



## **SKILLS COMMITTEE**

**Date: Monday, 27 April 2020**

**Democratic Services**

Robert Parkin Dip. LG.  
Chief Legal Officer and Monitoring Officer

**10:00 AM**

The Incubator  
Alconbury Weald  
Cambridgeshire  
PE28 4WX

**Due to Government guidance on social-distancing and the Covid-19 virus it will not be possible to hold physical meetings of the Combined Authority Board and the Combined Authority's Executive Committees for the time being. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 allow formal local government meetings to be held on a virtual basis, without elected members being physically present together in the same place. Meetings will therefore be held on a virtual basis and the procedure is set out in the "Procedure for Combined Authority Virtual Decision-Making" which can be viewed at the foot of the meeting page under the "Meeting Documents" heading. That document also contains a link which will allow members of the public and press to attend the virtual meetings  
[Venue Address]**

# AGENDA

Open to Public and Press

## Part 1 - Governance Items

- 1.1 Apologies for Absence and Declarations of Interest**
- 1.2 Skills Committee Minutes - 9 March 2020** **5 - 10**
- 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 - May 2020** **11 - 12**
- 1.5 Combined Authority - Forward Plan - April 2020** **13 - 24**

## Part 2 - Reports to Combined Authority Board

- 2.1 Adult Education Budget - Innovation Fund** **25 - 34**

## Part 3 - Delivery

- 3.1 Adult Education Budget Top Slice Review** **35 - 38**
- 3.2 Work Readiness and Careers Inspiration Pilot - Hampton Academies Trust Future Funding Arrangements** **39 - 56**
- 3.3 Employment and Skills Board Update** **57 - 62**
- 3.4 Budget and Performance Report** **63 - 72**

## Part 4 - Date of next meeting:

July 2020 Date TBC

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*

Clerk Name: Tamar Oviatt-Ham

Clerk Telephone: 01223 715668

Clerk Email: Tamar.Oviatt-Ham@cambridgeshire.gov.uk

<p>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.</p>
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**CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY**  
**SKILLS COMMITTEE: MINUTES**

**Date:** Monday 9 March 2020

**Time:** 10:00am to 11.05am

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

**Apologies:** None

**53. APOLOGIES AND DECLARATIONS OF INTERESTS**

No apologies received.

Councillor Mike Davey declared an interest as his wife Sarah Ferguson is the Assistant Director: Housing, Communities & Youth Community & Safety across Cambridgeshire and Peterborough.

Councillor Chris Seaton declared an interest as his wife works at the College for West Anglia in the Apprenticeships Division.

Members noted that the single action identified in the minutes in relation to the Work Readiness Pilot was ongoing and the pilot was to be rolled into Skills Brokerage.

**54. MINUTES – 17 JANUARY 2020**

The minutes of the meeting held on 17 January 2020 were agreed as a correct record and signed by the Chairman.

**55. PUBLIC QUESTIONS**

Two questions were received from the Overview and Scrutiny Committee. As Councillor Coles was not in attendance, the Chairman proposed to read out a written response at the start of item 2.2 on the agenda.

**56. SKILLS COMMITTEE AGENDA PLAN**

The agenda plan was noted.

**57. COMBINED AUTHORITY FORWARD PLAN**

The Combined Authority Forward Plan was noted.

**58. ADULT EDUCATION BUDGET (AEB) ALLOCATIONS FOR ACADEMIC YEAR 2020-21**

The Committee received a report that sought delegated authority for the Director of Business and Skills in consultation with the Lead Member for Skills to award the Adult Education Budget (AEB) award allocations to the 12 Local Colleges and the Local



Authority Providers and Independent Training Providers in June 2020 for the academic year 2020-21.

