

**Employment and Skills Board – 30 April 2020**

<b>Date</b>	<b>Minute Ref</b>	<b>Report Title</b>	<b>Action</b>	<b>Delegated officer</b>	<b>Status</b>	<b>Date completed</b>
17.12.19	2.	<b>DRAFT TERMS OF REFERENCE</b>	Representation was still required from the Life Sciences and Agri-Tech and that Board Members should put forward any suggestions that they had regarding suitable representatives. Fiona McGonigle had previously liaised with One Nucleus regarding a Life Science representative. Jane Paterson-Todd said she would follow up with Tony Jones at One Nucleus.	Jane Paterson - Todd	Tony Jones will join the Board at its next meeting - Complete	18.05.20
26.02.20	15.	<b>MINUTES AND ACTION LOG</b>	Minute 3 – Strategic Evidence for Skills, Julia Nix would discuss further with Mike Soper whether data held by Cambridgeshire County Council could provide information relating to the profile of claimants in employment	Julia Nix	Complete	26.06.20
30.04.20	26.	<b>TERMS OF REFERENCE</b>	The Board questioned whether officers has somebody in mind that currently sat on the Business Board and whether the Board could be involved in the process. Officers explained that there was an urgency procedure that could be used so that the Business Board could nominate a Chair to sit on the Board in time for the next ESB Board meeting in June. Officers clarified that they would send the selection criteria to the Board via email, and the Board could have a say in the selection process.	Fiona McGonigle	Report updating Board at June meeting. As meeting was cancelled the Board agreed by email - Complete	18.05.20
30.04.20	28.	<b>WORK PROGRAMME (FORWARD AGENDA PLAN)</b>	John T Hill to attend the next Board meeting to give an overview of his role.	Fiona McGonigle	Added to agenda for October - Complete	

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30.04.20	28.	WORK PROGRAMME (FORWARD AGENDA PLAN)	Cambridge Ahead – CA Research on Careers to stay on the agenda for the June meeting and a presentation to senior officer and the Mayor to be arranged before the Board meeting.	Fiona McGonigle and Jane –Paterson Todd	Added to agenda for October - Complete	25.08.20
30.04.20	28.	WORK PROGRAMME (FORWARD AGENDA PLAN)	University Update to be added to the June and September meetings.	Kim Cooke	Added to agenda for October - Complete	18.05.20
30.04.20	30.	CPCA TALENT PORTAL	The Board queried how the roll out of the portal was being communicated to the Business Sector. Fiona explained that a steering group had been set up to disseminate and support the messaging in the Business and Education sectors. She explained that she had been working with all key partners to ensure that the portal was advertised on their social media and would send all of the relevant information out to the Board to disseminate.	Fiona McGonigle	Information circulated - Complete	18.05.20
30.04.20	30.	CPCA TALENT PORTAL	Fiona also updated the Board on the Retraining Scheme. She explained that the Scheme was still in development and that a localised model was needed. She explained that she would bring a paper to the next Board meeting on the development of the scheme.	Fiona McGonigle	On agenda plan for next meeting (Fiona shall I add to September???)	18.05.20
30.04.20	32.	COVID 19 DISCUSSION - IMPACT TO BUSINESS, FE/ PROVIDER SECTOR,	The outline Business case to be circulated to the Board.	Kim Cooke	To be circulated with the minutes - Complete	18.05.20

		<b>VOLUNTARY SECTOR</b>				
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