



SKILLS COMMITTEE

Date: Monday, 09 March 2020

Democratic Services
Dermot Pearson
Interim Monitoring Officer

10:00 AM

The Incubator
Alconbury Weald
Cambridgeshire
PE28 4WX

**Meeting Room 1
Incubator 2, Alconbury Weald Enterprise Campus,
Huntingdon, Cambridgeshire, PE28 4WX**

AGENDA

Open to Public and Press

1. **Part 1 - Governance Items**
- 1.1 **Apologies and declarations of interest**
- 1.2 **Minutes - 17th January 2020** **5 - 12**
- 1.3 **Public Questions**
Arrangements for public questions can be viewed in Chapter 5,
Paragraphs 18 to 18.16 of the Constitution which can be viewed here
- [Cambridgeshire and Peterborough Combined Authority: Constitution](#)
- 1.4 **Skills Committee - Agenda Plan** **13 - 14**

1.5	Combined Authority Forward Plan - February 2020	15 - 28
2.	PART 2 - DELIVERY	
2.1	Adult Education Budget Allocations for Academic Year 2020-21	29 - 34
2.2	Adult Education Budget Commissioning Strategy 2020-25 and Redistribution System	35 - 70
2.3	Budget and Performance Report	71 - 78
3.	PART 3 - DATE OF NEXT MEETING	
	Date: Monday 27th April, Incubator 2, Alconbury Weald Enterprise Campus, Huntingdon, Cambridgeshire PE28 4WX	

The Skills Committee comprises the following members:

Councillor John Holdich

Councillor David Ambrose-Smith

Councillor Mike Davey

Councillor Lis Every

Councillor Jon Neish

Cllr Chris Seaton

Councillor Eileen Wilson

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact

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The Combined Authority is committed to open government and members of the public are welcome to attend Committee meetings. It supports the principle of transparency and encourages filming, recording and taking photographs at meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening, as it happens.



CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY
SKILLS COMMITTEE: MINUTES

Date: Friday 17 January 2020

Time: 10:00am to 11:30am

Present: Councillors John Holdich (Chairman), David Ambrose-Smith, Mike Davey, Lis Every, Jon Neish, Chris Seaton and Eileen Wilson.

Apologies: None

51. APOLOGIES AND DECLARATIONS OF INTERESTS

No apologies received.

Councillor Mike Davey declared an interest for item 3.1 on the agenda – Work Readiness and Careers Inspiration Pilot in that his wife Sarah Ferguson is the Assistant Director: Housing, Communities & Youth Community & Safety across Cambridgeshire and Peterborough.

Councillor Chris Seaton declared an interest for item 3.1 on the agenda – Work Readiness and Careers Inspiration Pilot in that his wife works at the College for West Anglia in the Apprenticeships Division.

Councillor John Holdich declared an interest for item 3.3 Skills Brokerage Contract Extension as he sits on the Opportunity Peterborough Board.

52. MINUTES – 11 NOVEMBER 2019

The minutes of the meeting held on 11 November 2019 were agreed as a correct record and signed by the Chairman.

53. PUBLIC QUESTIONS

No public questions were received. The Chairman stated that a number of questions had been received from Councillor Coles the Overview and Scrutiny Lead for Skills. The Chairman read out the responses to the question received (see appendix 1 for responses).

54. AGENDA PLAN

The agenda plan was noted.

55. CA FORWARD PLAN

Officers explained that the Full Business Case for the University of Peterborough would now be going to Committee on 27 April 2020. The director of Business and Skills clarified that there had also been one addition to the agenda for the March



meeting 'Review of Adult Education (AEB) Administration costs.

The agenda plan was noted.

56. UNIVERSITY OF PETERBOROUGH – OUTLINE BUSINESS CASE – PHASE 1

The Committee received a report that provided the information required to make recommendations to the Combined Authority Board to approve and agree the Outline Business Case for the University of Peterborough.

In introducing the report officers explained that the Outline Business Case incorporated an Options Appraisal which required approval on the preferred option. The preferred option was detailed at 3.2 of the report. Officers clarified that the Subscription Agreement between the Combined Authority and Peterborough City Council was for the capital investment into the development of phase 1 of the University and the land required and that delegation was sought for the authority to negotiate and complete the subscription agreement for the Director of Business and Skills, in consultation with the Lead Member for Skills, the Chief Financial Officer and the Monitoring Officer. There was also a recommendation to approve a commitment to invest the £12.3 million capital budget into the Phase 1 build and to draw down the funding to mobilise the activities and milestones identified in the Outline Business Case.

Officers explained that they were currently midway through the procurement process for the Higher Education (HE) Partner. Work had progressed in the development of a draft curriculum and officers acknowledged that the cohorts that were being targeted were currently not serviced in the area and that the numbers were upwards of 17,000. The intention of the new University was to address the cold spot through an increase in the number of HE entrants from the sub-region by attracting and retaining students locally, in particular people who did not currently participate in HE but who would participate and remain locally if suitable provision was available. Officers explained that it was a technical university model seated within industry and the economy to support productivity and enhance high value jobs and skills.

In discussing the report Members:

- Queried whether the Committee would see the final subscription agreement before it was signed off and questioned what the risks were in relation to the agreement. The Director of Business and Skills explained that it was a subscription agreement for the ownership of the building to allow the Combined Authority and Peterborough City Council to recover rent from the building in the future. Officers explained that the report sought delegation for the responsibility for finalising the agreement to the Director of Business and Skills, in consultation with the Lead Member for Skills, the Chief Financial Officer and the Monitoring Officer giving them authority to negotiate and complete the Subscription Agreement. He clarified that the risks were that the University was not successful but the building had been designed to be flexible and could be rented for other uses and there was minimal risk at this stage.
- Questioned who would be providing the software and the hardware for remote delivery. Officer explained that the HE Partner would be responsible for the



curriculum and the corresponding software and hardware and that the majority of the applied learning would take place in the workplace. A Member queried whether this would affect Small and Medium Size Enterprises (SMEs) at all. The Director of Business and Skills explained that the majority of learning would take place within the company/organisation with four days a week in-work learning and one day a week in the classroom. He explained that SMEs would not be disadvantaged as the focus would be on project modules that would benefit the employer.

- Sought reassurance that the timescales for getting the first cohort of students in place for two years' time would be met. Officers explained that the Higher Education Partners bidding for the contract were tried and tested quality partners and had the infrastructure in place for the marketing and promotion of courses. The Director of Business and Skills reiterated that they were currently negotiating the curriculum and student numbers with the HE partner which was up to 2,000 students in 2022. The Chairman explained that he had attended a project planning meeting the day before and had been assured that the project was working to time.
- Highlighted concerns around how much wider afield the Combined Authority had looked in terms of catchment areas for students. Officers clarified that the curriculum was based on the work that has been done on the Local Industrial Strategy to underpin the skills gaps and work around the three sub economies and the aim was to attract students from a lot further afield as well as the local area. The Director of Business and Skills explained that there was a negotiation to be had around the design of the curriculum and catchment area of the University with the HE Provider as ultimately they would need to have a viable business. He clarified that this was part of the reason why there was a need to delay bringing the Full Business Case to Committee to April. A Member questioned what affect the proposal by Anglia Ruskin and College of West Anglia for a High Tech Module in Wisbech would have on the development of the University and how aware the Combined Authority were of the developments. The Director of Business and Skills commented that it was an interesting development and that the Combined Authority was very aware of it.
- Queried where the final sign offs would be done in terms of the different elements of phase 1 of the project. The Director of Business and Skills explained that there were three elements to be signed off, the land which would go to Peterborough City Council for decision, and the Combined Authority (CA) money was in two lots. There was the £12.3 million which would be brought back to Committee in April along with the Full Business Case, £12.5 million from the Local Growth Fund and this would go to the Business Board for sign off on 27 January 2020 for their final approval.
- Questioned what stage the planning permission was at. Officers clarified that they had received pre-planning permission.
- Queried whether any residential accommodation would be included in the development of the University. The Director of Business and Skills explained that residential accommodation had not been included in the first phase of the



project, the second phase was a research centre and the third phase included residential accommodation. The Chairman clarified that there had already been interest in building student accommodation and that there was land already earmarked for this. The Director of Business and Skills explained that a report on the future funding strategy for the University would be brought to Committee in the Summer and this would include details of phase 3 of the project. Officers explained that a public consultation was due to take place between 4-6 February at Peterborough Cathedral. Councillor Holdich and Mayor Palmer would be opening the event and Members of the Committee would be receiving an invite to the opening event.

It was resolved unanimously to recommend to the Combined Authority Board that it:

1. Approve the preferred option as part of an Options Appraisal and adopt the Outline Business Case for the new University of Peterborough as a Combined Authority priority and key element of the Local Industrial Strategy and Skills Strategy.
2. Approve the development of a Subscription Agreement between the Combined Authority and Peterborough City Council for the capital investment into the development of Phase 1 and the land required and delegate to the Director of Business and Skills, in consultation with the Lead Member for Skills, the Chief Financial Officer and the Monitoring Officer, authority to negotiate and complete the Subscription Agreement.
3. Approve the commitment to invest the £12.3M capital budget into the Phase 1 build and draw down the funding to mobilise the activities and milestones identified within the Outline Business Case to achieve the target of opening the University in September 2022 to 2000 students.

57. WORK READINESS AND CAREERS ASPIRATION PILOT – HAMPTON ACADEMIES TRUST UPDATE PAPER

The Committee considered a report that gave an update on progress to date within the Work Readiness and Careers Aspiration pilot being undertaken at the two secondary academies within Hampton, namely the Hampton Academies Trust.

In introducing the report officers explained that the pilot focused on young people at risk of exclusion from school and focused on getting them ready for the workplace. The pilot had been a recommendation from the Cambridgeshire and Peterborough Independent Economic Review (CPIER) and had three workstreams: Science, Technology, Engineering and Mathematics (STEM) and STEM career promotion, Careers advice and the promotion of apprenticeships and technical and vocational pathways and Work readiness project for a target cohort. Officers clarified that there had been some good outcomes from the pilot and there was now a need to review whether these outcomes could be rolled out/replicated across the region. There were concerns raised over affordability as well as overlap with other projects on patch. The possibility of using other funding streams are to be explored.

In discussing the report;



- A Member commented that there were schools in other areas doing very similar things and queried whether there were opportunities to bring successes from other schools together and benchmark against outcomes. Then the Combined Authority could take the best from all of those and share best practice across the region which would be more cost effective. She also commented that the Combined Authority via the ESF project programmes had just provided a sum of money to a company to look at pre-NEETS and there needed to be a partnership arrangement between the two. Officers acknowledged that there was a real need to share best practice and promote inclusive growth for all as it was not one size fits all.
- A Member queried whether there had been any work to look at how much Young People not in Education, Employment or Training (NEETs) cost the economy. Officers explained that this information would be available from Cambridgeshire County Council.
- A Member commented that the issue was around the baseline and data and that it was too early to say whether the results from the pilot had been effective. He commented that he would like to see the data from the year before the pilot as a comparison. **ACTION.** He also commented that there were certain schools around the County that would be more applicable and these schools needed to be taken into consideration.
- A Member commented that there had been more good outcomes than negative and questioned how long the pupils would be tracked for. Officers clarified that this would be for three years.
- Members discussed the funding of the project and how it might be funded going forwards. Officers explained that the project had not been put into the budget for the next financial year and that Officers would need the permission of members to do this.

The Chairman proposed a motion to amend the recommendation to the report in order to defer the decision to the next meeting in order that a proposal could be developed that included benchmarking and identified alternative funding lines in order that the pilot could be extended into years two and three. The motion was seconded by Councillor Wilson.

It was resolved unanimously to:

- a) Defer the decision to the next Committee meeting so that proposals could be developed to identify alternative funding lines within the Combined Authority's MTFP for 2020-2022, that might enable the activities and outputs from this pilot to be extended past its first year, and into years two and three.

58. SKILLS BROKERAGE CONTRACT EXTENSION

The Committee received a report that requested a four month extension to the Skills



Brokerage contract with Peterborough City Council as accountable body for Opportunity Peterborough at a cost of £75,000 to the Skills Brokerage Budget line. Officers clarified that there was a need to extend the contract as the Combined Authority were awaiting confirmation on its application for European Social Fund (ESF) to fund the programme from July 2020 to June 2023.

In discussing the report:

- A Member commented that the constant change in contract extensions was very unsettling and queried what would happen if the funding was not secured. The Director of Business and Skills explained that the funding had been provisionally approved and only 5% of proposals for ESF funding did not go through to contract. He clarified that the CA were going out to procurement for skills brokerage at the end of January and that this would give a firm contract for a full three years. He acknowledged that the bid had not come through quick enough but that they were positive of getting confirmation of the bid within the next few months.
- Members questioned if the ESF funding was successful, what would happen at the end of the three year term. The Director of Business and Skills explained that the Combined Authority then hoped to be the recipients of funding from the Shared Prospect Fund which would take over from ESF funding.

It was resolved unanimously to:

- a) Agree a four month extension to the Skills Brokerage contract with Peterborough City Council as accountable body for Opportunity Peterborough at a cost of £75,000 to the Skills Brokerage CX0095 budget line.
- b) To note a European Social Fund (ESF) bid has been submitted to support the continuation and connectivity to Skills Brokerage activities.

59. EMPLOYMENT & SKILLS BOARD UPDATE PAPER

The Committee received a report that gave an update on the newly established Employment and Skills Board.

In introducing the report officers explained that the Board had 13 members so far and that there was a broad representation on the board which included 6 from business, 2 from Further Education, an Independent Training Provider, a Higher Education Lead and 4 Public Sector leads. Officers explained that there were gaps in relation to the Voluntary Sector and Life Science and that there needed to be more coverage from Peterborough.

In discussing the report:

- A Member queried how many people were not accepted on to the Board that were interviewed as part of the process. Officers explained that there had been good coverage from the priority sectors and there had been people that applied



that would have been doubling up on representation. She also clarified that there were a number of people that applied that did not have the relevant background and experience. Officers highlighted that they were pleased that there was a strong board in place.

It was resolved unanimously to:

- a) Note the newly established Employment & Skills Board.
- b) Note the appointment of Board members.

60. BUSINESS SUPPORT SERVICES PROMOTIONAL CAMPAIGN

The Committee considered a report that requested approval for a proactive promotional campaign for 2020-21 to:

- a) Raise the profile of all Business and Skills services to the target audiences across the Business and Educational Communities.
- b) Create a strategy which attracts an increased level of engagement from target clients and end users.

In introducing the report officers highlighted appendix 1 of the report which showed the Combined Authority's LinkedIn following compared with other Local Business Networks and other Mayoral Combined Authorities. Officers explained that this indicated how invisible the services currently were. Officers highlighted that action needed to be taken now ahead of the launch of the Growth Service in the summer. Officers clarified that there were two workstreams that set out pan-directorate activities and that there was a need to bring in dedicated specialist resource to oversee the work as well as upskilling the workforce. Officers explained that funding for the campaign would come from three virements of £25,000 from each of the Local Industrial Strategy Implementation, Skills Strategy Programme Delivery and Market Town revenue budgets. The remaining £50,000 would be met from two £25,000 recharges to the Adult Education Budget programme costs, for the AEB elements of the promotion, and the Local Growth Fund Costs, for the promotion of small grant and innovation grant schemes. Officers explained that the AEB budget topslice had already been approved by the Committee and £40,000 had not been spent so £25,000 of this would be taken into the next financial year.

The Chairman commented that AEB suppliers should be encouraged to promote their funding from the CPCA and this could be stipulated in their contract.

In discussing the report Members:

- Commented that it was a small amount of money and whether this would be enough. The Director of Business and Skills explained that there would be funding factored into the broader Growth Service so this amount was to cover until the Growth Service was established.

It was resolved unanimously to:



- a) Note the requirement to improve the profile of the full range of Skills and Adult Education Services in the external network.
- b) Approve the planned activities detailed within the Promotional Campaign (Appendix 2).
- c) Note the revised budget re-allocations as detailed in Section 6.2.
- d) Note the subsequent benefits of mobilising this campaign alongside the launch of the Business Growth Service and its new STAR Hub (Skills, Training, Apprenticeship, Recruitment).

61. BUDGET AND PERFORMANCE REPORT

The Committee received a report on the position of budget and performance monitoring for the Business and Skills Directorate.

In discussing the report Members:

- Queried whether underspends and carry forwards created risks in relation to future funding. Officers explained that government targets were being met and there were no risks to future funding opportunities. The Director of Business and Skills commented that due to the newness of the organisation there were a number of reasons for underspends including not being invoiced by providers in a timely manner, a deliberate underspend as the spend would make more impact in the next financial year and genuine underspends on programmes that had not taken off.
- Commented on the AEB ITP programme figures. The Director of Business and Skills explained that providers bid for funding and then underperformed at certain times of year, which the Department for Education had highlighted as a repeat pattern. He explained that the funding was being carried forward to allow for claims for additional learners.

It was resolved unanimously to:

- a) Note the December budget and performance monitoring update.

62. DATE OF THE NEXT MEETING

Members noted the date of the next meeting as 9 March 2020

Chairman

<p>SKILLS COMMITTEE AGENDA PLAN</p>	<p>Updated on 29 January 2020</p>	 <p>CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY</p> <p>JAMES PALMER CAMBRIDGESHIRE & PETERBOROUGH MAYOR</p>
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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>

- * indicates items expected to be recommended for determination by Combined Authority Board
- + indicates items expected to be confidential, which would exclude the press and public.

Draft reports are due with the Democratic Services Officer by 10.00 a.m. eight clear working days before the meeting.
The agenda dispatch date is five clear working days before the meeting.

The following are standing agenda items which are considered at every Committee meeting:

- Minutes of previous meeting and Action Log
- Agenda Plan
- Budget and Performance Report
- Employment and Skills Board Update

Committee date	Agenda item	Lead officer	Report to CA Board for decision	Reference if key decision	Deadline for reports	Agenda despatch date
09.03.20	Adult Education Budget Allocations for Academic Year 2020/21	Neil Cuttell	No	2020/007	21.02.20	28.02.20
	Adult Education Budget Commissioning Strategy 2020/21 and Redistribution System	Neil Cuttell	No	2019/055		

Committee date	Agenda item	Lead officer	Report to CA Board for decision	Reference if key decision	Deadline for reports	Agenda despatch date
27.04.20	AEB Innovation Fund	Neil Cuttell	Yes	TBC	09.04.20	17.04.20
	AEB Top Slice Review	Neil Cuttell	No	N/A		
	University of Peterborough – Full Business Case	Kim Cooke	Yes	N/A		
	Careers Progression and Work Readiness (Hampton Academies Trust pilot) – Update Paper	Kim Cooke	No	N/A		
	Skills Strategy Delivery Plans	Kim Cooke	No	N/A		
July TBC						
September TBC						
November TBC						
January 2021 TBC						
March 2021 TBC						
April 2021 TBC						

To be programmed:

- University of Peterborough – Future Funding Strategies for further phases of the University of Peterborough - Kim Cooke



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

JAMES PALMER
CAMBRIDGESHIRE &
PETERBOROUGH MAYOR

Agenda Item No: 1.4

CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY'S FORWARD PLAN OF EXECUTIVE DECISIONS

PUBLISHED FRIDAY 14 FEBRUARY 2020

FORWARD PLAN

PURPOSE

The Forward Plan sets out all of the key decisions which the Combined Authority Board and Executive Committees will be taking in the coming months. This makes sure that local residents and organisations know what key decisions are due to be taken and when.

