>225</b>			
<b>Revenue</b>	AEB Devolution Programme	<b>11,081</b>	11,081	11,081	11,081
<b>Revenue</b>	AEB Free Courses for Jobs	<b>2,402</b>	954	954	954
<b>Revenue</b>	AEB Innovation Fund - Revenue	<b>779</b>	500	500	500
<b>Revenue</b>	AEB Programme Costs	<b>367</b>	367	367	367
<b>Revenue</b>	AEB Provider Capacity Building	<b>68</b>			
<b>Revenue</b>	AEB Strategic Partnership Development	<b>108</b>			
<b>Revenue</b>	Careers and Enterprise Company (CEC)	<b>238</b>	77		
<b>Revenue</b>	Changing Futures	<b>60</b>	60		
<b>Revenue</b>	Multiply Programme	<b>1,565</b>	1,395		
<b>Revenue</b>	Skills Advisory Panel (SAP) (DfE)	<b>55</b>			
<b>Revenue</b>	Skills Bootcamp Wave 3	<b>2,001</b>			
<b>Revenue</b>	Skills Bootcamp Wave 4	<b>2,878</b>			
<b>Revenue Total</b>		<b>21,827</b>	<b>14,434</b>	<b>12,902</b>	<b>12,902</b>



**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
<b>03/07/23</b>		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	
<b>04/09/23</b>		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			

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

An accessible version of this information is available on request from [democratic.services@cambridgeshirepeterborough-ca.gov.uk](mailto:democratic.services@cambridgeshirepeterborough-ca.gov.uk)



<b>Skills &amp; Employment Committee</b>	Agenda Item
<b>4 September 2023</b>	<b>12</b>

Title:	UK SPF – Skills Projects Mobilisation and Succession Planning for Skills Brokerage Services
Report of:	Fliss Miller, Assistant Director Skills
Lead Member:	Councillor Lucy Nethsingha Lead Member for Skills
Public Report:	Yes (with an exempt appendix)
Key Decision:	KD2023/033
Voting Arrangements:	A simple majority of voting Members

Recommendations:	
A	To recommend that the Combined Authority Board delegates authority to the Executive Director – Economy and Growth to proceed to implement plans to mobilise UK Shared Prosperity Fund (SPF) People and Skills funded projects as outlined within this proposal
B	To recommend that the Combined Authority Board approves the proposal outlined within this paper to bring together the Careers and Enterprise Company (CEC) funded Careers Hub delivery and the UKSPF funded People and Skills projects to provide a successive service to the Growth Works with Skills Programme, and to delegate authority to the Assistant Director – Skills to proceed to engage in financial, legal and procurement activities as necessary to enact mobilisation plans.
C	To recommend that the Combined Authority Board approve the virements across the revenue budgets within the Medium-Term Finance Plan to create the appropriate delivery budgets set out in Appendix 1.

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
<ul style="list-style-type: none"> <li>Projects outlined within this proposal will make significant contributions to all four of the strategic priorities set out within the Combined Authorities Employment and Skills Strategy, they are;</li> <li><b>Pre-work learning and formal education:</b> ensuring all residents of the combined authority are able to access high quality careers information, raising awareness of training routes and pathways into sectors and occupations</li> <li><b>Life-wide learning and training:</b> working with employers to create opportunities for employed residents to up skill and reskill, increasing work based learning opportunities, particularly apprenticeships.</li> </ul>	

- **Employer access to talent:** Supporting employers to identify and enact skills solutions which will enable growth, driving up engagement within the local skills landscape.
- **Support into and between work:** supporting unemployed and NEETS to transition into training and employment, providing support for disadvantaged groups to access the labour market

## 1. Purpose

1.1	<p>To provide members with detailed proposals for the mobilisation of the three Combined Authority wide UK SPF funded people and skills projects as defined within the Combined Authority's UKSPF Investment and Implementation Plans;</p> <ol style="list-style-type: none"> <li>1. Holistic Skills Brokerage and online skills support incorporating (incorporating Growth Works with Skills Service offering and Integrating the Region of Learning Project)</li> <li>2. All Age Careers Service across Cambridgeshire &amp; Peterborough</li> <li>3. Supported Internships across Cambridgeshire &amp; Peterborough</li> </ol>
1.2	<p>To provide members with an overview of how the UKSPF projects will align with CEC funded careers hub activities to form a future Skills brokerage offering, and successor to the current Growth Works with Skills Programme, which comes to an end on the 31 December 2023.</p>