In introducing the report officers explained that this was a transitional year for the budget and that funding had previously been done nationally and there had been quite a shift and change in the system and process and that residents were an integral part of the allocation process. Officers explained that there was a need to procure and choose the right providers going forwards to implement the new Commissioning Strategy. Officers clarified that there had been an initial review of 70 providers in November 2019 and that a second review took place in February 2020 with a view to changing AEB policies and programmes to achieve the priorities identified in the Commissioning Strategy. Officers highlighted that contracts were currently at the six month mark and that an indicative allocation of funding had been made. Officers highlighted that some of the Independent Providers would need more time to adjust to the new strategy and it had been agreed that final allocations would be awarded in June for 2020-21.

In discussing the report:

- The Chairman commented that the process had moved a long way in a very short space of time and that the focus was on spending the money on Cambridgeshire and Peterborough students.
- A Member queried how synergies between providers would work in particular providers in the same area who could potentially waste money looking for the same learners. Officers explained that they were working closely with providers to ensure that there was no duplication.
- A Member questioned whether providers could take learners from other places that were funded separately. Officers confirmed that they could and that the Combined Authority funding would not be the only funding providers would be receiving, and this would allow providers to utilise their experience and help the courses to be more viable.
- A Member queried whether there were any particular types of learners that would be more vulnerable as part of this process. Officers highlighted that the numbers of learners that providers were getting from job centre plus would be lower and that providers would need to change their strategies to focus on industry and businesses.
- A Member questioned why indicative allocations had not been stated for some providers. Officers explained that indicative allocations had been given to providers that were performing well. Officers clarified that they had not been able to do this for the Independent Training Providers (ITPs) and would review performance during quarter three before agreeing final allocations. The Director of Business and Skills explained that the top seven organisations were Grant Funded and included FE Colleges and Local Authorities. The remainder of the organisations were ITPs and were not grant funded and were procured and officers needed to ensure that they were strategic partners that the Combined



Authority could invest in. The Director of Business and Skills clarified that a report would be coming back to Committee to update on the allocations made.

**ACTION**

It was resolved unanimously to

- a) Approve the indicative Adult Education Budget allocations of DfE funding to the Providers identified within this report.
- 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.

**59. ADULT EDUCATION BUDGET COMMISSIONING STRATEGY 2020 – 2025 AND REDISTRIBUTION SYSTEM**

The Chairman explained that two questions had been received from the Overview and Scrutiny Committee on this report and he read out a written response (see appendix 1)

Members queried why the Overview and Scrutiny questions were being asked before the report was debated and decisions made at Committee. Officers explained that this was part of the Scrutiny function to scrutinise decisions before they were made.

The Committee received a report that sought approval of the Adult Education Budget (AEB) Commissioning Strategy for 2020-2025.

In introducing the report officers gave a brief introduction to the AEB and explained that AEB funding had moved from many different mechanisms of funding to one budget that sat with the Combined Authority. Officers highlighted that this brought Community Learning and Learning in Employment together and that Adult Education was the bedrock of the Skills Strategy. Officers explained that the focus was on localism and flexibility, focusing on the low skilled and low paid.

In discussing the report:

- A Member raised concerns about how the strategy would be implemented. In particular she highlighted her concerns in relation to failure rates and the knowledge that Maths and English were preventing people from getting on, in particular preventing people getting on to apprenticeships. She explained that there needed to be a more innovative and creative approach in this area. The Director of Business and Skills explained that there was a broader process in relation to 'how' the strategy would be implemented. He explained that the Commissioning Strategy presented the 'what' and that officers had been working with Further Education (FE) partners on the 'how'. He clarified that there would be a report on the grant process presented at a future Committee meeting, which would explain the 'how' in detail. He also explained that there had been discussions with FE partners about an Innovation Fund and that the FE Colleges were working collaboratively to create an atmosphere of innovation and collaboration, to share best practice. Officers explained that the vast



majority of the preparation for living and work training contained functional skills for English and Maths; this was almost 50% of the local AEB expenditure. The local achievement levels on this training were over 90% and above the national average. Officers acknowledged that there were some areas where adults did not have a good secondary education experience. FE Principals were aware of this, and acknowledged that this was an area for exploring more innovative practices. A Member highlighted that Maths and English was also a big problem for younger people and that in some cases individuals were going back to FE Colleges 2-3 times to retake in these subjects and were not getting on to apprenticeship courses. Officers explained that the funding for those aged 19-23 without a level 2, level 3 or English and Maths GCSE was free and this represented only 10-15% of the total participation of AEB; a circumstance that was replicated nationally. Officer explained that many individuals did not go back to look at retaking their Maths and English again until they were older, at around the age of 25. Officers explained that there were ongoing discussions about funding in this area for 25-30 year olds and older. The Chairman commented that the key was to help individuals to find their niche and they would then want to get back into the classroom to learn.