The Forward Plan is a live document which is updated regularly and published on the [Combined Authority website](#) (click the Forward Plan' button to view). At least 28 clear days' notice will be given of any key decisions to be taken.

WHAT IS A KEY DECISION?

A key decision is one which, in the view of the Overview and Scrutiny Committee, is likely to:

- i. result in the Combined Authority spending or saving a significant amount, compared with the budget for the service or function the decision relates to (usually £500,000 or more); or
- ii. have a significant effect on communities living or working in an area made up of two or more wards or electoral divisions in the area.

NON-KEY DECISIONS

For transparency, the Forward Plan also includes all non-key decisions to be taken by the Combined Authority Board and Executive Committees.

ACCESS TO REPORTS

A report will be available to view online one week before a decision is taken. You are entitled to view any documents listed on the Forward Plan after publication, or obtain extracts from any documents listed, subject to any restrictions on disclosure. There is no charge for viewing the documents, although charges may be made for photocopying or postage. Documents listed on this notice can be requested from Dermot Pearson, Interim Monitoring Officer for the Combined Authority at Dermot.Pearson@cambridgeshirepeterborough-ca.gov.uk

The Forward Plan will state if any reports or appendices are likely to be exempt from publication or confidential and may be discussed in private. If you want to make representations that a decision which it is proposed will be taken in private should instead be taken in public please contact Dermot Pearson, Interim Monitoring Officer at Dermot.Pearson@cambridgeshirepeterborough-ca.gov.uk at least five working days before the decision is due to be made. A definition of exempt and confidential information is set out at the end of this document.

NOTICE OF DECISIONS

Notice of the Combined Authority Board's decisions and Executive Committee decisions will be published online within three days of a public meeting taking place.

STANDARD ITEMS TO COMMITTEES

The following reports are standing items and will be considered by at each meeting of the relevant committee. The most recently published Forward Plan will also be included on the agenda for each Executive Committee meeting:

Housing and Communities Committee

1. £100m Affordable Housing Programme Update
2. £70m Cambridge City Council Affordable Housing Programme: Update
3. £100k Homes and Community Land Trusts Update

Skills Committee

1. Budget and Performance Report
2. Employment and Skills Board Update

Transport and Infrastructure Committee

1. Budget Monitor Update
2. Performance Report

DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	KEY DECISION OR DECISION	PURPOSE OF REPORT	CONSULTATION	CONTACT DETAILS/ REPORT AUTHOR	LEAD MEMBER	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER (INCLUDING EXEMPT APPENDICES)	
Transport and Infrastructure Committee									
1.	Wisbech Rail	Transport and Infrastructure Committee	6 March 2020	Decision	To summarise work on the Wisbech Rail project to date and outline next steps and to consider whether the report should be referred to the Combined Authority Board.	Relevant internal and external stakeholders	Paul Raynes, Director of Delivery and Strategy	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
2.	St Neots Foot and Cycle Bridge and Regatta Meadows	Transport and Infrastructure Committee	6 March 2020	Decision	To summarise work on the St Neots Foot and Cycle Bridge and Regatta Meadows to date and outline next steps.	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
3.	A47 Dualling: Outcome of Strategic Outline Business Case	Transport and Infrastructure Committee	6 March 2020	Decision	To summarise the outcome of the A47 Dualling Strategic Outline Business Case, outline next steps and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
4.	March Area Transport Study	Transport and Infrastructure Committee	6 March 2020	Decision	To summarise work on the March Area Transport Study to date and the outcomes of the Option Assessment Report (OAR) and agree next key milestone.	Relevant internal and external stakeholders	Director of Delivery and Strategy	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
5.	Lancaster Way A142/ A10 Roundabout Improvements	Transport and Infrastructure Committee	6 March 2020	Decision	To confirm funding to support the delivery of the A10/A142 BP roundabout and the Lancaster Way roundabout to support continued investment in the Lancaster Way Enterprise Zone, and to make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
6.	Ely Area Capacity Enhancements	Transport and Infrastructure Committee	6 March 2020	Decision	To update the committee on progress on the Strategic Outline Business	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Mayor James Palmer	It is not anticipated that there will be any documents other than the

DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	KEY DECISION OR DECISION	PURPOSE OF REPORT	CONSULTATION	CONTACT DETAILS/ REPORT AUTHOR	LEAD MEMBER	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER (INCLUDING EXEMPT APPENDICES)	
				Case for Ely Area Capacity Enhancements.				report and relevant appendices.	
7.	Cambridge South Station Update: March 2020	Transport and Infrastructure Committee	6 March 2020	Decision	To update the committee on progress on the Cambridge South Station development.	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
Housing and Communities Committee									
8.	£100m Affordable Housing Programme Scheme Approvals – March 2020 [May include exempt appendices]	Housing and Communities Committee	9 March 2019	Key Decision 2020/003	To consider and approve allocations to new schemes within the £100m Affordable House Programme	Relevant internal and external stakeholders	Roger Thompson, Director of Housing and Development	Councillor Chris Boden Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
9.	£100m Affordable Housing Programme (Non-Grant) i. Proposed loan to Laragh Homes, Cambridge City Squash Club	Housing and Communities Committee	9 March 2020	Decision	To consider a scheme that forms a part of and will require an investment from the £40m revolving fund and to make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	Roger Thompson Director of Housing and Development	Councillor Chris Boden Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices.
10.	Communities remit of the Housing and Communities Committee	Housing and Communities Committee	9 March 2019	Decision	To brief the committee on its communities remit.	Relevant internal and external stakeholders	Roger Thompson, Director of Housing and Development	Councillor Chris Boden Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
11.	Standards for Residential Accommodation	Housing and Communities Committee	9 March 2019	Decision	To brief members on standards for residential accommodation and the Affordable Housing Programme.	Relevant internal and external stakeholders	Roger Thompson, Director of Housing and Development	Councillor Chris Boden Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
Skills Committee									
12.	Adult Education Budget Allocations for Academic Year 2020/21	Skills Committee	9 March 2019	Key Decision 2020/007	To outline and recommend approval of Grant and Procured Funding to Providers operating within the CPCA area for the provision of Adult	Relevant internal and external stakeholders	John T Hill, Director of Business and Skills	Councillor John Holdich Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	KEY DECISION OR DECISION	PURPOSE OF REPORT	CONSULTATION	CONTACT DETAILS/ REPORT AUTHOR	LEAD MEMBER	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER (INCLUDING EXEMPT APPENDICES)	
				Education Budget for academic year 2020/21.					
13.	Adult Education Budget Commissioning Strategy 2020/21 and Redistribution System	Skills Committee	9 March 2020	Key Decision 2019/055	To consider proposals for the Adult Education Budget Commissioning Strategy 2020/21 and Redistribution System.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Councillor John Holdich Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
Combined Authority Board Governance and Finance Items									
14.	Minutes of the meeting on 29 January 2020	Cambridgeshire and Peterborough Combined Authority Board	25 March 2020	Decision	To agree the minutes of the previous meeting.	Relevant internal and external stakeholders	Richenda Greenhill, Democratic Services Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
15.	Forward Plan	Cambridgeshire and Peterborough Combined Authority Board	25 March 2020	Decision	To approve the latest version of the forward plan.	Relevant internal and external stakeholders	Richenda Greenhill, Democratic Services Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
16.	Appointment of Monitoring Officer	Cambridgeshire and Peterborough Combined Authority Board	25 March 2020	Decision	To appoint the Monitoring Officer.	Relevant internal and external stakeholders	Dermot Pearson Interim Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
17.	Designation of Scrutiny Officer	Cambridgeshire and Peterborough Combined Authority Board	25 March 2020	Decision	To designate the Scrutiny Officer.	Relevant internal and external stakeholders	Dermot Pearson Interim Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
18.	Budget Monitor Update	Cambridgeshire and Peterborough Combined Authority Board	25 March 2020	Decision	To provide an update on the revenue and capital budgets for the year to date	Relevant internal and external stakeholders	Jon Alsop Section 73 Chief Finance Officer	Councillor Steve Count Lead Member for Investment and Finance	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	KEY DECISION OR DECISION	PURPOSE OF REPORT	CONSULTATION	CONTACT DETAILS/ REPORT AUTHOR	LEAD MEMBER	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER (INCLUDING EXEMPT APPENDICES)	
19.	Treasury Management Strategies 2020/21	Cambridgeshire and Peterborough Combined Authority Board	25 March 2020	Decision	To review and approve the Combined Authority's draft Capital, Treasury and Investment Strategies and Minimum Revenue Provision (MRP) Statement for 2020/21.	Relevant internal and external stakeholders	Jon Alsop Section 73 Chief Finance Officer	Councillor Steve Count Lead Member for Investment and Finance	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Combined Authority Decisions									
20.	Community Land Trusts	Cambridgeshire and Peterborough Combined Authority Board	25 March 2020	Decision	To approve the business case for Community Land Trusts in Cambridgeshire and Peterborough.	Relevant internal and external stakeholders	Roger Thompson Director of Housing and Development	Councillor Chris Boden Lead member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices.
21.	Market Towns Programme – Approval of Masterplans for Huntingdonshire	Cambridgeshire and Peterborough Combined Authority Board	25 March 2020	Key Decision 2020/015	To approve Market Town Masterplans for Huntingdonshire (Huntingdon, St Ives and Ramsey)	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
22.	Innovation Body Outline Business Case	Cambridgeshire and Peterborough Combined Authority Board	25 March 2020	Key Decision 2020/022	To approve the Innovation Body outline business case.	Relevant internal and external stakeholders	Kim Sawyer Chief Executive	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
BY RECOMMENDATION TO THE COMBINED AUTHORITY BOARD									
Recommendations from the Housing and Communities Committee									
23.	£100m Affordable Housing Programme (Non-Grant) i. Proposed loan to Laragh Homes, Cambridge City Squash Club	Cambridgeshire and Peterborough Combined Authority Board	25 March 2020	Key Decision 2020/012	Requesting Board approval of a scheme that forms a part of and will require an investment from the £40m revolving fund.	Relevant internal and external stakeholders	Roger Thompson Director of Housing and Development	Councillor Chris Boden Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices.
Recommendations from the Transport and Infrastructure Committee									
24.	Wisbech Rail	Cambridgeshire and Peterborough Combined Authority Board	25 March 2020	Decision	To summarise work on the Wisbech Rail project to date and approve next steps.	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.

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25.	A47 Dualling: Outcome of Strategic Outline Business Case	Cambridgeshire and Peterborough Combined Authority Board	25 March 2020	Key Decision 2020/025	To consider the outcome of the A47 Dualling Strategic Outline Business Case and approve next steps.	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
26.	Lancaster Way A142/ A10 Roundabout Improvements	Cambridgeshire and Peterborough Combined Authority Board	25 March 2020	Key Decision 2020/028	To confirm funding to support the delivery of the A10/A142 BP roundabout and the Lancaster Way roundabout to support continued investment in the Lancaster Way Enterprise Zone.	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
Recommendation/s from the Business Board									
27.	For approval as Accountable Body: Local Growth Fund Programme Management: March 2020	Cambridgeshire and Peterborough Combined Authority Board	25 March 2020	Key Decision 2020/021	To review the Local Growth Fund Budget and amend as required.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Austen Adams, Chair of the Business Board Councillor John Holdich Lead Member for Economic Growth	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
28.	Business Board Governance Review	Cambridgeshire and Peterborough Combined Authority Board	25 March 2020	Decision	To review and approve recommended changes to the Constitution and the Assurance Framework.	Relevant internal and external stakeholders	Rochelle White Deputy Monitoring Officer	Austen Adams, Chair of the Business Board Councillor John Holdich Lead Member for Economic Growth	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
Skills Committee									
29.	University of Peterborough – Full Business Case	Skills Committee	27 April 2020	Decision	To recommend the full business case for the new University of Peterborough	Relevant internal and	John T Hill	Councillor John Holdich	It is not anticipated that there will be any documents other than the

DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	KEY DECISION OR DECISION	PURPOSE OF REPORT	CONSULTATION	CONTACT DETAILS/ REPORT AUTHOR	LEAD MEMBER	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER (INCLUDING EXEMPT APPENDICES)	
				to the Combined Authority Board for approval.	external stakeholders	Director of Business and Skills	Lead Member for Skills	report and relevant appendices to be published	
30.	Careers Progression and Work Readiness (Hampton Academies Trust pilot) – Update Paper	Skills Committee	27 April 2020	Decision	To receive an update on the Careers Progression and Work Readiness (Hampton Academies Trust pilot)	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Councillor John Holdich Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
31.	Adult Education Budget Top Slice Review [May contain exempt appendices]	Skills Committee	27 April 2020	Decision	To consider a review and recommendation for the future top slice required to implement the delivery of Adult Education Budget and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Councillor John Holdich Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
32.	Adult Education Budget Innovation Fund	Skills Committee	27 April 2020	Decision	To consider the creation of an Innovation Fund for the Adult Education Budget (AEB) and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Councillor John Holdich Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
33.	Skills Strategy Delivery Plans	Skills Committee	27 April 2020	Decision	To report on the Delivery Plans associated to the three key interventions that underpin the Combined Authority Skills Strategy.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Councillor John Holdich Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Housing and Communities Committee									
34.	£100m Affordable Housing Programme Scheme Approvals – April 2020 [May include exempt appendices]	Housing and Communities Committee	27 April 2020	Key Decision 2020/004	To consider and approve allocations to new schemes within the £100m Affordable House Programme	Relevant internal and external stakeholders	Roger Thompson, Director of Housing and Development	Councillor Chris Boden Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
35.	Housing Market Assessment Update	Housing and Communities Committee	27 April 2020	Non-Key	To receive an update on the study into the Housing Needs of Specific Groups commissioned by the local authorities	Relevant internal and external stakeholders	Roger Thompson, Director of	Councillor Chris Boden Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant

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						Housing and Development		appendices to be published	
Combined Authority Board Governance and Finance Items									
36.	Minutes of the meeting on 25 March 2020	Cambridgeshire and Peterborough Combined Authority Board	29 April 2020 <i>[Reserve meeting date]</i>	Decision	To agree the minutes of the previous meeting.	Relevant internal and external stakeholders	Richenda Greenhill, Democratic Services Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
37.	Forward Plan	Cambridgeshire and Peterborough Combined Authority Board	29 April 2020 <i>[Reserve meeting date]</i>	Decision	To approve the latest version of the forward plan.	Relevant internal and external stakeholders	Richenda Greenhill, Democratic Services Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
38.	Budget Monitor Update	Cambridgeshire and Peterborough Combined Authority Board	29 April 2020 <i>[Reserve meeting date]</i>	Decision	To provide an update on the revenue and capital budgets for the year to date	Relevant internal and external stakeholders	Jon Alsop Section 73 Chief Finance Officer	Councillor Steve Count Lead Member for Investment and Finance	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Combined Authority Board Annual Meeting Governance Items									
39.	Minutes of the meeting on 29 April 2020	Cambridgeshire and Peterborough Combined Authority Board	3 June 2020	Decision	To agree the minutes of the previous meeting.	Relevant internal and external stakeholders	Richenda Greenhill, Democratic Services Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
40.	Forward Plan	Cambridgeshire and Peterborough Combined Authority Board	3 June 2020	Decision	To approve the latest version of the forward plan.	Relevant internal and external stakeholders	Richenda Greenhill, Democratic Services Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
41.	Membership of the Combined Authority	Cambridgeshire and Peterborough Combined Authority	3 June 2020	Decision	To note the appointment of Members of Constituent Councils and appointments to the Business Board for 2020/21 (and their Substitute Members) and to appoint any Non-Constituent Members of Co-opted Members	Relevant internal and external stakeholders	Dermot Pearson Interim Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
42.	Appointments to Executive Committees, appointment of	Cambridgeshire and Peterborough	3 June 2020	Decision	To approve Lead Member responsibilities and appoint such executive	Relevant internal and	Dermot Pearson	Mayor James Palmer	It is not anticipated that there will be any documents other than the

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	KEY DECISION OR DECISION	PURPOSE OF REPORT	CONSULTATION	CONTACT DETAILS/ REPORT AUTHOR	LEAD MEMBER	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER (INCLUDING EXEMPT APPENDICES)
	Committee Chairs and Lead Members	Combined Authority			Committees as the Combined Authority considers appropriate, their membership and the Chair for 2020/21.	external stakeholders	Interim Monitoring Officer		report and relevant appendices.
43.	Appointment of the Overview and Scrutiny Committee	Cambridgeshire and Peterborough Combined Authority	3 June 2020	Decision	To appoint the Overview and Scrutiny Committee, including its terms of reference, size and allocation of seats to political parties in accordance with political balance requirements, according to the nominations received from constituent councils.	Relevant internal and external stakeholders	Dermot Pearson Interim Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
44.	Appointment of the Audit and Governance Committee	Cambridgeshire and Peterborough Combined Authority	3 June 2020	Decision	To appoint the Audit and Governance Committee, including its terms of reference, size and allocation of seats to political parties in accordance with political balance requirements, according to the nominations received from constituent councils.	Relevant internal and external stakeholders	Dermot Pearson Interim Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
45.	Calendar of meetings 2020/21	Cambridgeshire and Peterborough Combined Authority	3 June 2020	Decision	To agree the calendar of meetings for 2020/21.	Relevant internal and external stakeholders	Dermot Pearson Interim Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
46.	Review of the new governance arrangements	Cambridgeshire and Peterborough Combined Authority	3 June 2020	Decision	To review the new governance arrangements introduced with effect from 1 November 2019 and agree any proposed changes to the Constitution.	Relevant internal and external stakeholders, including the Audit and Governance Committee	Dermot Pearson Interim Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
47.	Performance Monitoring Report: June 2020	Cambridgeshire and Peterborough Combined Authority Board	3 June 2020	Decision	To note performance reporting updates.	Relevant internal and external stakeholders	Paul Raynes Director of Strategy and Assurance	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.