## 2. Proposal

### 2.1 Introduction

The Combined Authority's Skills Brokerage service, known as 'Growth Works with Skills' is a fundamental element of the Combined Authority's approach to implementing its Employment and Skills strategy; by providing a vehicle to create connectivity between local education, residential and business communities, enabling access to skills pathways, provision and careers. The service supports both individual skills and economic outcomes, enabling business growth and resilience through access to more highly skilled and ready workforce, as well as improving social and economic mobility outcomes for residents.

The existing service, is delivered as the skills workstream within the Business Growth Service, known as Growthworks. The Contract for this service, along with the core funding stream for this activity (European Social Funding) both end on the 31st December 2023.

The Combined Authority is seeking to utilise ringfenced People and Skills UK SPF funding allocations to deliver 3 universal projects, that will form the core service of a revised skills brokerage service from January 1st 2024.

This offering will bring together UK SPF projects with the Careers and Enterprise Company (CEC) funded Careers hub and the Region of Learning project into a succinct and value added joint service, by working collaboratively across education, technical, vocational and adult education with links to the business community building and strengthening connections across all stages of life and education with the employment and wider skills landscape.

### 2.2 Service Delivery Outline

Continuing with the broad format of the existing Growth Works with Skills service, the new service model will organise its services into two broad areas of activity;

1. Work designed to improve outcomes for pre 18 year olds, in education, led by the existing CEC funded Careers Hub team, supporting careers leaders and educators to build progressive and aspirational careers curriculums, and increasing linkages between education and the business community to inspire young people and help them to understand and navigate the career opportunities available to them.

	<p>2. Activities designed to create skills and employment opportunities for residents aged 19 plus. These activities will be led upon by the UKSPF funded staff delivery team. Outputs for residents will be achieved through a combination of working with the business community and with local statutory and community services to identify and facilitate the creation and take up of opportunities within the skills and labour market.</p> <p>Alignment of these services will allow for stakeholders to engage with one harmonised service that delivers across the skills landscape, providing clear and joined up messages in regards to education and skills.</p> <p>The service will work in partnership with the ‘Regions of Learning’, which is a Cambridge City Council led project launched in 2021, offering employers, individuals and skills providers the tools to connect, plan and develop career pathways via the use of badging platforms to accelerate upskilling and to improve social mobility by offering routes into formal qualifications and improve productivity by enabling employer responsive training provision in a dynamic job market.</p>
2.3	<p><b>Service Features</b></p> <p>The revised service model will differentiate from the existing model in that;</p> <ol style="list-style-type: none"> <li>1. UK SPF outputs and outcomes focus on deliverables that benefit individuals, the service will continue to work proactively with the business community to identify skills development opportunities and support instigation, however the measure of success will be the number of individuals that upskill and benefit as a result of the activity, rather than the activity itself.</li> <li>2. Delivery has previously been commissioned as part of a wider business growth service, which had strategic benefits to the services visibility, positioning and access to the local business community. A comprehensive external review of the former service model in Spring 2023 suggested that the external commissioning of the service had not had a significant impact on success or failure against the services Lead indicators.</li> </ol> <p>Considering the findings of the review, combined with reduction in the overall level of funding and contracting period, it is proposed that the new service will be delivered within the Combined Authority to ensure continuity and to minimise service disruption. This will provide greater controls and ensure continuity of service is maintained. Since no long-term funding has yet been identified to secure this service beyond March 2025, In housing the service offers the most cost effective solution in the short term, whilst a longer terms sustainability strategy can be developed.</p> <ol style="list-style-type: none"> <li>3. The revised model of implementation and governance will ensure greater local ownership and control, and subsequently greater alignment to Combined Authority Strategies.</li> </ol> <p>The new service model will aspire to retain:</p> <ol style="list-style-type: none"> <li>1. Recognition and identity through the retention of the ‘Growth Works with Skills’ branding.</li> <li>2. Stakeholder access to skills information and opportunities through the retention of the ‘Digital Talent Platform’ online skills portal which was developed through ESF funding.</li> <li>3. Continuation of core services for local businesses, including a revised skills diagnostics and the continued facilitation of activities and opportunities to engage with local education, including technical and vocational pathways.</li> </ol>
2.4	<p><b>Service Delivery Focus and Intent</b></p> <p>The funding streams that will enable the service have defined priorities that will be reflected in the service delivery models interventions and will form the service’s Lead Indicators.</p> <p>CEC funded activities, focusing on improving outcomes into post-16 path ways and increased alignment of careers provision to the needs of industry will focus on the 5 following core priorities;</p>