- A Member queried how the accountability in terms of milestones and deliverables were going to be metricised. The Director of Business and Skills explained that this detailed would be covered in the implementation report to Committee.
- A Member commented that she had read a report from an organisation called School Dash who were Education Analysts, on how poor public transport was linked to failing schools and the impact transport had on individuals and their ability to study. She queried whether this has been factored into the Strategy. Officers explained that they had been talking to providers about learner support including transport and childcare. Officers explained that providers were looking into delivering courses in the evenings and at weekends and that a number of colleges were looking to open up adult centres in their areas, including in Fenland. Officers acknowledged that the take up of learner support in the area was not strong and that they would continue talks with providers on how learner support could be further utilised.
- A Member explained that they welcomed the Strategy and commented that the notion of localism needed to be more explicit as part of the main aims in the Executive Summary. He explained that in section 17 of the strategy under challenges, the hidden nature of deprivation and inequality in Cambridge needed to be considered. He commented that the Combined Authority needed to be challenging employers in Cambridge to do more. Officers explained that they would look again at the areas of deprivation and include where there were pockets of deprivation highlighted in both Cambridgeshire and Peterborough and refer back to the Social Mobility Commissioning Report.
- A Member highlighted the need to ensure that work that was already being carried out in relation to both larger and smaller pockets of deprivation in Cambridgeshire and Peterborough needed to be linked up, in particular work





being carried out by Cambridgeshire County Council.

- A Member highlighted the need for caution in terms of the levelling up agenda and the danger that areas where there is a real need were not addressed.
- Members acknowledged the excellent work that had been carried out on shaping the Strategy overall.

In bringing the debate to a close the Chairman highlighted the good work of the Health and Social Care Academy in getting individuals who had studied for a level to in getting jobs and staying in education and that it was a good model to reflect on.

The Chairman proposed that the recommendation was amended to reflect that the strategy would be approved subject to the amendments suggested by the Committee.

#### **ACTION**

It was resolved unanimously to:

- a) Endorse and approve the Adult Education Budget Commissioning Strategy for 2020-2025, subject to the amendments recommended by the Committee, which are reflected in the minutes of the meeting.

#### **60. 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:

- A Member queried whether the Market Town Strategy underspend would be rolled through to the next year. Officers explained that the Market Town Strategy Underspend would be rolled forward subject to approval by the Combined Authority Board.

It was resolved unanimously 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.

#### **61. DATE OF THE NEXT MEETING**

Members noted the date of the next meeting as 27 April 2020

**Chairman**



<b>SKILLS COMMITTEE AGENDA PLAN</b>	Updated on 8 April 2020	 <b>CAMBRIDGESHIRE &amp; PETERBOROUGH</b> COMBINED AUTHORITY <b>JAMES PALMER</b> CAMBRIDGESHIRE & PETERBOROUGH MAYOR
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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
<b>27.04.20</b>	Adult Education Budget Innovation Fund	Francis Lawlor	Yes	No	<b>07.04.20</b>	<b>17.04.20</b>
	Adult Education Budget Top Slice Review	John T Hill	No	N/A		
	Careers Progression and Work Readiness (Hampton Academies Trust pilot) – Update Paper	Kim Cooke	No	N/A		

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Report to CA Board for decision</b>	<b>Reference if key decision</b>	<b>Deadline for reports</b>	<b>Agenda despatch date</b>
<b>July TBC</b>	University of Peterborough – Full Business Case	Kim Cooke	Yes	N/A		
	Skills Strategy Delivery Plans	Kim Cooke	No	N/A		
	Skills Brokerage Contract & Future of the Careers and Enterprise Company Contract for Cambs & Peterborough - Review	Fiona McGonigle	Yes	TBC		
<b>September TBC</b>						
<b>November TBC</b>						
<b>January 2021 TBC</b>						
<b>March 2021 TBC</b>						
<b>April 2021 TBC</b>						