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48.	Budget Monitor Update	Cambridgeshire and Peterborough Combined Authority Board	3 June 2020	Decision	To provide an update on the revenue and capital budgets for the year to date	Relevant internal and external stakeholders	Jon Alsop Section 73 Chief Finance Officer	Councillor Steve Count Lead Member for Investment and Finance	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Combined Authority Decisions									
49.	Market Towns Programme – Approval of Masterplans for East Cambridgeshire	Cambridgeshire and Peterborough Combined Authority Board	3 June 2020	Key Decision 2020/018	To approve Market Town Masterplans for East Cambridgeshire (Littleport, Ely and Soham)	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
BY RECOMMENDATION TO THE COMBINED AUTHORITY BOARD									
Recommendations from the Skills Committee									
50.	University of Peterborough – Full Business Case	Cambridgeshire and Peterborough Combined Authority Board	3 June 2020	Key Decision 2020/014	To approve the full business case for the new University of Peterborough.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Councillor John Holdich Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
51.	Adult Education Budget Innovation Fund	Cambridgeshire and Peterborough Combined Authority Board	3 June 2020	Key Decision 2020/024	To the creation of an Innovation Fund for the Adult Education Budget (AEB).	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Councillor John Holdich Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
52.	Adult Education Budget Top Slice Review [May include exempt appendices]	Cambridgeshire and Peterborough Combined Authority Board	3 June 2020	Decision	To consider a review and recommendation for the future top slice required to implement the delivery of Adult Education Budget by the Combined Authority.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Councillor John Holdich Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Recommendations from the Business Board									
53.	Local Growth Fund Programme	Cambridgeshire and Peterborough	3 June 2020	Key Decision 2020/027	To review the Local Growth Fund Budget and amend as required	Relevant internal and	John T Hill, Director of	Austen Adams, Chair of the	It is not anticipated that there will be any documents other than the

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	Management: June 2020	Combined Authority Board				external stakeholders	Business & Skills Councillor John Holdich Lead Member for Economic Growth	report and relevant appendices to be published
54.	Growth Service - Full Business Case [May include exempt appendices]	Cambridgeshire and Peterborough Combined Authority Board	3 June 2020	Key Decision 2020/029	To approve the Full Business Case for mobilisation of the Growth Service.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills Councillor John Holdich Lead Member for Economic Growth	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
55.	Local Enterprise Partnership Partnering Strategy	Cambridgeshire and Peterborough Combined Authority Board	3 June 2020	Decision	To approve the Local Enterprise Partnership Partnering Strategy	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills Councillor John Holdich Lead Member for Economic Growth	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
56.	Strategic Partnership Agreements: June 2020	Cambridgeshire and Peterborough Combined Authority Board	3 June 2020	Decision	To recommend Memorandums of Understanding with the remaining seven neighbouring Local Enterprise Partnerships.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills Councillor John Holdich Lead Member for Economic Growth	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

**SUBMIT YOUR COMMENTS OR QUERIES TO
CAMBRIDGESHIRE AND PETERBOROUGH COMBINED
AUTHORITY**

Please send your comments or queries to Dermot Pearson, Interim Monitoring Officer at Demot.Pearson@cambridgeshirepeterborough-ca.gov.uk

Your comment or query:

How can we contact you with a response?
(please include a telephone number, postal and/or e-mail address)

Name

Address

.....

Tel:

Email:

Who would you like to respond?



SKILLS COMMITTEE	AGENDA ITEM No: 2.1
DATE OF MEETING 9th March 2020	PUBLIC REPORT

ADULT EDUCATION BUDGET ALLOCATIONS FOR ACADEMIC YEAR 2020/21

1.0 PURPOSE

This report seeks delegated authority for the Director of Business & Skills in consultation with the Lead Member for Skills to award the Adult Education Budget award allocations to the 12 Local Colleges and Local Authority Providers and Independent Training Providers in June 2020 for academic year 2020/21.

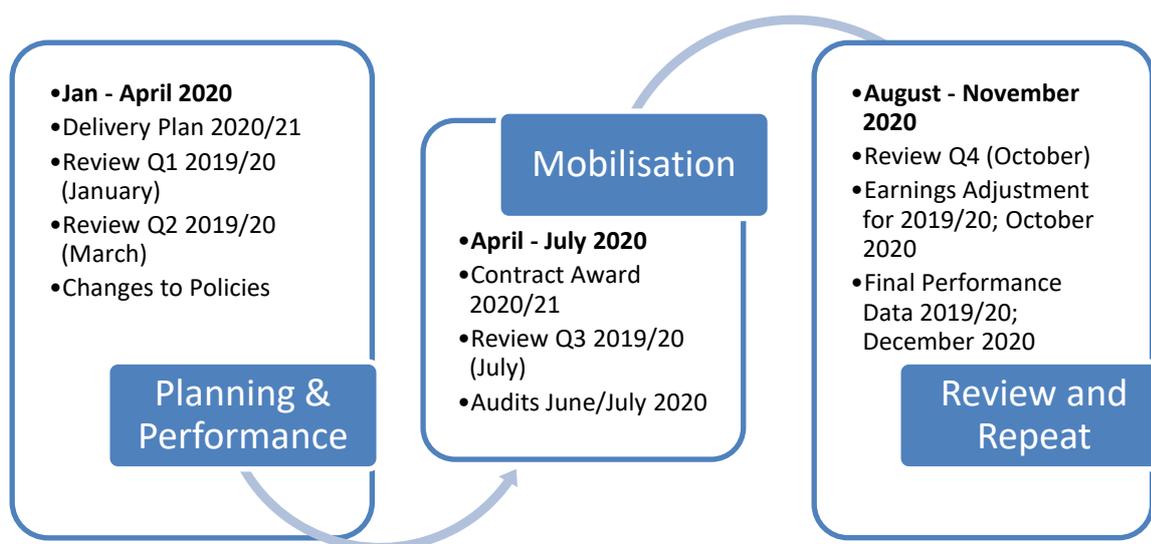
<u>DECISION REQUIRED</u>	
Lead Member:	Councillor John Holdich
Lead Officer:	Neil Cuttell, AEB Programme Manager
Forward Plan Ref: KD2020/007	Key Decision: Yes
The Skills Committee is recommended to:	Voting arrangements
(a) Approve the indicative Adult Education Budget allocations of DfE funding to the Providers identified within this report	Simple majority of all Members
(b) Delegate authority to the Director of Business and Skills, in consultation with the Lead Member for Skills and the Section 73 Officer, to approve the final allocation figures by June 2020. The delegation will include the authority to withdraw, reduce or increase the allocation for 2020/21.	

2.0 BACKGROUND

2.1 In early February 2020 Adult Education Budget (AEB) Officers provided a Delivery Plan template to the local providers requesting that they (a) inform the Combined Authority how their future adult learning provision would assist us in achieving the strategic aims identified within the Commissioning Strategy, Local Industrial Strategy and Skills Evidence Base; and (b) return

the aforementioned Delivery Plan to the Combined Authority in March 2020. Clarification meetings are set to be undertaken in March and April 2020.

- 2.2 During February 2020 the AEB Officers undertook quarter 2 performance management meetings with all 17 providers of AEB. The quarter 3 performance meetings will take place in May 2020. It is intended that on completion of the evaluation process, offers of grant provision will be made to the 12 local Grant Providers in June 2020. This will include an assessment of the performance against spend to date, and performance against the delivery plans outlined in March 2019. Due to the nature of proposed changes identified within the Commissioning Strategy, Officers would recommend that a 25% variance on individual contracts is sought to be able to offer grants which respond to this exercise evaluating proposed skills provision growth against strategic priorities.
- 2.3 Due to the pre-election period, and the requirement to ensure that providers have sufficient time to create the necessary infrastructure to mobilise and provide courses from August 2020, the report seeks for delegated authority to the Director of Business and Skills, in consultation with the Lead Member for Skills, to approve the grant offers in June 2020.
- 2.4 The academic year 2020/21 will be the second year that the Combined Authority will have held responsibility for the Adult Education Budget and will be the first year that localised policy changes will have been enacted. There is an operational overlap with the delivery of allocations as in diagram 1 below.



- 2.5 Diagram 1 identifies that there is a cross over in the time period that a provider is allocated an award of AEB, and confirmation of receipt of expenditure for the current year and performance against delivery plan. This

means that the Combined Authority could allocate a grant award to a provider who does not defray full expenditure or meet their targets within the current operational year. Therefore, Officers propose that an indicative allocation be made in March 2020, with a final offer, (with contractual conditions on past performance) stated in June 2020.

Issues:

- 2.7 The AEB team undertook a consultation exercise in February 2020 with a view to changing certain AEB policies and programmes to achieve the priorities identified in the recently approved Commissioning Strategy. This has identified policy changes that will affect the delivery of learning for our AEB providers. The implication of this will be a variance on the Individual Delivery Plans each provider submits. Therefore, regular performance meetings will be undertaken to allow the flexibility for providers to adapt their delivery with a focus on the expected outcomes required of the Commissioning Strategy.
- 2.8 The AEB allocations provided are based on the settlement figure that the Government provides to the Combined Authority. Therefore, a reduction in the settlement will inevitably lead to a reduction in the allocations process. If the settlement figure is higher there is an opportunity for providers to seek growth funds.
- 2.9 Providers have not yet delivered their individual year one (2019/20) allocations. The AEB team will, as standard, implement a reduction in the individual providers' year 2 allocation by the same amount as underspent in year 1. If the provider can inform the CPCA of a reason for the underspend the reduction will be reconsidered in the 2nd year and monitored.

3.0 **PROPOSED DELIVERY ALLOCATIONS**

- 3.1 Table 1 below identifies the amount awarded to both grant and procured providers in academic year 2019/20 as well as the indicative allocation proposed for 2020/21.
- 3.2 There are some notable changes to consider. These include:
 - 3.2.1 The amalgamation of the grant allocations to Peterborough Regional College and New College Stamford due to the proposed merger in August 2020. If this merger is not undertaken, then the amount will be the same value as 2019/20 to both individual organisations.
 - 3.2.2 Providers have not yet delivered their individual year one (2019/20) allocations. It is proposed that any underspend will be redistributed to the

existing providers or will be used in a future procurement round. A report will be submitted to the Skills Committee in April 2020 detailing an innovation fund might be used to develop the capacity and capability of local providers to deliver new provision that accelerates the transition of existing provision to better meet the needs of the Commissioning Strategy. It will also set give an outline of what a redistribution system will do, how it will be delivered, and when it will go live. The Independent Training Providers (ITPS) identified with a (*) below will enter into a dialogue with Combined Authority officers to determine what can be delivered in 2020/21 and the proposed allocation will be agreed by the Director of Business and Skills in consultation with the Lead Member for Skills in June 2020. The proposed allocation to these providers will not exceed the award offered in 2019/20.

Table 1 AEB Award to Provider	Allocation 2019/20	Proposed, Indicative Allocation 2020/21	Notes
Cambridge Regional College	£2,535,600	£2,535,600	
Cambridgeshire County Council	£2,115,500	£2,115,500	
Peterborough Regional College	£1,782,967	£2,099,365	
Peterborough City College	£1,351,088	£1,351,088	
The College of West Anglia	£415,339	£415,339	
New College Stamford	£316,398	£0	Within PRC award
Bedford College	£191,318	£191,318	
West Suffolk College	£118,889	£118,889	
North Hertfordshire College	£39,717	£39,717	
Hill Road Sixth Form College	£20,000	£20,000	
Central Beds Council	£11,760	£11,760	
Rutland County Council	£2,186	£2,186	
Back to Work Complete Training	£461,945	Not Stated	*Allocation agreed in June
NACRO	£131,810	Not Stated	*Allocation agreed in June
Steadfast Training Limited	£537,765	Not stated	*Allocation agreed in June
The Consultancy Home Counties	£487,880	Not Stated	*Allocation agreed in June
The Skills Network	£398,798	Not Stated	*Allocation agreed in June
TOTAL	£10,918,960	£8,900,762	

4.0 NEXT STEPS

4.1 The AEB Programme Manager recommends that delegated authority is given to the Director of Business and Skills, in consultation with the Lead member for Skills, to agree the final allocations for AEB Providers in June 2020. This will be undertaken through an Officer Key Decision after the Quarter 3 meetings with providers. The delegation will include the authority to withdraw, reduce or increase the allocation for 2020/21.

5.0 FINANCIAL IMPLICATIONS

5.1 All funding allocations discussed within this paper are financed by the AEB Grant that is provided by the DfE. As noted in Table 1 and stated within 3.2.2, awards for 20/21 will not exceed 19/20 awards, therefore ensuring that the Grant funding is not exceeded. Any potential/probable balance of funds will be awarded through the Innovation Fund as discussed in 3.2.2 to ensure full defrayment of the Grant. As all expenditure is fully funded by the DfE Grant, there are no wider implications on the CPCA budget.

6.0 LEGAL IMPLICATIONS

6.1 The Cambridgeshire and Peterborough Combined Authority (Adult Education Functions) Order 2018 (SI 2018/1146) transfers functions from the Secretary of State to the Combined Authority. The Cambridgeshire and Peterborough Combined Authority Order 2017 gives the Combined Authority the general power of competence.

7.0 SIGNIFICANT IMPLICATIONS

7.1 There are no significant implications identified within this report.

8.0 APPENDICES

8.1 None

<u>Source Documents</u>	<u>Location</u>
Report to the Skills Committee November 2018	Skills Committee November 2018
Report to the Skills Committee April 2019	Skills Committee April 2019



SKILLS COMMITTEE	AGENDA ITEM No: 2.2
9 MARCH 2020	PUBLIC REPORT

ADULT EDUCATION BUDGET COMMISSIONING STRATEGY 2020-25 AND REDISTRIBUTION SYSTEM

1.0 PURPOSE

- 1.1 The report recommends approving the Adult Education Budget (AEB) Commissioning Strategy for 2020 to 2025.

<u>DECISION REQUIRED</u>	
Lead Member	Councillor John Holdich
Lead Officer:	John T Hill Director of Business & Skills
Forward Plan Ref: KD2020/25	Key Decision: Yes
The Skills Committee is recommended to:	Voting arrangements
(a) Endorse and approve the Adult Education Budget Commissioning Strategy for 2020-2025	Simple majority of all Members

2.0 BACKGROUND

- 2.1 The Adult Education Budget (AEB) is a single funding stream that brings together adult further education (19 years plus provision with the exception of apprenticeships and traineeships), community learning, and discretionary learner support. It aims to support more flexible tailored programmes of learning to support learners to engage in learning and to ensure that adults can develop the essential skills needed for both life and work.

- 2.2 The AEB is the most substantial source of funding for adult learning in Cambridgeshire & Peterborough and devolution of the £11.53m funding to the region provides an opportunity to do things differently. Devolution provides local partners with the opportunity for greater influence over how funding is used to support Cambridgeshire & Peterborough priorities, ensuring high quality adult education is available across the region from 2019/20.
- 2.3 Adult education and skills provision is a key part in delivering Cambridgeshire & Peterborough's vision by 2030. Through the targeted commissioning of AEB the region should be better able to support local learners, employers and communities, equipping adults with the skills and learning they need for further learning, more sustainable employment and to continue to progress and fulfil their ambitions.
- 2.4 This paper sets out the Combined Authority's approach to delivering an AEB commissioning strategy that meets the region's needs for now and in the future.

National context

- 2.5 After the First World War, a Ministry of Reconstruction Adult Education Committee's report stressed the social and economic importance of adult education. One hundred or so years on a number of leading educational leaders marked the anniversary of the 1919 report and set out a recharged vision for the next century in a report called "A Permanent National Necessity...Adult Education and Lifelong Learning for 21st Century Britain" (18 November 2019). It describes a number of key challenges and ambitions to successfully rejuvenate provision of adult education in the UK following a 45% fall in adult education participation in the last 10 years. There were similar themes to a century ago
- (a) Framing and delivering a national ambition
 - (b) Ensuring basic skills
 - (c) Fostering community and dialogue
 - (d) Promoting creativity, innovation and informal learning
 - (e) Securing individual learning and wellbeing
 - (f) Attending to the world of work
- 2.6 In addition, the government has facilitated in the last year a number of national and education, lifelong learning and skills reviews. A Review of post 18 education and training by Augar was published in May 2019. The aim was to review the post 18 education system and ensure that it was fit for purpose across all qualifications, offering adequate opportunities for progression for all.
- 2.7 It made a number of recommendations on the future of further and higher education funding and how to ensure the education system meets the needs of the UK economy.
- 2.8 The main recommendations included
- (a) A first free full level 2 and 3 qualification for all learners
 - (b) Introducing maintenance support for level 4 and 5 qualifications
 - (c) Reintroducing maintenance grants of £3,000 for disadvantaged learners

- 2.9 If the Government does implement the Augar Report it should result in increased funding for Further Education and a more coherent and cogent approach to addressing the national shortage of higher level technical skills.
- 2.10 It is unclear how these recent reviews and recommendations will influence future spending, it has however, significantly raised the profile of the importance of adult learning.

3.0 AEB devolved funds and increased flexibilities

- 3.1 The recommendations coming from the post 18 review as well as our own consultation with the local adult learning sector imply the introduction of new flexibilities to the funding stream. The aim is to remove barriers and make it easier for people to access the skills and education they need to progress in life and work.
- 3.2 The flexibilities which best align with the CPIER, Local Industrial Strategy, the Skills Strategy and the AEB Commissioning Strategy and most support the region to tackle the local challenges it currently faces are:
- (a) Ensuring free training and education for all residents without a first full level two qualification. Low skills levels are associated with lower rates of employment, higher rates of inactivity and poor health in Cambridgeshire & Peterborough. There are still too many residents with low level or no qualifications, leaving Peterborough and The Fens in the bottom 10% for education deprivation in the UK.
 - (b) Providing free learning for the employed residents earning below the national living wage. Cambridgeshire & Peterborough will be able to fund more residents who are employed / self-employed in low pay/ unstable work and who previously have been co funded. This will develop the skills needed for residents who are on low pay and need to move into better quality employment, to progress in work and to continue to develop the skills they need for good quality work both now and in the future.
 - (c) Higher participation funding rates for residents in Peterborough and Fenlands. This builds on the three sub economies in one, as set out in the CPIER and seeks to increase adult learning participation rates in the north of the region with a corresponding improvement in outcomes and impacts. There is a case to extend this increase to the East Cambridgeshire district.
 - (d) Better alignment of Adult skills provision and employment support for residents. This is to facilitate provision and sustained employment for those residents facing a number of challenging and complex barriers to accessing opportunities and includes care leavers, long term unemployed with health problems, ex- offenders and the over 50's. Providing support for residents furthest from the labour market and most

in need demands more than education and skills training alone. It will allow more flexible pathways through other funded programmes and to work more closely with our partners such as local authorities, the voluntary sector, DWP and local employers to improve the offer of support for residents to overcome the barriers which prevent them from participating in learning and employment.