	<ul style="list-style-type: none"> <li>• Raise the Quality of Careers Provision against the Gatsby Bench Marks</li> <li>• Provide More High-Quality Experiences with Employers</li> <li>• Amplify Apprenticeships, Technical and Vocational Routes</li> <li>• Target Interventions for Economically Disadvantaged Young People (Free School Meals (FSM) and those who face Barriers</li> <li>• Connect Careers Provision in Schools and Colleges to the Needs of Local Economies</li> </ul> <p>The focus of activities funded by UKSPF, targeting residents aged 19 plus will focus on engagement and progression for those not currently engaged within or able to access the local adult education offer;</p> <ul style="list-style-type: none"> <li>• Increase uptake of Basic Skills and reduce Structural Barriers for those furthest from the labor market</li> <li>• Engage economically inactive residents into job searching activities, 45% progression into paid work</li> <li>• Provide tailored support for those in work to gain qualifications</li> </ul> <p>Additional KPIs aligned to the Combined Authorities Employment and Skills Strategy will be defined and woven into service delivery strategy. These will be shared across all aspects of delivery and align to cross cutting priorities, for example awareness and engagement within technical and vocational pathways.</p>	Item 12
2.5	<p><b>Closedown of the existing service delivery model</b></p> <p>The Senior Responsible Officer will work closely with the Project Management Office (PMO) of the existing delivery contractor Growthworks to develop and implement an exit strategy which provides a seamless transition of services.</p> <p>Exit planning discussions are underway and will focus on four key areas. A developed plan will be formalised by October 2023 in line with the terms of the current contracting arrangements.</p> <p>Areas of focus will include people, data, technology and assets, and communications.</p> <p>Legal, Finance, and Human Resources teams within the Combined Authority are being engaged with to support the identification and implementation of necessary steps, taking particular ownership of activities as identified.</p>	
2.6	<p><b>Mobilisation of the new service delivery model</b></p> <p><b>Local development and Governance</b>  A working group comprising of Economic development team representatives from each Constituent Authority has been formed and is meeting on a six weekly basis to ensure localised alignment is built into operational planning.</p> <p>The group will be responsible for supporting baseline activities during ongoing planning phases and defining localised measures and data reporting requirements.</p> <p>Ongoing oversight of Service and its deliverables will be reported via the Combined Authorities ‘Economic Development Officer Group’.</p> <p><b>Branding</b>  As part of a strategy to maintain continuity and accessibility for service users, the ‘Growth Works with Skills’ brand will be retained and further developed.</p> <p>The creation of a dedicated marketing lead within the revised service model will ensure consistency of tone and cohesion to local and service initiatives and activities.</p> <p><b>Staffing and Budget</b>  Please refer to Appendices one and two which outline the proposed budget and staffing structure for the new service.</p>	

2.7	<p><b>Significant Implications</b></p> <p><b>TUPE</b></p> <p>The current service is delivered through a contracting arrangement to Growthworks via Growth Co. The future service model has identified the need to continue functions of some staff already employed within those organisations and therefore it is likely that Transfer of Undertakings (Protection of Employment) (TUPE) will apply to some roles.</p> <p>TUPE is expected to affect employees in both Growth Co and the delivery partner. Work is currently being undertaken to ensure that all TUPE requirements are met.</p> <p>Subject to authorisation to proceed to mobilise the outlined service, a formalised process between the Combined Authority's HR and legal teams and the current delivery partner will be established (in line with ACAS best practice and supported by external legal experts) and communicated to those employed and effected by the service model changes.</p>	Item 12
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3. Background		
3.1	<p>'Growth Works with Skills' was commissioned in 2021 as part of the Combined Authority's wider business growth service. The service combined European Social Fund and Careers and Enterprise Company funding to create a Skills Brokerage for the area, increasing connectivity between education, residents, businesses and skills provision. The contracted end date for this service is the 31 December 2023.</p> <p>Due to the United Kingdom exiting the European Union, this funding stream is no longer available. The UK Government has introduced a replacement scheme known as the UK Shared Prosperity Fund.</p>	
3.2	This paper follows the 'UKSPF – Skills Projects and Succession Planning for Skills Brokerage Service' paper submitted to this Committee on the 3 July 2023 (See 10.1)	