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

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

PUBLISHED TUESDAY 14 APRIL 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 Robert Parkin, Chief Legal Officer and Monitoring Officer for the Combined Authority at [Robert.Parkin@cambridgeshirepeterborough-ca.gov.uk](mailto:Robert.Parkin@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 Robert Parkin, Chief Legal Officer and Monitoring Officer at [Robert.Parkin@cambridgeshirepeterborough-ca.gov.uk](mailto:Robert.Parkin@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)
<b>Skills Committee</b>									
1.	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.
2.	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.	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.
3.	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.
<b>Housing and Communities Committee</b>									
4.	Communities remit of the Housing and Communities Committee	Housing and Communities Committee	27 April 2020	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
5.	£100m Affordable Housing Programme Scheme Approvals – April 2020  i. Brampton Park, Brampton, Hunts ii. St Thomas Park, Ramsey, Hunts iii. Whittlesey Green, Whittlesey (Fenland District Council),	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

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	<p>Sandpit Road, Thorney (Peterborough City Council), Harriers Rest, Wittering (Peterborough City Council), and Cromwell Fields, Bury (Huntingdonshire District Council)</p> <p>iv. Roman Fields, Paston, Manor Drive, Peterborough</p> <p>v. JMS (former John Mansfield school site). Damson Drive, Peterborough</p> <p>[May include exempt appendices]</p>								
6.	£100m Affordable Housing Programme: Approval of Revised Business Plan for Angle Developments (East) Ltd	Housing and Communities Committee	27 April 2020	Decision	To recommend consent be given to the adoption of the revised Business Plan for Angle Developments (East) Limited.	Relevant internal and external stakeholders	Nick Sweeney Development Manager	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
<b>Combined Authority Board Governance and Finance Items</b>									
7.	Minutes of the Meeting on 29 January 2020	Cambridgeshire and Peterborough Combined Authority Board	29 April 2020	Decision	To agree the minutes of the Combined Authority Board meeting on 29 January 2020.	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.
8.	Minutes of the Mayoral decision-making meeting on 25 March 2020 (remote meeting)	Cambridgeshire and Peterborough Combined Authority Board	29 April 2020	Decision	To agree the minutes of the Mayoral decision-making meeting on 25 March 2020.	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.