4.0 Commissioning of Adult Education

- 4.1 The CPCA has set out the strategic ambition for Skills in the Ambition 2030 Strategy. The Skills Strategy has also identified that the AEB is a mechanism to deliver an improved skill offer for the residents of Cambridgeshire and Peterborough. In November 2018 the Skills Committee and CPCA Executive Board approved a Commissioning approach for AEB for academic year 2019/20; this outlined a series of principles which officers enacted to deliver both grant and procured funding, whilst specifying guidance to providers.
- 4.2 The AEB Commissioning undertaken for 2019/20 achieved a mix and balance and increase in (a) procured funding from 2017/18 by £0.9m; and (b) investment in local grant providers from £8.1m. This was achieved by reclaiming grant provision from out of area providers. The CPCA agreed with the Department for Education (DfE) through a Memorandum of Understanding not to destabilise local grant providers through disinvestment, however, officers have worked with Grant Providers to complete Individual Institute Delivery Plans that were aligned to CPCA policies. Further the focus of Commissioning and then procuring allowed for better investment alignment in learning to local business and industry sector priorities as identified in the Local Industrial Strategy and Skills Strategy.
- 4.3 The Commissioning of AEB in 2019/20 has also seen a significant reduction in the number of providers contracted to provide services. In 2017/18 the Education Skills Funding Agency had 196 providers delivering to residents in Cambridgeshire and Peterborough. This year the CPCA has awarded 12 grant contracts and 5 procured contracts. This will allow for a more focused strategic relationship and understanding to be built between the 17 providers and the CPCA in the delivery of AEB.
- 4.4 The 2019/20 academic year will allow for the first baseline year of devolved AEB funding providing the CPCA as commissioner, to acquire and improve understanding of how AEB funding is being invested locally, which in turn will allow for a more refined service to be developed and delivered post 2020.
- 4.5 This report provides an updated Commissioning Strategy (attached at Appendix 1) which sets out the CPCA priorities for allocating and funding the devolved AEB from 2020 onwards. The AEB will link with other activity aimed at supporting residents to progress in learning and to move towards or into productive and sustained employment.
- 4.6 The Commissioning Strategy focuses on key competencies such as literacy, numeracy, digital capabilities and employment skills, and seeks to show an

education pathway throughout adulthood that will improve the agility and flexibility of the local labour force.

4.7 The Commissioning Strategy provides a structured dynamic and innovative new approach with National and Local Policy context, CPCA Skills Priorities, Principles, Key Messages, Data & Research and recommended policies for Cambridgeshire & Peterborough. Officers have consulted with the local Further Education sector, the local authorities and the local Independent Training Provider network who have influenced the final version.

4.8 The key messages include:

- (a) recognising the vital social and economic value in community learning and the role AEB has to play in it
- (b) focusing on the low skilled and the low paid be that in the existing workforce or the unemployed
- (c) moving towards a more strategic, transformational, outcome, impact focused local adult education programme that will concentrate on sustainable employment; social confidence and contribution; learning, education and training progression from entry level to level 4; more participants in Peterborough and The Fens. It will significantly contribute to reducing the skills gap in the sector priority areas set out in the Local Industrial Strategy
- (d) using the Ofsted education inspection framework as a means for structuring our strategic approach and in particular the 3i's – intent, implementation and impact or the start, middle and end
- (e) moving towards a place-based and people delivery model that reflects the priorities and needs of Cambridgeshire & Peterborough including the needs of ESOL, the hard to reach and learners with learning difficulties
- (f) moving towards an agile Adult Education Budget that promotes innovation and collaborative projects immediately and collaborative commissioning within three years to improve the economic, social and health and wellbeing of adult residents.

5.0 Shaping and taking ownership of the opportunity for Cambridgeshire & Peterborough

5.1 The AEB Commissioning Strategy sets out a plan of action for the region to ensure that opportunities to participate in adult education and skills provision are spread across the region so that all adult residents have the skills and education they need to play a full part in society. It will mean

- (a) Our residents will be inspired to learn and be enabled to develop skills and attributes they need to succeed in life and work
- (b) Our employers will value the adult education and skills system and actively engage in shaping the adult learning programmes that help them thrive
- (c) Our providers will deliver world class education which leads to sustainable employment and enriches lives.

(d) Cambridgeshire & Peterborough will value the contribution that adult education and skills makes to achieving our economic and social ambitions for 2030

6.0 Conclusion

6.1 It is clear that devolution of AEB presents an ongoing opportunity for Cambridgeshire & Peterborough. To benefit from this opportunity, the AEB team need to continue to build its close working relationships with the 17 providers, the Education & Skills Funding Agency who monitor and evaluate our performance, the DfE who understand its strategic importance and local stakeholders such as the local employers, communities and residents who want to improve the region's skills.

6.2 The AEB is only one source of funding. In order to better align adult skills provision and employment support for residents there is a need to explore how providers are using other funding streams from a range of other sources including employers and government e.g. DWP Health & Social Care Academy, Apprenticeships and Advanced Learner Loans to complement AEB and maximise the impact, reach more residents and improve their chances of progression.

7. SIGNIFICANT IMPLICATIONS

There are no significant implications identified within this report.

8. FINANCIAL IMPLICATIONS

There are no financial implications on the budget as all providers will be procured or awarded grants as per the AEB Reports Allocations paper also presented at this meeting.

9. LEGAL IMPLICATIONS

The Cambridgeshire and Peterborough Combined Authority (Adult Education Functions) Order 2018 (SI 2018/1146) transfers functions from the Secretary of State to the Combined Authority. The Cambridgeshire and Peterborough Combined Authority Order 2017 gives the Combined Authority the general power of competence.

10. APPENDICES

Appendix 1 – AEB Commissioning Strategy 2020-2025

<u>Source Documents</u>	<u>Location</u>
Review of post 18 education and training by August: May 2019	https://www.gov.uk/government/publications/post-18-review-of-education-and-funding-independent-panel-report



**CAMBRIDGESHIRE & PETERBOROUGH
COMBINED AUTHORITY**

Cambridgeshire and Peterborough Combined Authority

Adult Education Budget

Commissioning Strategy 2020-2025

**A Framework for Partnership: Working together to
ensure a world class offer for adult education.**

Cambridgeshire and Peterborough Combined Authority

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1.0 Executive Summary

The Cambridgeshire & Peterborough Combined Authority Adult Education Budget Commissioning Strategy ensures there is an intrinsic link between the priorities set out in the national industrial strategy, the UK social mobility commission, the CPCA independent economic review, the CPCA 2030 ambition statement, the local industrial strategy and the local skills strategy. It adopts a holistic, integrated approach that reinforces the role of skills and the inclusivity of all residents to benefit from economic growth and for nobody to be left behind. It is an opportunity to do something special and to truly make a difference in adult education for the region.

Through consultation and partnership with leaders in adult education and from an analysis of the latest AEB data and research in Cambridgeshire & Peterborough, we have established

i) A move towards

a more strategic, transformational, outcome, impact focused local adult education programme that maintains a strong community learning core. It will be a more place-based and people delivery model that reflects the priorities and needs of the sub-economies of Cambridgeshire & Peterborough. It will show what success looks like in five years time.

ii) a vision

To be the UK's most innovative and adaptive adult education system; for high quality learning that leads to sustainable employment for the low skilled; for prosperous businesses and communities with adult learning at their centre.

iii) A set of priorities

- to target low skilled and low paid residents in the workforce;
- to target people in priority communities by increasing participation in Peterborough and Fenland;
- to target sustainable employment for residents during learning and after learning is completed;
- to improve learning progression onto higher qualifications and onto Apprenticeships;
- to increase self confidence for the low skilled and those furthest from the labour market including ESOL residents and the unemployed
- to increase digital skills for residents with no basic digital skills.

iv) An AEB Commissioning Cycle

It will analyse overall performance, develop policy, commission provision, deliver through the providers and review links to other skills activities

v) Strategic and operational dialogue with the education and training providers

The CPCA will be working in partnership with the education and training providers to achieve the priorities through regular contact and performance reviews

vi) A collective desire to explore changes in policy developments such as

Initiate an innovation fund that develops collaborative projects; extend the low wage pilot for free education beyond £16,009; better destination data and fully fund first full level 2 and 3 for all ages.

It places employers and learners are at the heart of the AEB skills system and creates a culture for individual and collective responsibility to deliver better outcomes. It will be an important conduit for progression beyond entry level and level 1 qualifications and onto level 2 and 3 qualifications and Apprenticeships. The AEB Commissioning Strategy will forge a new way of working between learning

and skills providers, employers, adult residents and communities. Its success will be measured against meeting these priorities.

2.0 Introduction

- 2.1 For Cambridgeshire & Peterborough it is an economic and societal necessity that we improve the skills for adults as they continue throughout life as individuals, members of a community and within their employment career. The areas for improvement for adult education to tackle include lifelong learning, workforce development for the low skilled and low paid, education and training that match labour market needs and in particular for individuals to aspire to progress and be inspired by others.
- 2.2 However, there are challenges to charting the employment landscape in modern economies; creating and reinvigorating a different education and training pathway and how to best develop a culture of lifelong learning. There are ways of facilitating and adapting to a skills environment in which employment needs are rapidly changing as new technologies enter at an ever-growing pace.
- 2.3 To meet these challenges purposeful relationships and partnerships between education, local communities, individuals and employers are key. The aim in this strategy is to create an environment whereby all residents, learning, education and skills establishments and employers are empowered to create economic value added and sustainable employment that benefits the local economy and is supported by an inclusive and dynamic skills offer.
- 2.4 Economic development and technology changes make improving our adult skills vitally important. Future generations are set to face significant tests as they navigate increasingly complicated labour markets influenced by demographic pressures on the nation's productivity as the older non-working population grows and as the challenges of Brexit start to unravel.
- 2.5 The world of work is changing. Digitilisation, globalisation and population ageing are having profound impacts on the type and quality of jobs that are available and the skills needed to perform them. The extent to which individuals, businesses and communities can reap the benefits of meeting these challenges will substantially depend on the readiness of our local adult lifelong learning environment and its ability to help people develop and maintain relevant skills over their working careers for the benefit of businesses and communities. The adult lifelong environment should give adults more and better access to upskilling and reskilling opportunities to increase resilience from rapid structural changes in the economy.

3.0 Commissioning Strategy

- 3.1 To ensure the strategy is inclusive and comprehensive, local training and skills providers have been come together in workshops with CPCA staff to give their input and guide the form, shape and goals of the strategy. All will be able to see aspects of their thinking and guidance in the resulting document and all have "bought-in" to it as a future direction for AEB in our region. Opinions on the strategic direction of adult learning along with locally elected members who have a skills and training brief so that all can see some aspects of the strategy that relate to their local circumstances and successes. This included agreeing a shared set of values, a shared mission for AEB and a jointly held vision of future provision, and the benefits that will bring to citizens, businesses, society and the economy.
- 3.2 We discussed the strategic perspective of AEB or seeing behind; the strategic thinking or seeing ahead and the strategic planning or seeing it through. In other words, the past, present and future of AEB in the region. It was about accepting the past; the present was not acceptable, and the future was the only option. We agreed to champion each other and to craft a set of shared values and beliefs.

- 3.3 As a result this commissioning strategy for the adult education budget seeks to be a vital component in alleviating and overcoming the specific challenges to our society and economy locally. to Cambridgeshire and Peterborough and at the same time understand and work within the challenges of a specific locality context.
- 3.4 It attempts to focus on the key competencies that will impact on individual life chances and economic growth the most such as literacy and numeracy, digital capabilities and employment skills. It will seek to show an education pathway throughout adulthood that will improve the productivity, agility and flexibility of the local labour force, especially in The Fens and Greater Peterborough where the need for this change is greatest.
- 3.5 It will play a key role in creating inclusive economic growth and it sets out an active holistic approach to equipping Cambridgeshire and Peterborough for globalisation by making sure we have the foundation skills that underwrite the services and industries of our future. The strategy seeks to build new bridges between the workplace and progression through learning and engaging employers to a much greater extent in communicating the skills existing and potential employers need for the world of work.
- 3.6 An outstanding education and training market reflects the skills needs of employers, communities and the expectations of learners and the workforce and sets in place clear benchmarks of high quality for education and training.
- 3.7 It will build a new and higher quality capacity within the provider base through fewer, more strategic local partners than in 2018/19, with deeper competences in the development of the skills that will meet our strategic priorities, including social and economic developments; filling the gaps currently present in both capacity to transfer those skills and capability to deliver them.
- 3.8 It will set new standards to meet a new outstanding quality of providers through a forensic monitoring and evaluation of
- Ability and willingness to invest in course and delivery model development for increased outcome efficacy
 - Understanding the local circumstances particular to Cambridgeshire & Peterborough including an integrated approach for economic, social and health and wellbeing priorities
 - Capacity to deliver and grow, demonstrating the existing availability of competent staff
 - Strong leadership capability to deal with unexpected market and capacity issues and adapt in an agile manner to focus on outcomes
 - Current Providers who will be helped to focus and develop their delivery capacity, as part of an integrated skills delivery eco-system, coordinating and collaborating more and competing less, to conserve resources, reduce waste and focus better the right skills in the right place for the local economy and community
- 3.9 To support this, and to bring fresh ideas and approaches in the region, new Independent Training Providers, consortia and community groups will be encouraged to establish a meaningful presence as strategic partners in economic and skills development.
- 3.10 Improving the workforce development and the skills of adults entering and already within the local workforce is crucial to achieving the economic development of Cambridgeshire and Peterborough. There will be a locally responsive adult education budget that reacts to the needs of local

communities, employers and learners so that skills can be a driver for economic growth.

4.0 Key messages

4.1 The key messages in the CPCA AEB Commissioning Strategy will be to develop the future readiness of the local adult learning system in Cambridgeshire & Peterborough by

- moving towards a more strategic, transformational, outcome, impact focused local adult education programme that will concentrate on sustainable employment; social confidence; learning, education and training progression from entry level to level 4; more participants in Peterborough and The Fens. It will significantly contribute to reducing the skills gap in the sector priority areas set out in the Local Industrial Strategy
- using the Ofsted education inspection framework as a means for structuring our strategic approach and in particular the 3i's – intent, implementation and impact or the start, middle and end.
- moving towards a place-based and people delivery model that reflects the priorities and needs of Cambridgeshire & Peterborough including the needs of ESOL, the hard to reach, learners with learning difficulties, loneliness and ex armed forces
- moving towards an agile Adult Education Budget that promotes innovation and collaborative projects that improves the economic, social and health and wellbeing of adult residents
- focusing on the low skilled and the low paid be that in the existing workforce or the unemployed
- recognising the vital social and economic value in community learning and the role AEB has to play in it
- recognising that 2019/20 is a year for developing relationships between the CPCA, stakeholders, businesses and providers with an expectation that 2020/21 and 2021/22 will be the years where outcomes will be embedded and more clearly achieved
- understanding that an honest, trusting and effective working local partnership between local businesses, individuals, education and training providers, communities and the CPCA is vital to achieve a successful adult learning programme
- reducing barriers and enhancing the opportunities for adult education participation by making education and training provision flexible and adaptable to meeting the needs of businesses and resident adults
- ensuring there is a connectivity with the local schools network and other skills programmes including Apprenticeships, the local skills brokerage service, the University of Peterborough and the National Retraining Scheme
- being clear what success looks like through a greater impact of AEB on learner progression, more sustainable employment, more pay, reduced skills gaps and more socially confident and effectively contributing residents

5.0 National Skills Context

- 5.1 As the economy changes and progresses towards 2030, the more able who can develop their skills and adjust their career path to take advantage of the high skilled jobs which will be created will benefit and those who cannot are more likely to be trapped in insecure, low level, low paid non-routine jobs. As the demand for jobs needing academic knowledge and information processing skills increases, adults need to spend longer in formal education be that part time or full time. There needs to be a balance between equipping adults with a general education to prepare for further study and providing more employment specific skills.
- 5.2 The importance of a wider set of skills is being increasingly recognised internationally such as finding people who can manage time and prioritise tasks, possess customer handling skills and are a good team worker. It is about how
- skills are promoted that matter for the economic prosperity and social cohesion of Cambridgeshire and Peterborough;
 - we ensure all adults are empowered to equip themselves for future jobs;
 - we raise the recognition amongst employers of the value of investing in the workforce skills;
 - we improve the quality and business relevance of all educational and training establishments.
- 5.3 Career paths today are more dynamic than in the past; spanning multiple roles in multiple fields. For some this is life enriching but for others it can be daunting. There are clear links to lifelong learning, national prosperity, reduced inequality, improvements in emotional wellbeing and social cohesion. The role of the adult education budget is to assist in inspiring adults to aspire and reach their maximum potential as a resident and a learner.
- 5.4 To meet this, the national industrial strategy aims to boost productivity by backing businesses to create good jobs and increase the earning power of people throughout the UK with investment in skills, industry and infrastructure; building a Britain fit for the future. The industrial strategy deliberately strengthens the five foundations of productivity: ideas, people, infrastructure, business environment and places. The CPCA AEB Commissioning Strategy will assist the national industrial strategy by enhancing the skills of its residents particularly residents with low skills and improving their sense of place and belonging.
- 5.5 To look at how any national funding changes could assist the progression from secondary education to further and higher education and the skills demands of the future the Augar Report was published in May 2019. It was a detailed analysis of post 18 education in the UK and the funding issues faced by the sector. The view of the report was that post 18 education should be a lifelong experience available to all, irrespective of age, situation or income. It highlights that further education holds the key to improving social mobility and improving productivity. One of its primary headline recommendations was to offer a first free full level 2 and 3 qualification for all learners. This recommendation is one the CPCA will seek to explore introducing locally by 2021/22.
- 5.6 To assist our sense of place and belonging, the social mobility commission in the state of the nation annual reports has turned the spotlight on areas which stop disadvantaged people being able to fulfil their full potential. They highlight the need to making sure there are informed choices to find a job that is fulfilling and the choice to stay where you grew up. It exposes there is no longer a simple north – south divide but many hotspots and coldspots in all parts of the country including Cambridgeshire & Peterborough.

- 5.7 To inform adult and community learning, the national Integrated Communities Strategy and the latest ESOL strategy reflect the importance of English language in achieving a number of different social and economic outcomes and how we must all work with businesses to encourage learning in the workplace. At the heart of the matter is learning. It emphasises stage not age and a fair and equitable rebalancing of resources to reflect need to support people to lead productive and fulfilling lives for longer.
- 5.8 In association with these is a national strategy for tackling loneliness. It understands the link between having strong and meaningful social connections and living a healthy and successful life. Having more connected communities means a more thriving, productive economy in which we can all contribute. It sets out a powerful and positive vision of how we can support people to build stronger relationships and it is for everyone to play a part in making regions like Cambridgeshire & Peterborough a more friendly and supportive place where we can all flourish.