4. Appendices		
4.1	<p>Appendix 1: Budget</p> <p>EXEMPT Appendix 2: Staffing Structure</p>	

5. Implications		
Financial Implications		
5.1	<p>Subject to the Combined Authority Board's approval, budgets will be vired from the subject to approval 'UK Shared Prosperity Revenue' budget to new approved budget lines so that the delivery of these services can be easily tracked and reported on as set out in Appendix 1.</p> <p>The proposed budgets are funded from the CPCA's UK SPF allocation so delivery funding will not have a wider impact on the Combined Authority's finances.</p>	
Legal Implications		
6.1	<p>Subject to approval of the proposal outlined in this report, there are potential TUPE implications for the Combined Authority.</p> <p>TUPE stands for 'Transfer of Undertakings (Protection of Employment) Regulations 2006' and its amendment in 2014.</p>	

	<p>The Combined Authority will undertake all the obligations, rights, powers, duties and liabilities of the outgoing employer with regards to the employee contracts. The employees have the legal right to transfer their contracts to the Combined Authority with all their existing employment rights and liabilities which will include their pension rights.</p> <p>It is expected that the outgoing employer will undertake appropriate steps to inform and consult the employees affected by TUPE.</p>
<b>Public Health Implications</b>	
7.1	No public health implications
<b>Environmental &amp; Climate Change Implications</b>	
8.1	No environmental or climate change implications
<b>Other Significant Implications</b>	
9.1	No other implications
<b>Background Papers</b>	
10.1	<p><a href="#">Expansion of the Careers Hub (March 2023)</a></p> <p><a href="#">UK SPF – Skills Projects and Succession Planning for Skills Brokerage Service (July 2023)</a></p>



## UK SPF Skills Projects Mobilisation and Succession Planning for Skills Brokerage Services

### APPENDIX 1. BUDGET CHANGES

The Combined Authority had been awarded £1,414,461.29 within its overarching UKSPF allocation for delivery of these skills-related activities between 1 January 2024 and the 31 March 2025.

The Committee is asked to recommend the CA board approve the virement of the £1.4m from the current subject to approval 'UK Shared Prosperity Fund – Revenue' budget to create the following budget lines:

Budget	STA/ approved	2023-24	2024-25	Total	Notes
<b>UK SPF</b>	STA	-£278k	-£1,138k	<b>-£1,414k</b>	<i>Holding budget for unallocated revenue SPF</i>
<b>UK SPF Skills internal delivery</b>	Approved	£158k	£657k	<b>£815k</b>	CPCA staffing costs for internal delivery team and £9k of non-staff costs relating to the All-age careers service
<b>Internships</b>	Approved	£75k	£300k	<b>£375k</b>	
<b>Skills brokerage</b>	Approved	£45k	£179k	<b>£224k</b>	

The SPF allocation is sufficient to fund all roles and activities associated with the delivery of the services and outputs set out above till the end of March 2025 with no match, or other local funding, required to top it up.

In addition to the UK SPF funded activity the Combined Authority delivers skills support part-funded by the Careers Enterprise Company (CEC) which is already included in the CPCA's budget.

Currently the staff delivering this support are split across the Growth Company and the CPCE, after the cessation of Growth Works in December this will be delivered entirely in-house and there will be £66,332 of CEC funding still available to cover the period to the end of the academic year in July 2023. As the Growth Co will no-longer be making up the balance of the funds required for this service, the CA Board approved a contribution of £112k from the Programme Response Fund at its meeting in March.

This contribution has not yet been included in the budget but will be done so following this meeting and will increase the approved CEC budget by £48k in 2023-24 and £64k in 2024-25.