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9.	Forward Plan	Cambridgeshire and Peterborough Combined Authority Board	29 April 2020	Decision	To approve the latest version of the forward plan.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
10.	Budget Monitor Update	Cambridgeshire and Peterborough Combined Authority Board	29 April 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.
<b>Combined Authority Decisions</b>									
11.	Covid-19 Update Report	Cambridgeshire and Peterborough Combined Authority Board	29 April 2020	Decision	To provide an update on work being undertaken by the Cambridgeshire and Peterborough Combined Authority in response to Covid-19.	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.
12.	Sustainable Travel (Peterborough)	Cambridgeshire and Peterborough Combined Authority Board	29 April 2020	Decision	To approve the drawdown of funds for the 2020/21 financial year to enable continued support for the sustainable travel project within Peterborough.	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.
13.	Local Transport Plan – CAM Sub-Strategy	Cambridgeshire and Peterborough Combined Authority Board	29 April 2020	Key Decision 2020/036	To consider a draft CAM Sub-Strategy for the Local Transport Plan and agree a consultation process.	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.
<b>By recommendation to the Combined Authority</b>									
<b>Recommendations from the Transport and Infrastructure Committee: 6 March 2020</b>									
14.	Lancaster Way A142/ A10 Roundabout Improvements	Cambridgeshire and Peterborough Combined Authority Board	29 April 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	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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					the Lancaster Way Enterprise Zone.				
15.	St Neots River Great Ouse Northern Crossing Cycle Bridge	Cambridgeshire and Peterborough Combined Authority Board	29 April 2020	Key Decision 2020/032	To consider whether work on the St Neots Foot and Cycle Bridge should cease, the project be removed from the Combined Authority's Business Plan and the remaining project funding be re-allocated to projects within the St Neots Masterplan.	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.
<b>Recommendations from the Housing and Communities Committee</b>									
16.	£100m Affordable Housing Programme: Approval of Revised Business Plan for Angle Developments (East) Ltd	Cambridgeshire and Peterborough Combined Authority Board	29 April 2020	Decision	To approve the revised Business Plan for Angle Developments (East) Limited.	Relevant internal and external stakeholders	Nick Sweeney Development Manager	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
<b>Recommendations from the Skills Committee</b>									
17.	Adult Education Budget Innovation Fund	Skills Committee	29 April 2020	Decision	To consider 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.
<b>Transport and Infrastructure Committee</b>									
18.	Coldhams Lane Roundabout	Transport and Infrastructure Committee	29 April 2020	Decision	To update Committee and to provide variations to the options presented in the January 2020 Committee following a value engineering exercise; and reflect this information in an updated programme for consultation and then to construction.	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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19.	Bus Reform Task Force: Outline Business Case stage approval	Transport and Infrastructure Committee	29 April 2020	Decision	To seek authority to move on to the creation of an Outline Business Case.	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.
20.	A10 Dualling and Junctions Strategic Outline Business Case	Transport and Infrastructure Committee	29 April 2020	Decision	To consider an update on progress on the A10 Dualling and Junctions Strategic Outline Business Case.	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.
<b>Combined Authority Board – Annual Meeting Governance and Finance Items</b>									
21.	Minutes of the meeting on 29 April 2020	Cambridgeshire and Peterborough Combined Authority Board	3 June 2020	Decision	To approve 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.
22.	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	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
23.	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	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
24.	Appointments to Executive Committees, appointment of Committee Chairs and Lead Members	Cambridgeshire and Peterborough Combined Authority	3 June 2020	Decision	To approve Lead Member responsibilities and appoint such executive Committees as the Combined Authority considers appropriate, their membership and the Chair for 2020/21.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.

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)
25.	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	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
26.	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	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
27.	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	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
28.	Review of the new governance arrangements	Cambridgeshire and Peterborough Combined Authority	3 June 2020	Decision	To review the Constitution and 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	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
29.	Overview and Scrutiny Committee Annual Report 2019/20	Cambridgeshire and Peterborough Combined Authority	3 June 2020	Decision	To receive the Overview and Scrutiny Committee's annual report 2019/20.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
30.	Complaints Policy	Cambridgeshire and Peterborough	3 June 2020	Decision	To consider the adoption of a revised complaints policy.	Relevant internal and external stakeholders,	Robert Parkin Chief Legal Officer and	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)
		Combined Authority				including the Audit and Governance Committee	Monitoring Officer		report and relevant appendices.
31.	Code of Corporate Governance	Cambridgeshire and Peterborough Combined Authority	3 June 2020	Decision	To consider the adoption of a revised Code of Corporate Governance.	Relevant internal and external stakeholders, including the Audit and Governance Committee	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
32.	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 Delivery and Strategy	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
33.	Budget Monitor Report	Cambridgeshire and Peterborough Combined Authority Board	3 June 2020	Key Decision 2020/030	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.
<b>Combined Authority Decisions</b>									
34.	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.
35.	Innovation Body Outline Business Case	Cambridgeshire and Peterborough Combined Authority Board	3 June 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.