6.0 Local strategies for skills

- 6.1 The Cambridgeshire and Peterborough region plays an important part in the UK economy overall. With its strong knowledge base and prosperous communities, Cambridgeshire & Peterborough's Ambition 2030 is to make our region the best place in the world to live, learn and work.
- 6.2 Within the CPIER, the CPCA region is uniquely defined by three distinct economies with differing sector specialism and social and economic skills needs. Namely, Greater Cambridgeshire (Cambridge and South Cambridgeshire); Greater Peterborough and the Fens. It is a microcosm of the UK; along with impressive internationally renowned success there is significant spatial inequality. It is one unified economy with three quite different ones within it who are seeking to strengthen their linkages but recognise that differences exist and each wants to ensure an approach tailored to its own needs.
- 6.3 As a consequence, the CPCA Skills Strategy aims to grow a successful, globally competitive economy grounded in high skilled, better paid jobs, increased productivity and strong communities through an inclusive world class local skills eco-system that matches the needs of our employers, learners and communities. The strategy is a blueprint for maximising the skills of its residents to drive up productivity, enable economic growth and support social inclusion.
- 6.4 To meet the aims there are three primary themes
1. Achieve a high-quality offer tailored to the needs of the three sub economies
 2. Empower local people to access education and skills to participate fully in society, to raise aspirations and enhance progress into further learning or work
 3. Develop a dynamic skills market that responds to the changing needs of local business
- 6.5 The key challenge relates to the underlying need to broaden the base of economic growth whilst securing the continued success of Greater Cambridge; raising productivity across the wider economy. This will ensure that the whole of the Cambridge and Peterborough grows more high-quality jobs, improving business output and providing better opportunities and outcomes for people. In the local industrial strategy, there are five pillars to enhance productivity, one of which is People, which sets out how education and training will be improved to ensure business has the supply of skills it needs and that people are provided more and better opportunities to fulfil their potential.
- 6.6 There is an overriding imperative to make sure all individuals in employment reach their full potential and an understanding of the planning and activity that is required to achieve this such as jobs with

achievable career pathways; inclusive workforce development strategies and implementation plans; higher value jobs with realistic chances of promotion and better pay and a recognition of an employee's role in improved productivity, and as part of that, the vital role of the local community.

- 6.7 Specifically, the adult education budget will change how it is invested and the related outcomes for individual opportunity and business needs in order to meet the People's objective. The focus on lifelong learning will ensure there is an inclusive system for adult education that enables local people to upskill or retrain at any point in their lives and helps to close the gap between the skills people have and the skills the economy needs.

7.0 AEB Context

- 7.1 Devolution of the Adult Education Budget to the CPCA was agreed in the Devolution Agreement of November 2015. Local devolution has put the Combined Authority in control of AEB funding delivery from the 2019/20 academic year. It has enabled a closer link between employers, local communities and the education and training curriculum offer.
- 7.2 AEB will engage adults and provide them with the skills and learning needed for work or further learning. It will improve employability skills including communication, self-confidence and attitude to work and enable people to contribute to the social wellbeing of their community. It will enable more specific programmes of learning to help those furthest away from the market place of work and learning.
- 7.3 Providers of adult education currently deliver a range of important learning in our community, including: literacy, numeracy, English Language, skills for employment, family literacy and learning. Most is through colleges, local authorities and independent training providers and much of it has been successful in transforming lives for learners with people acquiring knowledge and skills that has helped them to secure employment and progress into work and to further learning.
- 7.4 The CPCA has an opportunity to work with providers, learners and employers in simplifying the system and to demonstrate the advantages of a devolved skills administration and delivery.

8.0 Context Conclusion

- 8.1 The national, local and AEB context stresses the vital role of skills to a holistic approach for improving no matter what their circumstance.
- 8.2 The AEB Commissioning Strategy logically flows from the vision, key priorities and messages of the Cambridgeshire & Peterborough Independent Economic Review; the CPCA 2030 Ambition Statement; the National Industrial Strategy; Local Industrial Strategy and the local Skills Strategy. It is heavily influenced by the social mobility commission report: the state of the nation and recognises the strategic priority for upskilling the least qualified in the area and how that assists community cohesion and a sense of place and belonging for local residents.

9.0 Vision

From the national, local and AEB context, the Cambridgeshire & Peterborough Combined Authority adult education vision is

- **to be the UK's most innovative and adaptive adult education system**

- for high quality learning leading to sustainable employment for the low skilled
- for prosperous businesses and communities with adult learning at their centre

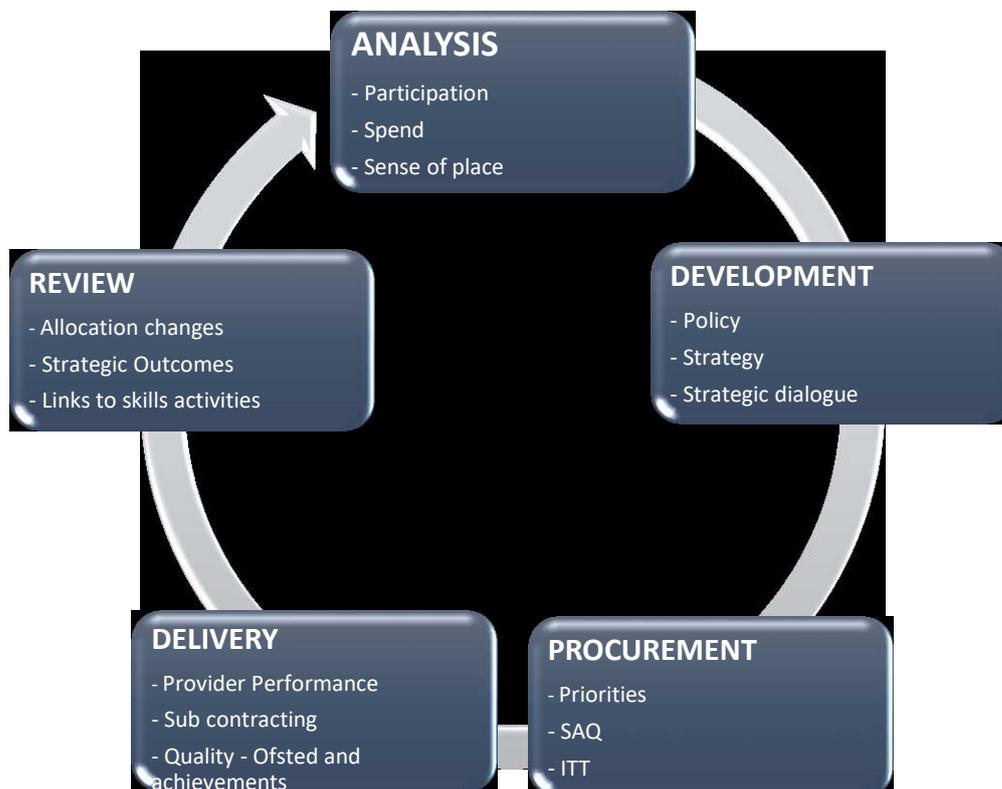
10.0 Overview of an AEB Commissioning Cycle

To meet the vision and to ensure the AEB is commissioned, allocated, procured and appropriately spent, the CPCA has developed a commissioning cycle that will have a central role in ensuring the provision we offer sufficiently meets local need. It is designed to support the residents of Cambridgeshire & Peterborough and to ensure effective monitoring and evaluating of the delivery of the AEB education and training providers in meeting the CPCA’s AEB strategic priorities.

2019/20 will be the first year of a commissioning cycle that will have five components –

- i) analyse
- ii) development,
- iii) procurement,
- iv) delivery
- v) review

AEB COMMISSIONING CYCLE



11.0 Purpose and Principles of the Commissioning Strategy

11.1 Purpose

11.2 The purpose of the commissioning strategy is to set out Cambridgeshire & Peterborough Combined Authority’s priorities for allocating and funding the devolved Adult Education Budget (AEB) which will have a vital role in Cambridgeshire and Peterborough’s growth and reform agenda. Our

commissioning approach will involve a combination of plan-led grant funding and procured provision. In Cambridgeshire and Peterborough, this means high quality provision which leads to demonstrable improvements in opportunities, positive outcomes for individuals and clear progression pathways for our residents, with a clear line of sight into the local labour market and future economic development opportunities.

11.3 Key Principles

- 11.4 The CPCA strategic ambitions from the Cambridgeshire Peterborough Independent Economic Review and the Skills Strategy have given rise to clear adult education budget principles for managing the devolved AEB, for both procured and grant funded provision;
- a. Employers and learners are at the heart of the AEB skills system
 - b. A mutually beneficial system that improves social and economic development
 - c. Create a culture for individual and collective responsibility to deliver better outcomes.
 - d. The focus is on achieving positive outcomes and a positive impact for residents supported by robust initial assessment, individual learning plans and careers advice and guidance to aid progression within learning and into work.
- 11.5 The AEB devolution is a long-term journey of transformation towards making commissioning decisions on a learner centred and forward looking strategic priority basis rather than on a historic transactional basis in the delivery of learning aims.
- 11.6 The CPCA will ensure the AEB market is open to high quality providers of all kinds who want to build a strong place, focused relationships with the CPCA and with local businesses and residents in order to provide the best value for money through alignment with the wider skills and employment system. The CPCA will encourage more collaboration between providers through consortium projects and even Commissioning into the future and proactively generate interest from local community groups.

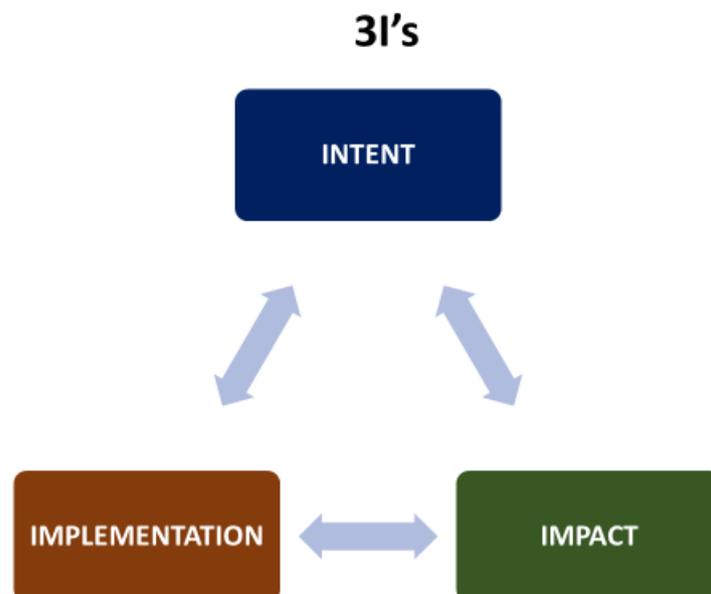
Within 2 years we expect all our providers to e will expect all providers to have at least a good grade at their last Ofsted inspection and any new providers a strong quality assurance and improvement process. The Education Inspection Framework for adult education stresses the importance of **intent, implementation and impact** of learning on behalf of the learner. This framework will be used as a structure to inform the strategy namely:

- **Intent** builds on curriculum design, coverage, planning and appropriateness. It sets out for this adult commissioning strategy
 - a harnessing of partnership and togetherness between learning providers, local authorities, the CPCA, employers, residents and communities
 - it puts lifelong learning at the heart of a community and employer
 - it moves more from low skills to wider skills including communication and self confidence
 - an improved set of social skills and a better social contribution from adult learners
 - better physical, mental health and wellbeing of learners.
 - productivity improvement so that hard work in learning pays off for both the employ in efficiencies and the learner raised wages
 - a specific focus on the rising ESOL population and to improve ESOL progression
 - an adaptable and agile adult learning environment for residents, employers and communities
- **Implementation** assesses delivery and in particular the inputs and outputs or funding

expenditure, adult learning participation and achievement

- A funding distribution shift that drives a more purposeful and impactful adult and learning education and training system
- Independent and impartial careers education information advice and guidance
- Pursuing outstanding quality of teaching, learning and assessment with continuous improvement
- Qualifications and non-qualification provision that match sectors locally
- Increased employer specified and commissioned provision
- Cross supplier commissioning and collaboration as an integrated offer that maximises expertise whilst providing choice
- More inclusive participation from programmes such as family learning
- **Impact** sets out the success of the intent, the destination of the learners, their progress and knowledge and skills development so that
 - More people move into employment especially in Peterborough and Fenlands where unemployment is highest
 - More people progress through employment
 - More people progress in learning and onto higher qualifications and Apprenticeships
 - More people access higher pay
 - More people socially self confident and societally contributing
 - More employers have their skills needs met
 - More integrated communities with people learning new skills in adult education
 - More people with basic digital skills
 - A more inclusive economy where the societal and economic difference are reduced
 - A robust adult learning environment that provides a foundation for lifelong learning

Each year we will show that AEB has changed people's lives for the better.



12.0 Adult Education Budget data and research analysis

- 12.1 By analysing the impact of the 2018/19 adult education budget, before it was devolved to the CPCA and the level of skills and education deprivation, it will provide a sense of place and

understanding of the issues in Cambridgeshire & Peterborough and provide a baseline of data to determine the AEB priorities for the next five years.

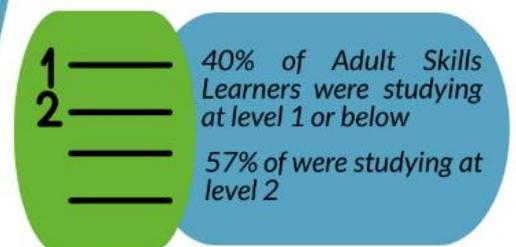
12.2 The information shows how many learners participated in adult education, their age profile and how many were unemployed and met their statutory entitlement. It sets out the clear geographical deprivation hotspots for education and skills; the share of low and high qualifications; the split of the AEB expenditure across the three sub economies; the earning disparities and the subject areas studied.



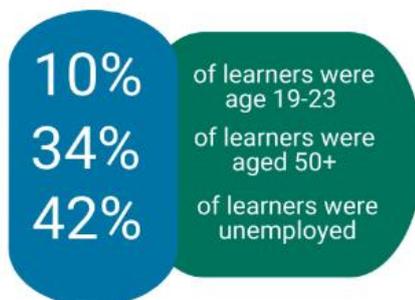
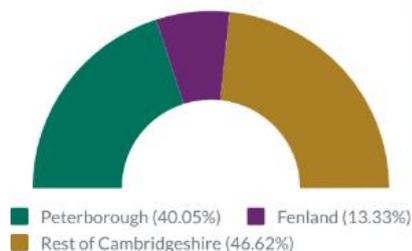
Learners

In 2018/19 the Adult Education Budget supported 15,176 learners

Note: As a learner can enroll in multiple learning aims an individual may have taken part in both Adult Skills and Community Learning aims

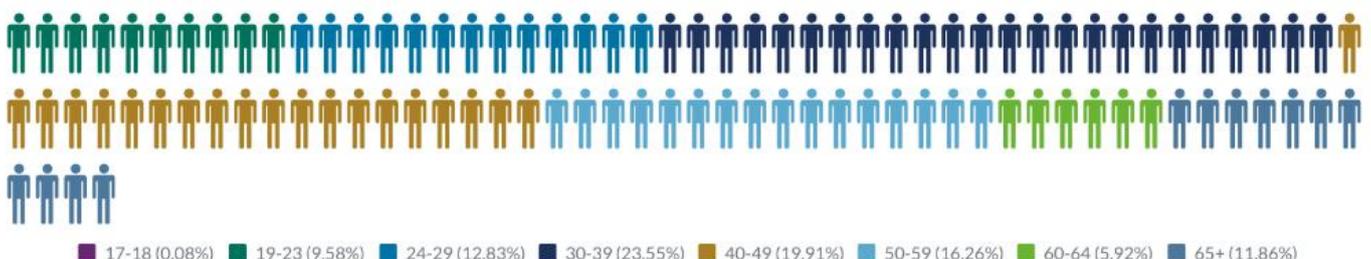


40% of Adult Skills learners lived in Peterborough



14% of Learners considered themselves as having a learning difficulty/disability and/or health problem

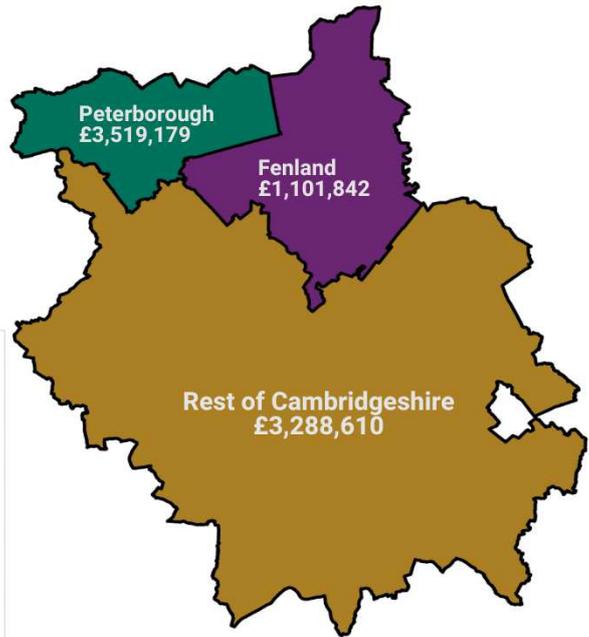
Learners by Age



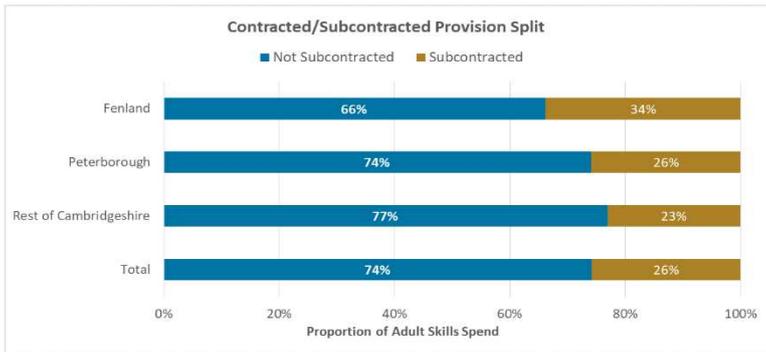
Adult Skills Funding

£7.9 million Adult Skills funding was allocated to Cambridgeshire and Peterborough in 2018/19 (Aug-July):

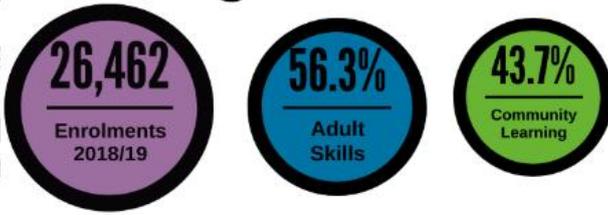
- 44% of the allocated Adult Skills spend went to Peterborough learners and 14% to Fenland learners
- 26% of the Adult Skills spending was subcontracted.



