

# SKILLS COMMITTEE AGENDA PLAN

Updated on 8 January 2020



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

**JAMES PALMER**  
CAMBRIDGESHIRE &  
PETERBOROUGH MAYOR

## 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 |
|-----------------|---|--------------|---------------------------------|---------------------------|----------------------|----------------------|
| <b>17.01.20</b> | University of Peterborough Outline Business Case                                      | Kim Cooke    | Yes                             | N/A                       | <b>03.01.20</b>      | <b>09.01.20</b>      |
|                 | Careers Progression and Work Readiness (Hampton Academies Trust pilot) – Update Paper | Kim Cooke    | No                              | N/A                       |                      |                      |

| Committee date  | Agenda item   | Lead officer    | Report to CA Board for decision | Reference if key decision | Deadline for reports | Agenda despatch date |
|-----------------|---|-----------------|---------------------------------|---------------------------|----------------------|----------------------|
|                 | Skills Brokerage Extension  | Fiona McGonigle | No                              | N/A                       |                      |                      |
|                 | Business Support Services – Promotional Campaign  | Brian Hyland    | No                              | N/A                       |                      |                      |
| <b>09.03.20</b> | Adult Education Budget Allocations for Academic Year 2020/21  | Neil Cuttell    | No                              | 2020/007                  | <b>21.02.20</b>      | <b>28.02.20</b>      |
|                 | Adult Education Budget Commissioning Strategy 2020/21 and Redistribution System                             | Neil Cuttell    | No                              | 2019/055                  |                      |                      |
|                 | University of Peterborough – Full Business Case   | Kim Cooke       | Yes                             | N/A                       |                      |                      |
|                 | University of Peterborough – Future Funding Strategies for further phases of the University of Peterborough | Kim Cooke       | No                              | N/A                       |                      |                      |
|                 |   |                 |                                 |                           |                      |                      |
| <b>27.04.20</b> |   |                 |                                 |                           | <b>09.03.20</b>      | <b>17.03.20</b>      |
|                 |   |                 |                                 |                           |                      |                      |
|                 |   |                 |                                 |                           |                      |                      |
|                 |   |                 |                                 |                           |                      |                      |

To be programmed: