



Skills Committee Action Log

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

Minutes of the meeting on 4 July 2022					
Minute	Report title	Lead officer	Action	Response	Status
66.a	Multiply Local Investment Plan	Cllr Nethsingha/Fliss Miller	The Chair stated that she would as Chair contact other Combined Authorities or other Council Networks to highlight to Government that this was not good governance.	Letter being drafted	In progress

Minutes of the meeting on 5 September 2022

Minute	Report title	Lead officer	Action	Response	Status
79.a	Adult Education Budget: Contract Awards to Independent Training Providers and proposals for further commissioning	Parminder Singh Garcha	The geographical targeted mapping work of provision would be shared with the Committee when available	On-boarding of the 17 new ITPs across AEB and Multiply is currently underway. Mapping of the geographic focus of each provider will be shared once the on-boarding process has concluded. Some of the providers are establishing new premises and/or delivery sites across the sub-region. This information will be shared as it become available.	In progress
81.a	Multiply - the approach to programme delivery	Parminder Singh Garcha	Requested that prisoners, those that had left care and the armed forces were included in the programme. Officers explained that as they mobilised delivery partners, delivery plans would be developed and a high-level summary of interventions would be produced and reported to the Committee.	On-boarding of the 14 Multiply providers (8 ITPs and 6 Grant providers) across AEB and Multiply is currently underway. A high-level summary of interventions at programme level is included in Table B to the paper. These outputs are being allocated to the 14 providers as part of the project will be shared with Members, once collated.	In progress
81.b	Multiply - the approach to programme delivery	Parminder Singh Garcha	A Member commented that the Cambridgeshire and Peterborough Region of Learning was not included in the list of Strategic Partnerships and this had been mentioned at the Combined Authority Board meeting. He commented that in particular their Digital Badging provided a method for employers to look at how individuals had undertook learning. He requested that the 'Region of Learning' be invited to one of the informal Committee sessions.	A meeting will be arranged with Region of Learning.	In progress

Minutes of the meeting on 7 November 2022

Minute	Report title	Lead officer	Action	Response	Status
91.	Careers Hub Operational Plan	Laura Guymer	Sought clarity on who would be on the steering group and when it would meet and if there would be cross county representation, and inclusion of a SEND representative. Officers explained that the group had not met yet and that they could circulate further details on the steering group representation.	Information has been circulated.	Closed

Minutes of the meeting on 9 January 2023

Minute	Report title	Lead officer	Action	Response	Status
103.	Minutes of the Skills Committee meeting on 7 November 2022 and Action Log	Fliss Miller	A member stated that there had not been any recent updates on the Inward Investment Programme, the last being in November 2022, and sought regular updates on progress in this area	This is included in the Growth Works paper for the March Skills Committee	Closed
105.a	The University of Peterborough Phase 3 Living Lab, Full Business Case	Rachael Holliday	Requested information on how the university would be marketed through schools over the next 12 months. Officers explained that they would liaise with ARU Peterborough colleagues and feedback to members.	Information to be circulated W/C 06.02.23	In progress
105.b	The University of Peterborough Phase 3 Living Lab, Full Business Case	Rachael Holliday	Queried what work had been carried out in relation to tackling public transport issues and how students would be transported to the university from rural areas in particular. Officers explained that a considerable amount of work had taken place between the university and local transport companies to look at improved ways of transporting students from outlying areas across Cambridgeshire. As part of the Programme Business Case an outline planning application would require the need to co-ordinate infrastructure proposals with the wider transport policies within Peterborough. Officers stated that they would ask ARU Peterborough Colleagues to provide a summary of the work that they had done to date.	A briefing note was shared with Committee Members on 27.01.23	Closed

106.	Wave Four Skills Bootcamps	Melissa Gresswell	Commented that there was an OFSTED report on the progress of Bootcamps which would give a picture of what was happening across the country and queried if the authority were in contact with areas that were currently doing well to understand if there was any learning to take forward. The Interim Associate Skills Director stated that there was an OFSTED Thematic review, this had now been published and would be circulated to members..	Here is the link to the Ofsted Thematic Review Publication for members for Minutes '106' from the January 2023 Skills Committee Actions. Skills Bootcamps thematic survey - GOV.UK (www.gov.uk)	Closed
107.a	Adult Education Budget Annual Return 2021/22	Parminder Singh Garcha	Questioned what definition of learners was being used in the evaluation. Officers explained that there was a document that set this definition out and listed the wider outcomes of learning which could be circulated to members.		
107.b	Adult Education Budget Annual Return 2021/22	Parminder Singh Garcha	Officers explained that they would add environmental implications and impacts into the external evaluation specification.		
107.c	Adult Education Budget Annual Return 2021/22	Parminder Singh Garcha	Queried whether the Skills Brokerage Service tool had been successful. Officers agreed to feedback on the progress with the tool and the number of hits and conversions.		

108.a	ESOL Local Planning Annual Report	Parminder Singh Garcha	Queried the membership on both partnerships as some of the constituent authorities were not represented. Officers explained that there was a request for membership through the skills committee and had also sent a request out through key officers. A members stated that Cambridge City Council would be interested, and they would be in touch regarding membership.		
108.b	ESOL Local Planning Annual Report	Parminder Singh Garcha	Noted that there were vacant chair and vice chair roles and queried the process for filling the roles. Officers stated that there had been a recruitment process but that unfortunately not all of the roles had been filled. Officers explained that they would circulate the brief for the roles to members so that they could gauge any potential interest from colleagues.		
109.a	Mid -year Performance Review of Skills funded provision 2022-23	Fliss Miller	Highlighted that table B on page 180 of the papers was not broken down by district and requested this information be circulated to members.	To be circulated	In progress
109.b	Mid -year Performance Review of Skills funded provision 2022-23	Fliss Miller	The Chair thanked officers for the report and requested that the report come to committee in October and March so before the budget setting process and then at the end of the financial year. Officers agreed to programme the reports on to the forward agenda plan.	This has now been included on the Forward Plan	Closed

110.	Skills and Labour Market Insights Report	Laura Guymer	<p>The Chair commented that the report was extremely helpful and something that the whole of the Combined Authority would benefit from, focusing on the economic picture across the Combined Authority area. She commented that the graph that showed the total GDP, showed a significant drop in the Combined Authority area during the pandemic. She commented that it would be helpful to look at the comparison of the Combined Authority area with the regional and national data. She explained that from looking at other data in the report, although there had been a significant impact on UK growth Cambridgeshire and Peterborough had not fared as badly compared to some other areas. She also highlighted the productivity graph and the contrasts between Cambridgeshire and Peterborough and was interested to understand this data further. Officers explained that they would take away comments and speak to Metrodynamics to feedback on both points</p>	Metro have confirmed they are in the process of updating the report to include comparators and will include further commentary to improve the report. Where the requested information is in existence it will be added to the main report.	Closed
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