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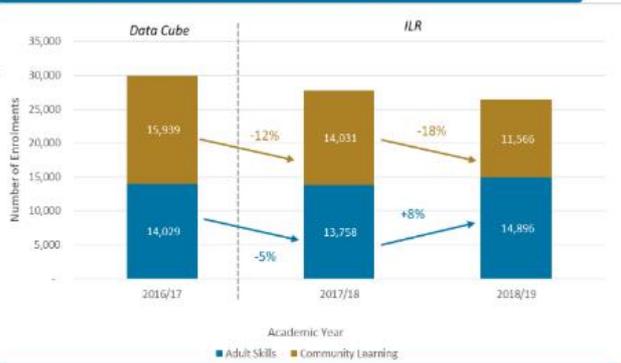


Enrolments and Learning Aims



- 81% of learning aims resulted in achievement
- 10% of learning aims resulted in no achievement

Change in Number of Learning Aims by Type - 2015/16-2017/18

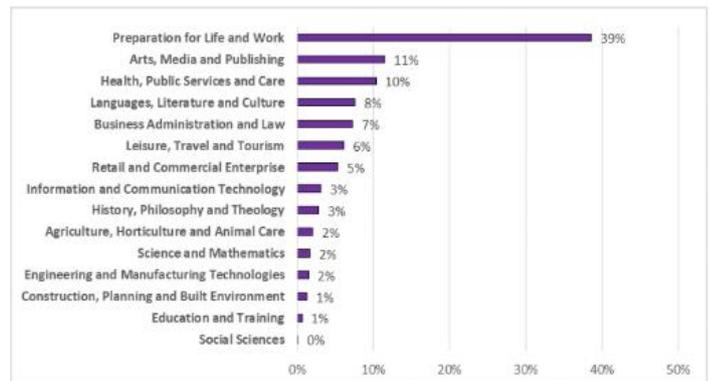


Compared to 2017/18

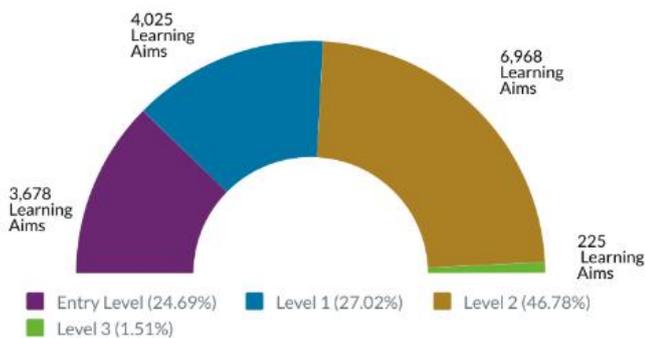
- 5% All enrolments
- 8% Adult Skills enrolments
- 18% Community Learning enrolments

Learning Aims by Subject Sector

39% of Learning Aims were on Preparation for Life and Work



Adult Skills Learning Aims by Level



Employment

Unemployment

4% of working age population are unemployed, compared to 5% nationally.

Peterborough (6%) and Fenland (5%) unemployment are both equal to or higher than the national average.

Source - Annual Population Survey, Three Year Average 2016-2018, ONS

Earnings

£10,665



Difference between the highest average annual wage in South Cambridgeshire and the lowest in Peterborough.

Source Annual Survey of Hours and Wages, 2018 ONS

Top Employment Sector



14% of CPCA employment is in the wholesale and retail trade

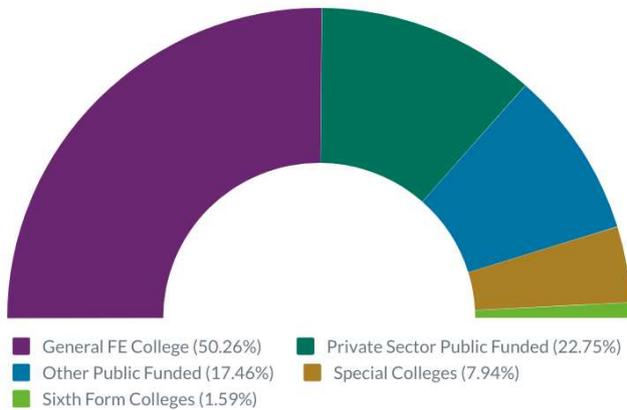
Providers

- Out of 189 Providers 15 were headquartered in or within 10 miles of Cambridgeshire and Peterborough
- 109 had 10 learners or less

Top Five Adult Skills Providers (By Funding)

Provider Name	Adult Skills Enrolments	Adult Skills Funding
Cambridge Regional College	3,910	£2,146,746
Peterborough Regional College	2,081	£1,431,691
Peterborough City Council	1,894	£770,173
Cambridgeshire County Council	1,238	£570,177
The College of West Anglia	324	£312,410

Providers by Type



2018/19 Adult Education Provider Headquarters



13.0 Transformation

- 13.1 AEB is the foundation for achieving the corporate CPCA skills priorities and for ensuring all residents have the opportunity and realistic potential to equally share in the region’s economic growth and ambitions to 2030.
- 13.2 To move to a more transformational outlook from AEB expenditure and learning activity, the focus of the priorities is on long term sustainable outcomes and impact. The data analysis and the national and local context for adult education show the polarisation of skills and education levels in Peterborough and Fenland to Cambridge and the south of the region; the enhanced need to progress through learning as the economy grows; the drive towards a more productive higher skilled economy; a holistic integrated approach to economic development that must include community cohesion and an improvement in self confidence for residents further from the labour market.
- 13.3 The devolution of AEB offers an historic opportunity to simplify the system and make it easier to navigate for learners and employers. It also provides a means to strengthen the local provider base by developing longer-term and deeper relationships with fewer providers.
- 13.4 Devolution of the AEB is the beginning of a journey towards creating a local skills strategy to support Cambridgeshire & Peterborough overarching ambitions for its residents and the local industrial strategy. We are determined to ensure it delivers on its crucial role in securing skills that employers require and delivering better outcomes for residents, aligning the devolved AEB with other reform initiatives such as Apprenticeships and the national retraining scheme.

- 13.5 To increase productivity and promote an inclusive and evenly distributed economic growth dynamic in Cambridgeshire & Peterborough there must be a flexible and responsive skills and employment system which puts the needs of learners and employers at the centre of what we do and have a strong focus on a sense of place for Cambridgeshire and Peterborough.
- 13.6 In support of these ambitions, devolution of the AEB formed a landmark agreement within Cambridgeshire and Peterborough's ground-breaking devolution deal. Providers will need to understand how much of their delivery is to residents of devolved and non-devolved areas.

14.0 AEB Background

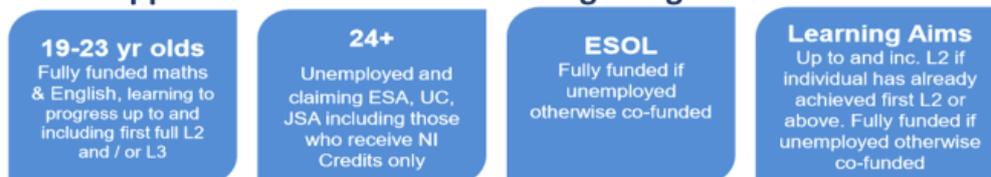
- 14.1 The AEB is a single funding stream replacing what had previously been three separate budget lines: The Adult Skills Budget (namely skills provision for adults aged 19 years and above), Community Learning and Discretionary Learner Support. It encompasses a range of statutory entitlements for learners, including the right to fully funded provision for basic English and maths qualifications and depending on the resident's age and employment status, an entitlement to a first full level 2 and first full level 3 qualification.

What does the AEB currently fund?

AEB supports a set of four statutory legal entitlements:



AEB supports learners in the following categories:



Devolved AEB will not support:

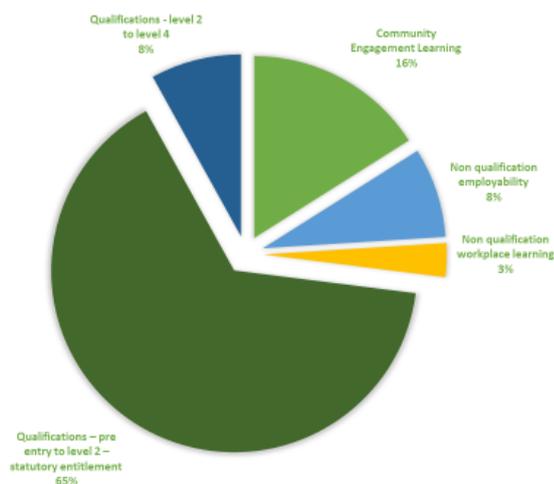
- Apprenticeships / 19-23 Traineeships and related provision.
 - Adult offender learning and related provision.
 - 16-18 provision.
- 14.2 It is part of a wider education and skills landscape most of which is not devolved but will be retained by central government and its agencies, including apprenticeships and traineeships for learners of all ages, 16-18 activity, technical and higher education, offender learning and student loans.
- 14.3 We must respond to sudden changes in the employment and business landscape and for priority cohorts of residents who might need additional support to access the opportunities that are available who are disadvantaged in some way or who disproportionately face barriers in learning and employment.
- 14.4 The devolved AEB will be part of a transformational education, skills, employment and health system that delivers an incremental improvement in the basic and general skills needed for life and work particularly for English, maths and digital skills. In addition, the local skills system will deliver the higher level and technical skills needed to drive productivity and in particular in the priority sectors

set out in the CPIER and the skill strategy. The AEB will be a key strand of activity supporting the progression within the broader delivery of CPCA skills and employment system linking other provision including technical education and apprenticeships.

The funding in 2018/19 was analysed across community learning and adult skills as

AEB FUNDING

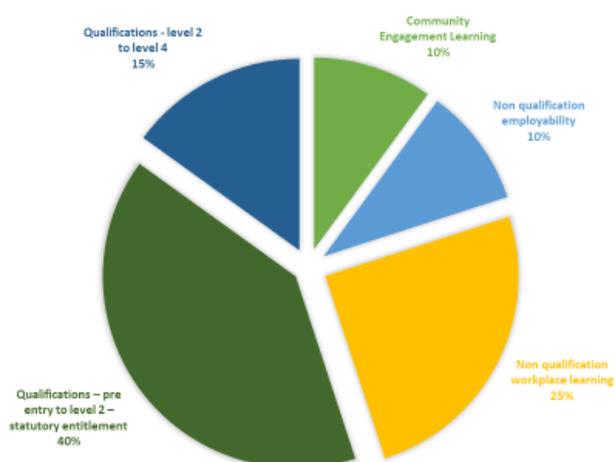
2017/18 AEB funding split
 - 0% innovation funding
 - minimal leverage funding



From 2020 the aim is to change the AEB funding into

AEB FUNDING

2020/21 onwards
 - Innovation funding 10%
 - Leverage funding



15.0 Community Learning

15.1 Community Learning is an essential component of the AEB. AEB is often the sole or the largest provider of funding for community learning in a locality. It is delivered in the local community. It often fits within a local authority and with other services and partners who work with adults. The CPCA recognises the many benefits non regulated Community Learning activity brings in supporting the

removal of barriers to employment. The successful local authority providers demonstrate how any initial engagements activities will support progression and ensure there is a clear pathway of education and learning even where there is a very short timescale of provision.

15.2 Community Learning Providers share a mission to provide education, skills and learning that give adults a second chance and support their employment prospects and well-being. They have the capacity to support those most disadvantaged and are cost effective and entrepreneurial, using their funding to generate other forms of funding. They provide a unique service and have been vanguards in working with local communities on difficult issues such as securing employment for long term unemployed, supporting community cohesion, troubled families, refugees, improving mental health and family learning through education.

15.3 Community Learning allows social integration, civic engagement and increased volunteering. It enables a decline in anti social behaviour, reduced costs in welfare and supported progression for people on low incomes with low skills. It provides a transformative opportunity to those who are least likely to participate and helps to develop their motivation and improves their wellbeing. It encourages collaborate working and brings people together from different backgrounds, cultures and income groups.

16.0 **Low wage pilot**

16.1 The government announced a new one-year trial for the 2018/19 funding year to enable more eligible adults to access Adult Education Budget funding. The aim is to help increase adult education participation and lift social mobility barriers to learning for those who would not otherwise engage due to course fees being unaffordable. It will also support those that are in low paid employment and are wanting to further progress in work and in their chosen career.

16.2 The current AEB rules do not take pay into consideration, so to assist, the eligibility rules in the CPCA will be relaxed for individuals over the age of 19 earning less than £16,009.50 annual gross salary and AEB will pay for the full cost of a course. This is in line with other Mayor Combined Authorities and the Greater London Assembly. We will review increasing the threshold on an annual basis.

17.0 **Challenges**

17.1 The demand for skills provision outstrips the resources available. We will take the opportunity presented by devolution to enhance the focus on place, on the impact and outcomes for learners and employers and on making certain that provision aligns as closely as possible with the skills needs of CPCA employers and the priority sectors set out in the local industrial strategy and the skills strategy namely **life sciences, digital and informational technologies, advanced manufacturing and materials, agri-tech and health and social care.**

17.2 The AEB and the skills provision that it purchases warrants a strong strategic focus, recognising the important proactive role that can be played by training providers of all types; not just as receivers of funding but as vital strategic planning and delivery partners at the centre of the communities and economies they serve. The CPCA are seeking to build stronger links between AEB provision and the local economy, assisting local residents to enter and progress within learning that is relevant to jobs in the local labour market.

18. **Performance Evaluation and monitoring – the nature and pace of change**

- 18.1 AEB devolution will involve working with providers to focus on individual learners, progression and positive outcomes. There will be a focus on improving the intelligence that is available about progression and outcomes. A better balance is required between the volume of qualifications being delivered and evaluating the qualitative impact that AEB learning has for individuals and for the local economy.
- 18.2 As more robust and reliable information about 2018/19 becomes available, it is still not prudent in the first year of operation to make significant and substantial changes to funding policies and model. Our sole change in 2019/20 has been to honour the low wage pilot commitment. However, we will not be viewing previous years as a year zero but will be expecting a smooth transition from a transactional relationship to more transformational agenda that through incremental changes better meets the skills priorities and more extensive learner outcomes. There will be quarterly reviews with providers and the CPCA to understand performance and to influence future funding allocations.
- 18.3 The importance of developing an effective operational and strategic dialogue between CPCA, the AEB providers and our major stakeholders such as the local authorities and community groups cannot be overstated. This is where there will be substantial difference from before August 2019 with a clear expectation that local priorities are well understood in the devolved area and that the AEB is focused towards meeting the priorities.
- 18.4 There is the option in Devolution, however, for local freedoms and flexibilities that were not previously available in the national model for making a local set of offers available to respond to local employer, learner and community skills needs. It will support adults at lower skills levels who want to re-engage with learning and their local labour market but for whom qualifications are not the key goal. The CPCA is seeking to extend the freedom and flexibility approach by enabling providers to outline the packages of support that the learner requires to support progression. The CPCA will through dialogue with providers and local stakeholders and partners will enact changes to funding in the second and third year that will enhance the possibility of achieving our AEB priorities. There will be a consultation on any proposals before the end of 2019.
- 18.5 Funding support for learning and the learner is an indispensable part of the funding mechanism and crucial for enhancing the quality of provision for learners in disadvantaged area and for learners with a learning difficulty and/or disability. We will explore in partnership with education and training providers if learning support can be expanded to improve retention and learner attainment and achievement rates.

19.0 Strategic dialogue - working with providers

- 19.1 In the first year, the principal changes planned will be around working closely with providers, whether funded through a grant agreement or contract for services, to develop improved analysis of learner journeys and destinations with a focus on positive outcomes for individuals and tracking learner progression or **transformational** rather than simply measuring delivery and achievement of learning aims or **transactional** without understanding whether those achievements improve an individual's employability and quality of life.
- 19.2 In 2019/20 there was a dual approach to commissioning in the first 3 years, building on the principle that AEB is for the long term and will be part of a skills system that supports the local industrial strategy, there will be a combination of a grant funding agreements and procured contracts for services.

- 19.3 The key considerations for each approach for the Combined Authority were;
- a. CPCA established grant funding arrangements with further education colleges based in the area or with substantial delivery sites and with a main office within a 10 miles radius which currently deliver AEB funded provision.
 - b. They were part of the CP state-maintained system of public education and its associated asset base and infrastructure which is funded wholly or mainly from the public purse and which has CP residents and place as the primary focus of their activity.
 - c. These providers cannot choose not to engage with policy changes nor can they shift their core business focus or suddenly cease operating; the FE regulatory framework and FE insolvency regime recognise the particular position of colleges and provide additional protection for learners which does not apply to learners in other education institutions.
 - d. The memorandum of understanding between DfE and CPCA requires CPCA to minimise the risk of insolvency of any further education institution in the combined authority area.
 - e. They are subject to different and stronger strategic priority arrangements than are currently set out by the ESFA.
- 19.4 Other providers that intended to deliver CPCA funded provision to Cambridgeshire and Peterborough residents in 2019/20 were required to tender for a contract for services; 43 national providers applied and 5 providers were successful who were allocated a total of £2.053m; the largest received £537,000 and the smallest £131,000. The CPCA does not wish to limit learner choice or exclude valuable specialist provision and niche provision from the market.

20.0 Value and Beliefs

- 20.1 We are determined to develop effective high trust relationships with providers and partnerships or consortia delivering positive long-term impact for local residents.
- 20.2 The shared beliefs and values will be part of the adult learning communities culture.

We will

- Bring opportunity and prosperity to all
- Change People's lives by enabling progression
- Develop better individuals who make a positive contribution to society
- Raise aspirations for all
- Put the community, business and individuals at the heart of what we do
- Transform lives through learning

20.3 We will provide together

- An absolute focus on quality and value for money
- A constant pursuit to achieve the best outcomes and impacts for residents, employers and communities

20.4 We will be

- Creative
- Adaptable

21.0 Funding Rules, Rates and Eligibility

- 21.1 The AEB allocation from the DfE to the CPCA was calculated on the basis of residency within the CPCA

area. From 2019/20, CPCA's devolved funding can only be used to support CPCA residents.

