



## **EMPLOYMENT AND SKILLS BOARD**

**Wednesday 11 December 2019**

**10:00am – 12:00pm**

**Meeting room 1, Incubator 2, Alconbury Weald Enterprise Campus,  
Huntingdon, Cambs PE28 4WX**

### **AGENDA**

<b>Number</b>	<b>Agenda Item</b>	<b>Lead</b>	<b>Timing</b>	<b>Papers/ Presentation</b>
	<b>Part 1 – Governance Items</b>			
1.1	<b>Welcome and Apologies</b>	<b>Fiona McGonigle</b>	20 mins	Verbal
1.2	<b>Draft Terms of Reference (ToR) Including agreeing Board Membership</b>	<b>All</b>	20 mins	Paper 1
1.3	<b>Work Programme</b>	<b>All</b>	5 mins	Verbal
	<b>Part 2 – Skills Analysis</b>			
2.1	<b>Strategic Evidence for Skills</b>	<b>Mike Soper</b>	(20 mins including questions)	Presentation
	<b>Part 3 – Skills Strategy</b>			
3.1	<b>University of Peterborough Update</b>	<b>Kim Cooke</b>	15 mins	Presentation
3.2	<b>Apprenticeships Update Levy Pooling Service</b>	<b>Fiona McGonigle</b>	15 mins	Presentation
3.3	<b>Adult Education Budget (AEB) Update</b>	<b>Neil Cuttall</b>	15 mins	Verbal Update
	<b>Part 4 - Date of next meeting and AOB</b>			

Number	Agenda Item	Lead	Timing	Papers/ Presentation
4.1	26 <sup>th</sup> February 2020 (10am – 12pm) April 2020 June 2020 September 2020 November 2020	<b>Fiona McGonigle</b>	10 mins	Verbal

The Employment and Skills Board currently comprises the following members

Name	Title	Organisation
John T Hill	Director Business and Skills	Combined Authority
Fiona McGonigle	Business and Skills Manager	Combined Authority
Kim Cooke	Skills Strategy Manager/ UoP Lead	Combined Authority
Neil Cuttell	Programme Manager Skills	Combined Authority
Pat Carrington	Executive Principal Assistant Director Skills and Employment	City College Peterborough Cambridgeshire County Council Peterborough City Council
Martin Lawrence	Commercial Director	Stainless Metalcraft
Mark Robertson	Principal and CEO	Cambridge Regional College
Jane Paterson-Todd	Chief Executive	Cambridge Ahead
Claire London	Programme Manager Workforce	Cambridgeshire and Peterborough Sustainability and Transformation Partnership System Delivery Unit (STP)
Bob Ensich	Area Director	Morgan Sindall
Rebecca Tarbox	Head of Funding & Vocational Training	Marshall ADG
Stuart Searle	Managing Director	First Mailing Co.
Joe Crossley	Chief Executive	Qube Learning Ltd.
Julia Nix	District Manager	Dept for Work & Pensions (DWP/ JCP)
Catherine Condie	External Affairs Manager	The Welding Institute (TWI)
Steve Watts	Managing Director	Cambridge IQ Limited
Bev Moxon	Intermediaries Engagement Manager-North	Education Skills Funding Agency (ESFA Standing Invite)
Mark Coulson	National Account Manager	Education Skills Funding Agency (ESFA Standing Invite)

Please contact Tamar Oviatt-Ham at the Cambridgeshire County Council's Democratic Services on Cambridge (01223) 715668 or by email at [tamar.oviatt-ham@cambridgeshire.gov.uk](mailto:tamar.oviatt-ham@cambridgeshire.gov.uk) if you have any queries in relation to the meeting.