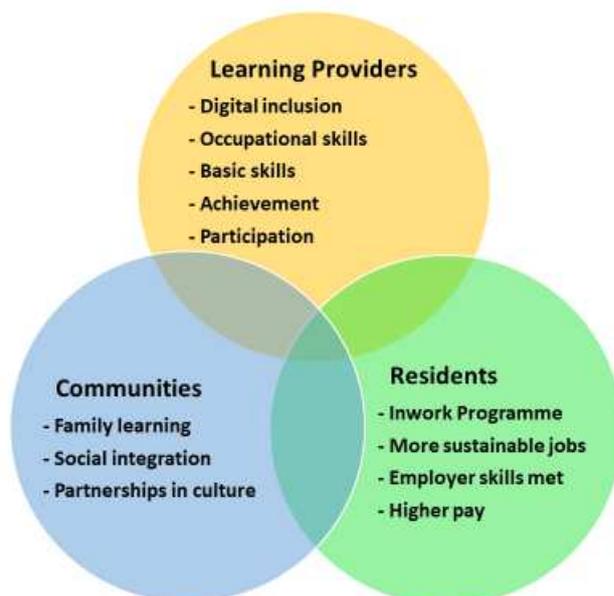
- 22.2 CPCA will make use of the freedoms and flexibilities afforded by devolution in relation to its funding rules, rates and eligibility criteria. In the first year, however, the focus will be on working with providers to build robust evidence which will underpin any future changes.
- 22.3 The CPCA will work with providers who have a strong performance focus on the outcomes we are seeking. We want to develop and test changes to elements of the policy entitlements e.g. fully fund some provision or increase the rates for particular priority sectors or geographical areas through a joint and agreed approach.
- 22.4` Contracts were awarded from the procurement process will last for one year and thereafter we reserve the right to extend contracts on an annual basis up to and including 2021/22 which is a maximum period of three years (or one year plus one year plus one year). Any contract extensions will be subject to funding availability, the provider's delivery and performance against contract and skills policy. This should enable providers to plan and build capacity with a level of surety.

23.0 Sub-contracting

- 23.1 Many providers tender on a sole basis but based on our analysis of 2018/19 26% of learners access provision from a sub-contractor of a main provider. As such we expect that collaborative partnerships and consortia of providers and sub-contracting arrangements will be a feature of the CPCA AEB landscape.
- 23.2 Sub-contracting arrangements and the associated fees are a contentious area of discussion. Providers and colleges may work with supply chains of their choosing and good subcontracting can add real value for learners, providing an opportunity for niche providers to for example work priority cohorts in isolated geographical areas in a flexible way. On the other hand, excessive subcontracting can lead to funding diverting from the front line to pay management fees.
- 23.3 In the AEB pre-information notice sent out prior to the AEB soft market testing event in October 2018, the questionnaire beforehand and subsequent feedback suggested that the vast majority of providers accepted a management fee limit of 20% for any sub-contracting and the CPCA enacted this as official local policy. The CPCA will consider an increased limit for sub-contracting but only under exceptional circumstances for the future following a detailed discussion with the provider.
- 23.4 Also, sub-contracting towards the end of the funding year was often used by some providers in the past as a means of avoiding returning unspent AEB money and can result in significant volumes of poor quality sub-contracting. For this reason, the CPCA put a 20% contract value limit on sub-contracting and anything above this value requires CPCA approval.

24.0 Outcome Commissioning

Outcome Diagram



- 24.1 To meet and influence a more transformational strategic priority dialogue between the CPCA and providers and in dialogue with the adult education sector the CPCA is exploring the possibility of an incremental shift to payments by results. The results will be more outcome driven rather than output driven and the outcomes will match the local AEB priorities.
- 24.2 The intention is to have a contract with no payments by results in the first year, then to have it as part of the contract in later years. The exact details need to be finalised. The CPCA has initially investigated where there has been successful outcome commissioning process such as education in Scotland or in the National Health Service for stopping smoking but recent experience in the probation service means that we and other combined authorities want it to be part of the commissioning process but need more clarity on how it will work in practice.

We will research with other MCAs and the GLA the impact of introducing an AEB outcome commissioning process.

25.0 Conclusion

- 25.1 The intention is to deliver a world class offer for adult education and learning that mirrors and works in harmony with the internationally renowned higher education offer in Cambridge. The CPCA AEB commissioning strategy will help to achieve this success and maximise the return on investment in skills but in order to do so, we must influence and increase both the demand for, and supply of, relevant training provision including community learning and relevant skills pathways and in the context of the economic ambitions of Cambridgeshire & Peterborough as set out in the CPIER.
- 25.2 The strategic dialogue with education and training providers will play a pivotal role through concentrating on the outcomes and in particular on the intent, implementation and impact of AEB and how this is achieving the corporate CPCA priorities of a holistic and integrated approach to economic growth and development.

25.3 Signs of success from implementing the commissioning strategy will be a clear and cogent achievement of AEB through a partnership focus on the outcomes of learning achievements on business needs, community needs and the needs of residents. There will be an obvious and direct link between AEB and more sustainable employment; an increase in average pay that is less polarised; more self-confident residents who need the most support to find employment or contribute to their community or family living; more progression through learning that results in more level 2, level 3 and level 4 learners and more adult education participants in Peterborough and the Fenlands. The key to success will be to work in partnership across the region.

Reference

OECD – February 2019 – Future-Ready Adult Learning Systems

Cambridgeshire & Peterborough Combined Authority – Skills Strategy Framework – Developing Talent – Connecting the Disconnect – June 2019

CPCA – July 2019 – Local Industrial Strategy

FETL – Adopting global skills innovation for the UK – RSA – May 2019

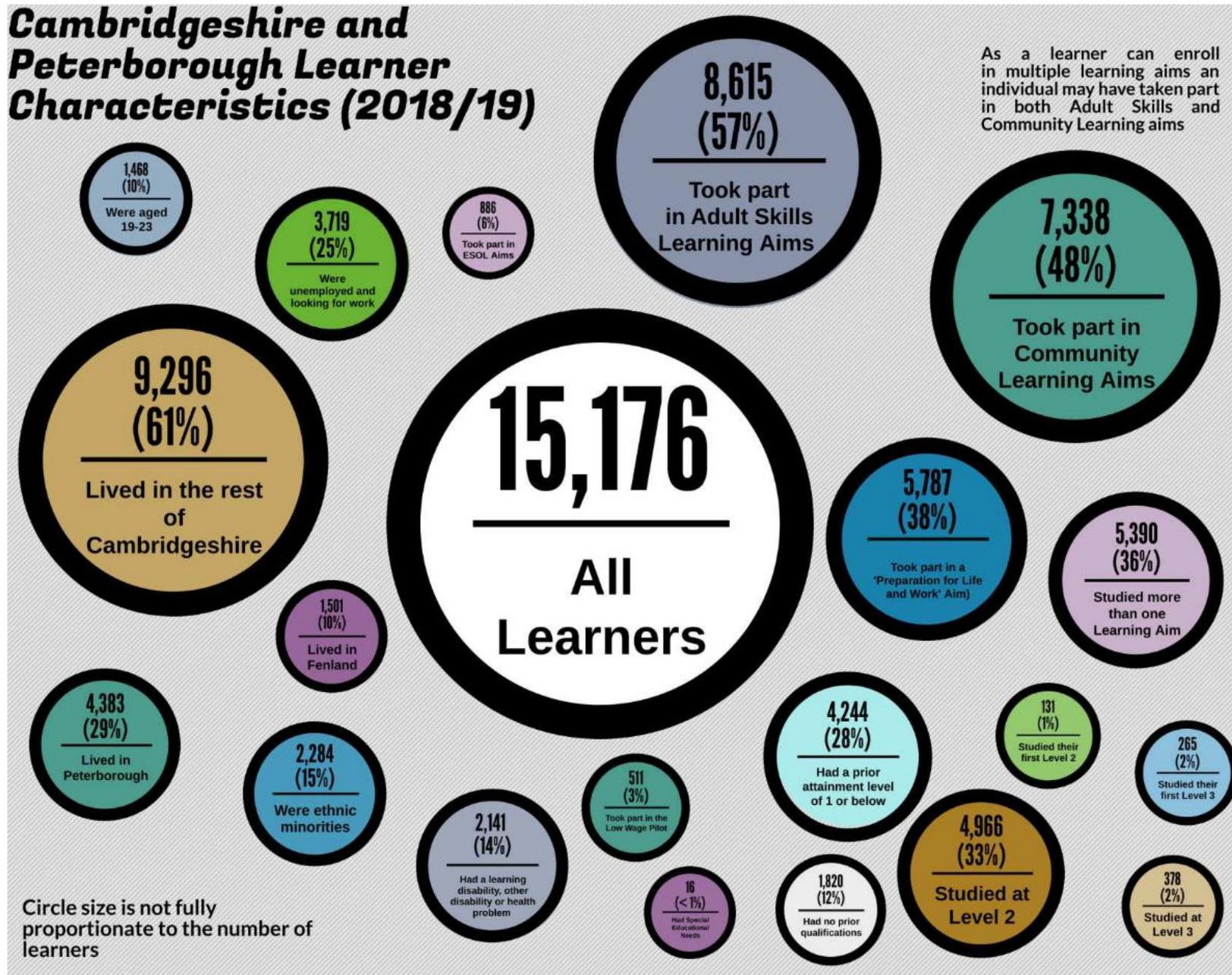
CPIER – Cambridgeshire & Peterborough Independent Economic Commission – September 2018

Strategy on Loneliness

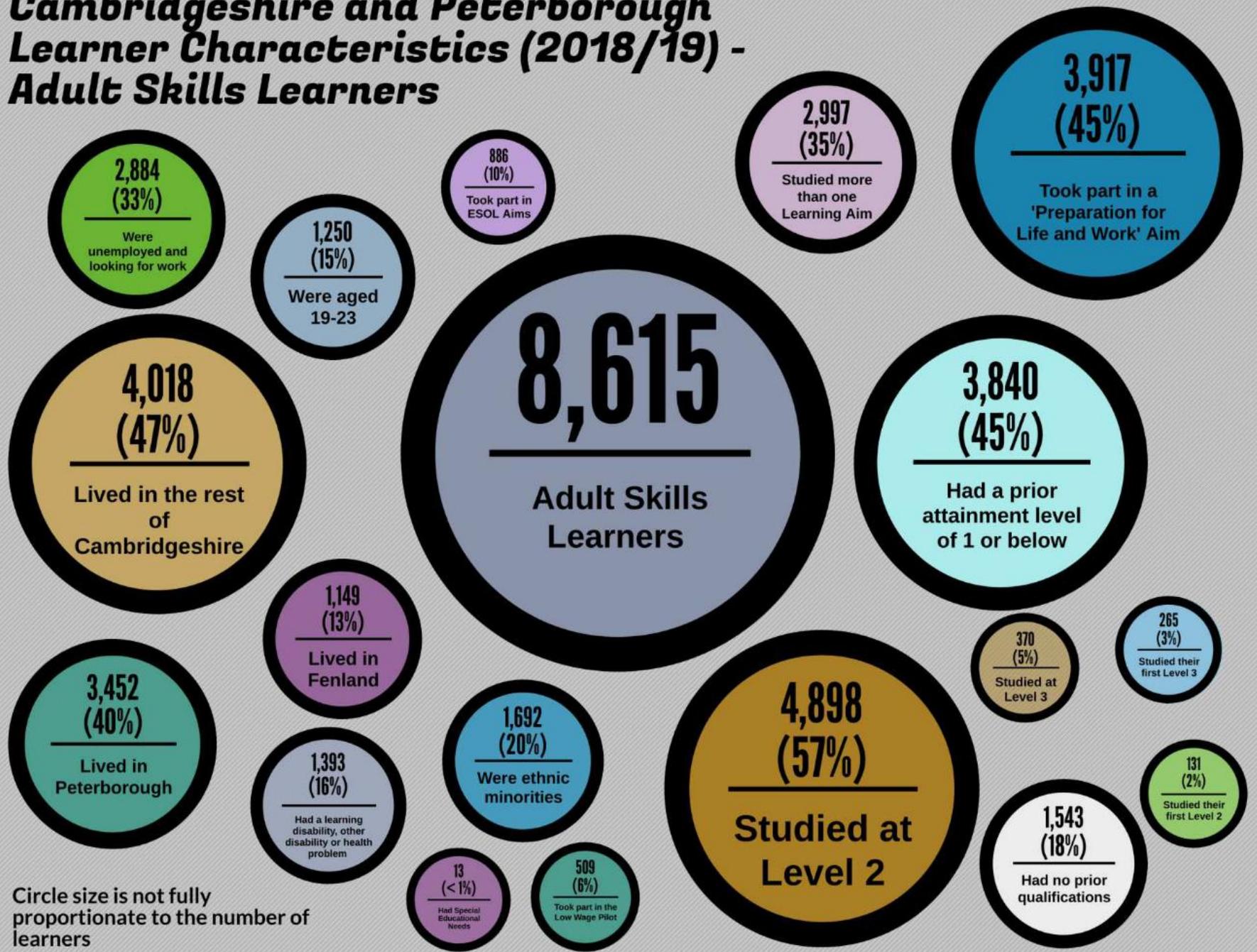
Integrated Communities Strategy

FETL on Leadership

Cambridgeshire and Peterborough Learner Characteristics (2018/19)



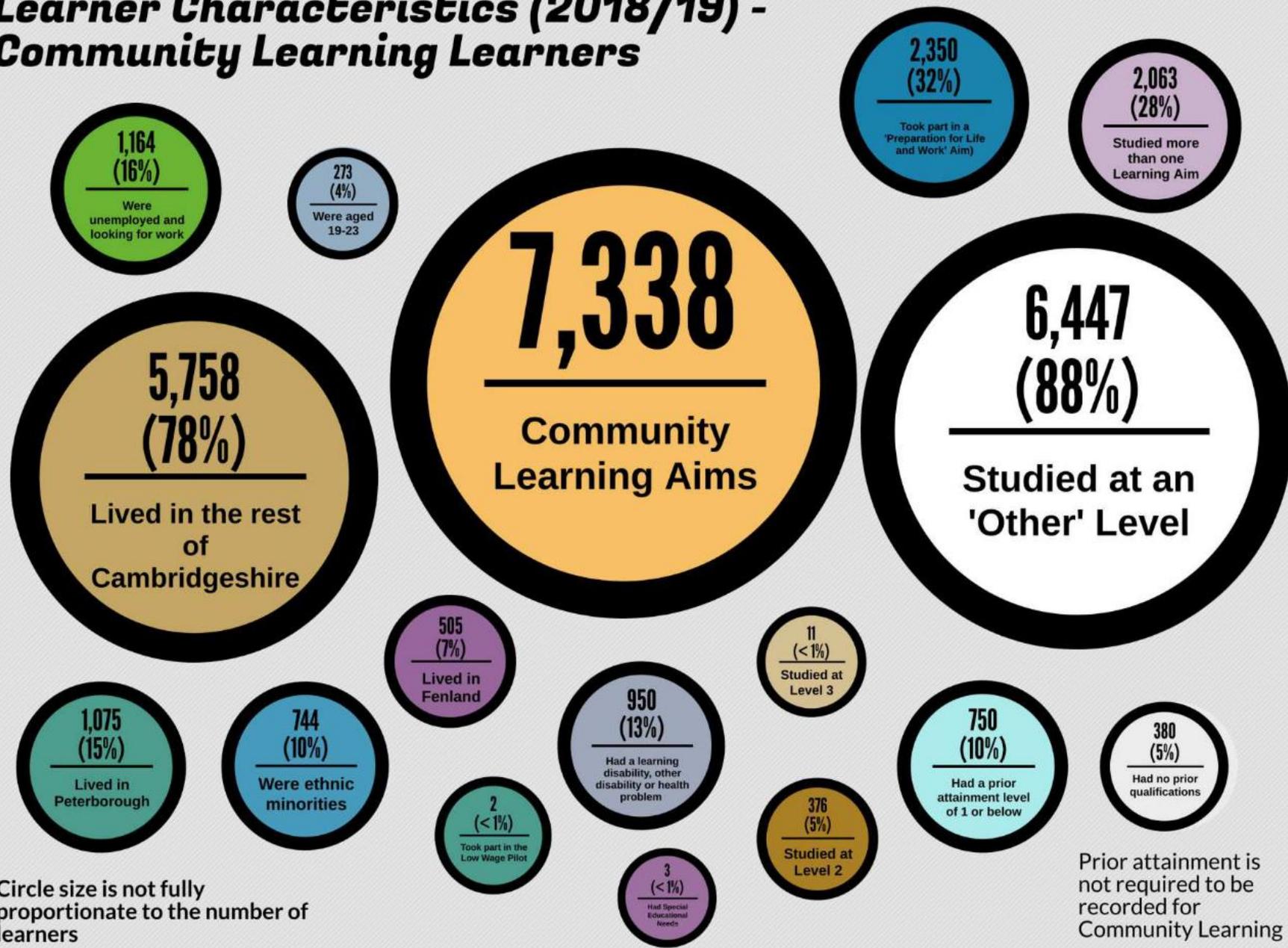
Cambridgeshire and Peterborough Learner Characteristics (2018/19) - Adult Skills Learners



Circle size is not fully proportionate to the number of learners

Cambridgeshire and Peterborough Learner Characteristics (2018/19) - Community Learning Learners

- No learners took part in ESOL learning Aims



Circle size is not fully proportionate to the number of learners

Prior attainment is not required to be recorded for Community Learning



SKILLS COMMITTEE	AGENDA ITEM No: 2.3
9 MARCH 2020	PUBLIC REPORT

BUDGET AND PERFORMANCE REPORT

1.0 PURPOSE

1.1. This report provides budget and performance reporting to the Skills Committee.

<u>DECISION REQUIRED</u>	
Lead Member:	Councillor John Holdich
Lead Officer:	John T. Hill, Director, Business & Skills
Forward Plan Ref: n/a	Key Decision: No
The Skills Committee is recommended to: (a) Note the January budget and performance monitoring update (b) Recommend that the Combined Authority Board note the forecast underspends as set out in the report. A recommendation to approve the carry forward of unspent budget to enable the work on projects to be completed in 2020/21 will be made to the Board in June once the outturn position has been finalised.	Voting arrangements Simple Majority of all Members

2.0 BACKGROUND

2.1. Budget and performance reporting should be seen in the round.

2.2. At the September 2019 Combined Authority Board Meeting, the Board approved a refreshed Medium Term Financial Plan (MTFP), including balanced revenue and capital budgets for 2019/20. This report shows the actual expenditure to date and forecast outturn position against those budgets.

- 2.3. The outturn forecast reflects costs incurred to date, accrued expenditure and the impact on the current year assumptions made on staffing, overheads and workstream programme delivery costs as set out in the revised MTFP.
- 2.4. This report highlights where potential carry forward of underspends from the 2019-20 budget into the 2020-21 budget are likely to be requested. As these underspends are forecasts there may be changes between the actual expenditure at year end and that predicted in this report. A report will be brought to the CPCA Board meeting in June to formally request these carry forwards where they are realised.

3.0 BUDGET

Revenue Budget

- 3.1 A breakdown of the Business & Skills Directorate 'Revenue' expenditure for the ten-month period to 31st January 2020, is set out in the table below.

Business & Skills Revenue 2019/20							
Para. Ref.	Revenue	MTFP Refresh Budget	Budget Adjustments	Revised 19-20 Budget	Actuals to 31 Jan 2020	Forecast Outturn (Jan)	Forecast Outturn Variance
		£'000	£'000	£'000	£'000	£'000	£'000
	Business and Skills						
	Work Readiness Programme (Hamptons)	110.0		110.0	109.7	109.6	-0.4
3.3.a	Skills Brokerage	344.2		344.2	183.9	309.6	-34.6
3.3.b	University of Peterborough Taught Degree Awarding Powers	0.0	201.9	201.9	182.9	190.8	-11.1
	University of Peterborough	235.0		235.0	238.3	235.0	0.0
	Skills Strategy Programme Delivery	150.0		150.0	148.0	148.0	-2.0
	AEB Devolution programme - Grant	5576.3		5576.3	4639.2	5576.3	0.0
3.3.c	AEB Devolution programme - ITP	1282.3		1282.3	274.1	404.0	-878.3
3.3.d	AEB Programme Costs	115.4		115.4	85.5	95.0	-20.4
	Health and Social Care Work Academy	1500.0		1500.0	267.1	1500.0	0.0
	EU Exit Funding	90.9		90.9	30.2	90.9	0.0
	Growth Company Development	63.0		63.0	42.4	63.0	0.0
	Total Business and Skills	9467.1	201.9	9669.0	6201.2	8722.2	-946.8
	Economic Strategy						
	Growth Hub	92.2		92.2	55.0	92.2	0.0
3.3.e	Market Town Strategy Implementation	200.0		200.0	75.5	102.6	-97.4
3.3.f	Energy Hub	615.4		615.4	14.3	520.0	-95.4
3.3.f	Rural Communities Energy Fund	1052.5		1052.5	0.0	500.0	-552.5
	St Neots Masterplan Revenue	171.9		171.9	45.6	171.9	0.0
	Trade and Investment Programme	100.0		100.0	45.0	99.0	-1.0
3.3.g	CPCA LIS Implementation	200.0		200.0	58.9	175.0	-25.0
3.3.g	LEP Capacity Funding	400.0	-80.0	320.0	19.3	202.8	-117.2
	Skills Advisory Panel (SAP)	75.0		75.0	15.2	75.0	0.0
	Total Economic Strategy	2907.0	-80.0	2827.0	328.8	1938.5	-888.5
	Total Revenue Expenditure	12374.1	121.9	12496.0	6530.0	10660.7	-1835.3

- 3.2 The Forecast Outturn as set out in the table above shows a reduction in expected costs for the year of £1,835.3k compared to the budget. 'Actual' figures are based on payments made and accrued expenditure where known.
- 3.3 Variances between the predicted revenue outturn position and the annual budget for the main budget headings are set out below:

- (a) Skills Brokerage is forecast to underspend by £34.6k, partly due to the AGE Grant project completing, and lower spend on research and data analysis. The Skills Brokerage contract is being extended to run to the end of the academic year, rather than the current financial year, therefore it is recommended that any underspend is carried forward to assist with running the programme prior to transition to the Growth Service.
- (b) University of Peterborough Taught Degree Awarding Powers budget line has now been completed and will be brought in under the original budget by £11.1k.
- (c) The AEB – ITP expenditure is expected to be £878k below the original forecast at year end as delivery numbers have not kept up with the expected profile.
 The AEB team have been working with providers to understand the reasons for this, and providers have highlighted that it is due to it taking time for them to gain traction in the market as this is the first 6 months of the new devolved regime; however, providers remain confident that they can deliver the total number of contracted courses within the academic year.
 As the contracts with the providers are for a number of courses to be run over the academic year, and providers are forecasting to over deliver in the latter part of the academic year to make up for slow take up in the earlier part. As such the committed budget across the academic year remains unchanged and thus it is prudent to carry forward the underspend in this financial year to cover the increased expenditure expected in the next.
- (d) AEB programme costs are projected to come in under budget by £20.4k, due to several items which are paid for over the 2019-20 academic year falling into the 2020-21 financial year. As this expenditure was not budgeted for in the original 2020-21 budget it is intended that the underspend is carried forward into the next year's AEB programme costs budget. This is a decision for the Combined Authority.
- (e) The £97.4k forecast underspend for the Market Town Strategy Implementation is due to timing delays with local district councils carrying out the feasibility studies. There may be accruals for this period as much of the work is being carried out at present. Any underspend will be applied to be carried into 2020/21 as it will be required to continue the work.
- (f) Both the Energy Hub and the Rural Communities Energy Fund have experienced lengthy delays due to putting in place the required governance arrangements in parallel with work to identify a more suitable Accountable Body. The latter will result in the grant funding, and responsibilities, being passed to a different Local Authority within the next six months. While there is a significant underspend forecast, the

expenditure is entirely funded by a ring-fenced grant and therefore cannot be re-allocated to another project. As such, it is anticipated that the budget be carried forward into next year.

- (g) Local Enterprise Partnership (LEP) Capacity Funding is currently showing a potential underspend of £117.2k, but it is possible that new opportunities will arise in the coming months that may utilise the budget. The LEP capacity grant is a ringfenced grant, thus underspend on this line must be used for the same purposes in 2020-21 or returned to Government; therefore, it will be requested that the budget be carried forward into next year to enhance the Growth Service and LEP priorities in line with the purposes of the grant funding. The secession of the LEP Capacity funding means that the total budget for implementing the Combined Authority's LIS is forecast to drop significantly between 2019-20 and 2020-21: carrying forward the underspend on the LEP capacity line will partially, but not wholly, mitigate this decrease. Allowing the carry forward of the unspent 2019-20 LEP implementation budget will further mitigate this decrease between years.

Capital Budget

3.4 A breakdown of the Business & Skills Directorate 'Capital' expenditure for the ten-month period to 31st January 2020, is set out in the table below.

Capital	MTFP Refresh Budget	Budget Adjustments	Revised 19-20 Budget	Actuals to 31 Jan 2020	Forecast Outturn (Jan)	Forecast Outturn Variance
	£m	£m	£m	£m	£m	£m
3.5 Peterborough University - Business case	1.52		1.52	0.14	0.30	-1.2
Total Committed Direct Control Expenditure	1.52	0.00	1.52	0.14	0.30	-1.22
3.6 Market Town Pump Priming	0.50		0.50	0.00	0.00	-0.5
Costed but not Committed	0.50	0.00	0.50	0.00	0.00	-0.50
Total Capital Expenditure	2.02	0.00	2.02	0.14	0.30	-1.72

3.5 The University of Peterborough project is proceeding as planned. The Outline Business Case (OBC) has been approved with the Full Business Case (FBC) being presented in financial year 2020-21. Due to delays in this project at the beginning of the financial year, a large portion of the capital expenditure that was programmed for 2019-20 is now expected in 2020-21, thus resulting in the need for budget reprofiling.

3.6 Market Town Pump Priming is dependent on projects being brought forward from the Market Town Masterplans. As the majority of these plans have only been approved in 2020 there has been nothing spent to date. As the plans are now in place it is anticipated that projects will start to come forward, but it is unlikely that these will commence spending prior to April 2020. As the Combined Authority has communicated to the Market Towns an overall capital budget of £5m it is recommended that the £500k which will not be spent this year is carried forward to fund the proposals now being expected

4.0 PERFORMANCE REPORTING

- 4.1 The Cambridgeshire and Peterborough Devolution Deal is about delivering better economic outcomes for the people of our area and commits us to specific results. The Combined Authority needs to monitor how well it is doing that.
- 4.2 The Performance Dashboard in Appendix 1 was presented at the Combined Authority Board meeting in January. This provides an overview of the rating of the key projects on a Red/Amber/Green scale, which reflects financial, delivery and risk considerations. The current format is under review following a request for additional information by the Combined Authority Board and a new version will be presented during May 2020.
- 4.3 Appendix 1 shows the current Performance Dashboard with the RAG status for Skills' projects. There are currently only seven live projects as the AGE Grant closed in December.

5.0 FINANCIAL IMPLICATIONS

- 5.1. A summary of the changes to the Business and Skills revenue budgets, should carry forwards be decided by the Combine Authority, is presented in the table below, the capital budgets for the University of Peterborough and Market Town implementation will be re-profiled across multiple years if the carry forwards are approved and realised.

Business & Skills	Original 20-21 Budget	Recommended Carry Forward	Revised 20-21 Budget
AEB Devolution Programme	10,948.9	878.3	11,827.2
AEB Programme Costs	564.1	20.4	584.5
Marketing and Promotion of Services	75.0	-	75.0
Careers and Enterprise Company	80.5	-	80.5
Energy Hub	697.8	95.4	793.2
EU Exit Funding	181.8	-	181.8
Growth Hub	246.0	-	246.0
Health and Care Sector Work Academy	1,100.0	-	1,100.0
LEP Capacity Funding	-	117.2	117.2
LIS Implementation	195.0	25	220
Local Growth Fund Costs	480.0	-	480.0
Market Town Implementation of Strategies	175.0	97.4	272.4
Marketing	20.0	-	20.0
Rural Community Energy Fund	1,713.2	552.5	2,265.7
Skills Advisory Panel (DfE)	75.0	-	75.0
Skills Brokerage	75.0	34.6	109.6
Skills Strategy Implementation	125.0	-	125.0
St Neots Masterplan	167.0	-	167.0
Trade and Investment Programme	100.0	-	100.0
EZ Funded Growth Company Contribution	230.0	-	230.0

Total Business & Skills Approved Budgets	17,249.3	1,820.8	19,070.1
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6.0 LEGAL IMPLICATIONS

6.1 The Combined Authority is required to prepare a balanced budget in accordance with statutory requirements.

7.0 SIGNIFICANT IMPLICATIONS

7.1 There are no implications for nature.

8.0 APPENDICES

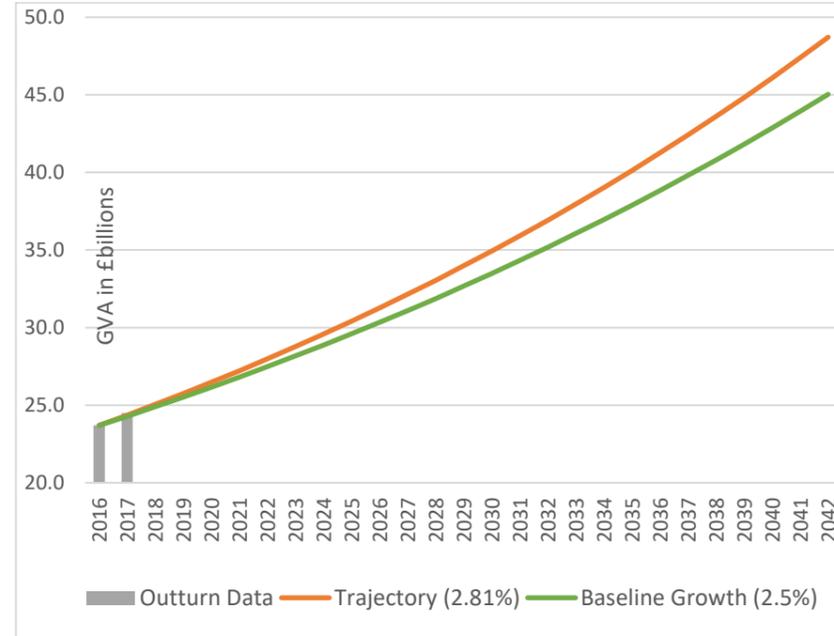
8.1. Appendix 1 – Performance Dashboard.

<u>Background Papers</u>	<u>Location</u>
Combined Authority Board reports September 2019	Combined Authority Reports September 2019

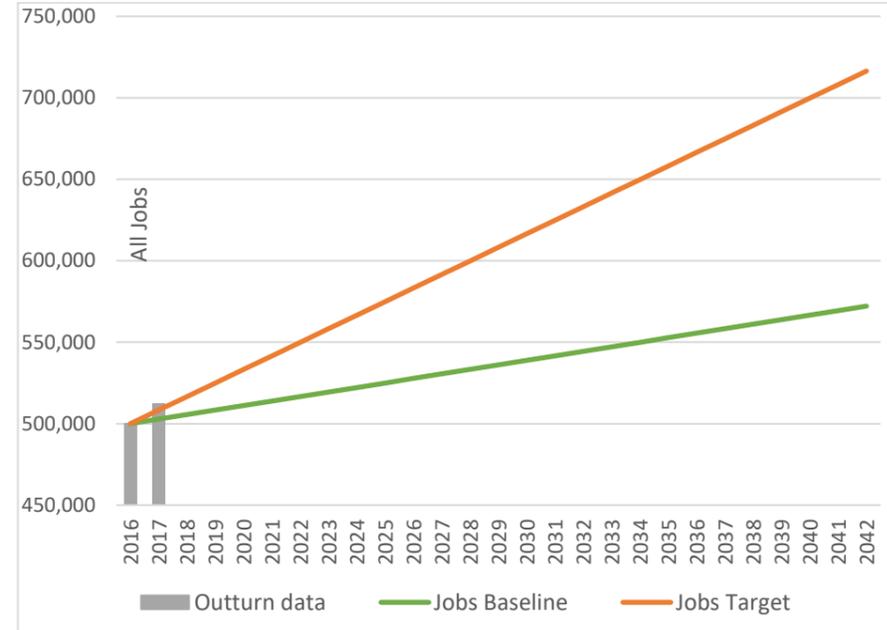
**CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY
PERFORMANCE DASHBOARD**

Combined Authority Devolution Deal Trajectory

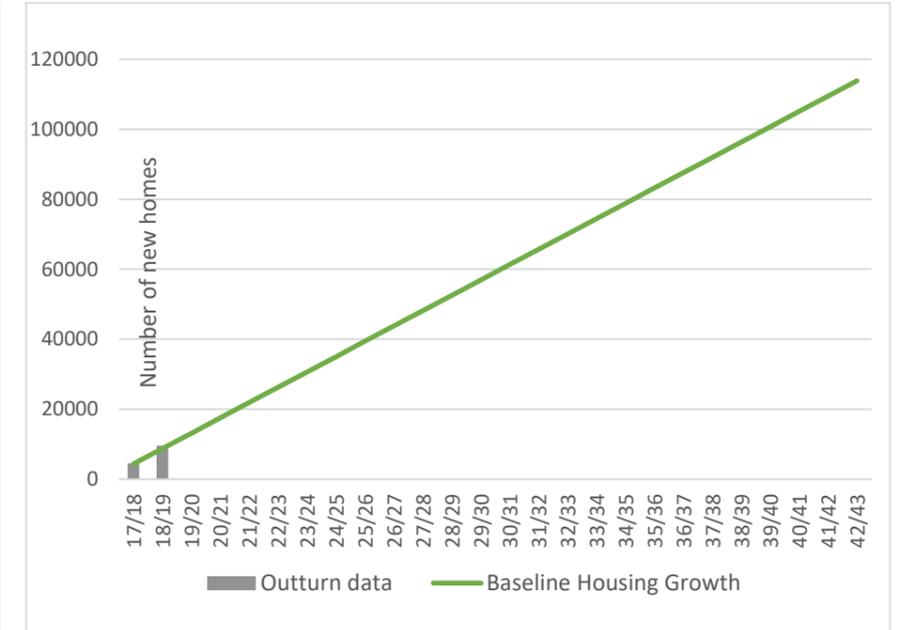
GVA TRAJECTORY V BASELINE



JOBS TRAJECTORY V BASELINE



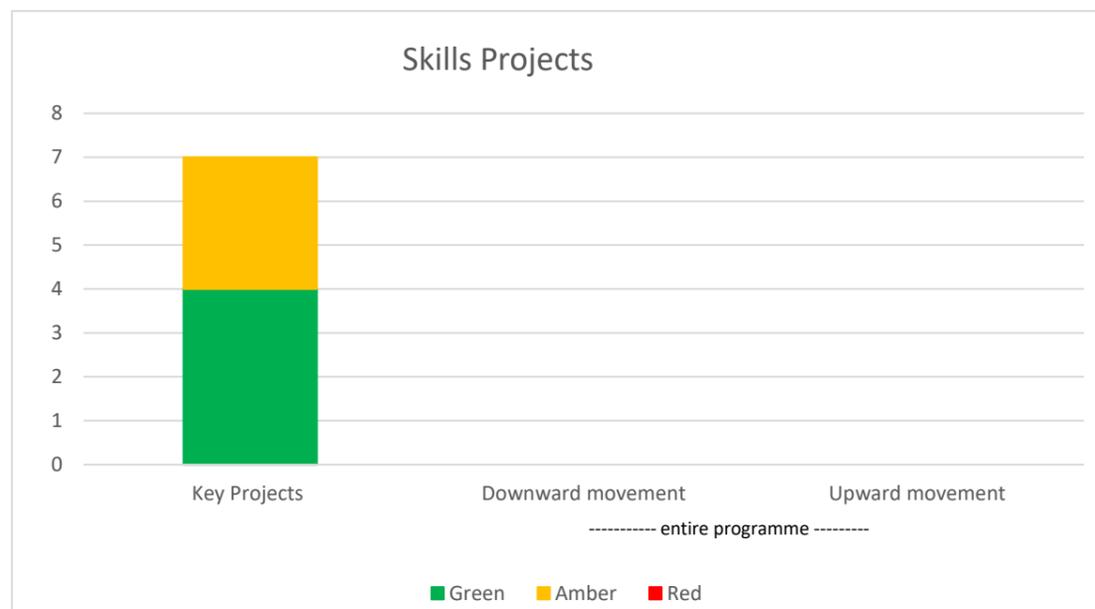
HOUSING PERFORMANCE (*cumulative figures)



Trajectory: CPIER/Devolution Deal doubling GVA and housing/jobs implications
Baseline: Current trend without Devolution Deal interventions

Outturn data: Source – GVA and Job: Office of National Statistics (ONS); Housing: Council Annual Monitoring Reports/CambridgeshireInsights.

Skills Project Profile:



Skills projects	
Project	RAG status
Adult Education Budget (AEB)	Green
Apprenticeships	Green
HAT Work Readiness - Hamptons Academy Trust	Green
University of Peterborough	Green
Careers & Enterprise Company (CEC) Contract	Amber
Health & Care Sector Work Academy (HCSWA)	Amber
Skills Brokerage	Amber