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<b>Mayoral Decision</b>									
36.	Local Highways Maintenance Capital Grant Allocation 2020/21	Mayor	3 June 2020	Key Decision 2020/031	To consult the Combined Authority Board on the allocation of the 2020/21 Highways Maintenance Capital grants and recommend to the Mayor the allocation in line with the shares set out by the Department for Transport.	Relevant internal and external stakeholders	Jon Alsop Section 73 Chief Finance Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>BY RECOMMENDATION TO THE COMBINED AUTHORITY BOARD</b>									
<b>Recommendations from the Housing and Communities Committee</b>									
37.	Cambridge City Council £70m Affordable Housing Programme Forecast 2020/21	Cambridgeshire and Peterborough Combined Authority Board	3 June 2020	Key Decision 2020/035	To consider and agree the Cambridge City Council £70m Affordable Housing Programme Forecast 2020/21	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.
<b>Recommendations from the Business Board</b>									
38.	Local Growth Fund Programme Management: June 2020	Cambridgeshire and Peterborough Combined Authority Board	3 June 2020	Key Decision 2020/027	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
39.	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	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

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)
40.	Advanced Materials and Manufacturing Sector Strategy	Cambridgeshire and Peterborough Combined Authority Board	3 June 2020	Decision	To approve the adoption of the Advanced Materials and Manufacturing Sector Strategy.	Relevant internal and external stakeholders	John T Hill Director of Business and 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.



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

Please send your comments or queries to Robert Parkin, Chief Legal Officer and Monitoring Officer, at [Robert.Parkin@cambridgeshirepeterborough-ca.gov.uk](mailto:Robert.Parkin@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?



<b>SKILLS COMMITTEE</b>	<b>AGENDA ITEM No: 2.1</b>
<b>27 APRIL 2020</b>	<b>PUBLIC REPORT</b>

## **ADULT EDUCATION BUDGET – INNOVATION FUND**

### **1.0 PURPOSE**

- 1.1. The purpose of this report is to recommend the establishment of an Adult Education Budget (AEB) Innovation Fund that supports Providers to deliver education and training that addresses the AEB Commissioning Strategy priorities that reduces skills and employment gaps of CPCA learners disproportionately underrepresented in the labour market. These groups include the unemployed, English for Speakers of Other Languages (ESOL), health volunteers, special educational needs and disabilities (SEND) learners and ex-offenders.
- 1.2. It details how the Cambridgeshire and Peterborough Combined Authority (CPCA) Innovation Fund will be managed for funded delivery with immediate effect, and during the 2020/21 academic year. The Fund will support all CPCA grant funded provision and contract services Providers to apply for additional funding to deliver innovative provision that meets the CPCA priorities for skills and training. It will now give special priority to the COVID-19 pandemic and the impact it is having on the delivery of learning for residents.

<b><u>DECISION REQUIRED</u></b>	
<b>Lead Member:</b>	<b>Councillor John Holdich</b>
<b>Lead Officer:</b>	<b>Francis Lawlor AEB Strategy Executive</b>
<b>Forward Plan Ref: N/A</b>	<b>Key Decision: No</b>
<p>The Skills Committee is invited to:</p> <p>a) approve the recommended approach for creation and management of the AEB Innovation Fund and;</p> <p>b) recommend the Combined Authority Board approve the carry forward of 50% of the 2019-20 underspend on the “AEB Devolution Programme – ITP and grant ” funding lines</p>	<p><b>Voting arrangements</b></p> <p>Simple majority of all Members</p>

and ringfence this for the Innovation Fund in the 2020-21 Budget, up to a maximum of £500k.	
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## 2.0 BACKGROUND

2.1. The CPCA will enable both grant-funded and procured AEB providers delivering to learners in Cambridgeshire & Peterborough to apply for additional funding until the end of the 2019/20 academic year and for 2020/21.

2.2. The CPCA is recommended to create an Innovation Fund and allocate it half the underspend on procured AEB provision from the financial year 2019-20, up to a maximum of £500k. This fund will be available to pay for additional, innovative, provision from providers who are performing well.

2.3. The fund will support

- a) Innovative proposals that support and maximise learning participation in the next 6 months

For instance

- Supporting distance learning for disadvantaged learners
- Creative ways for accessing the internet
- Short course digital skills training

- b) Additional activity including specific pilots and change programmes funded by AEB that

- Meets the AEB Commissioning Strategy priorities for skills and training in Cambridgeshire & Peterborough
- Demonstrate innovation
- Deliver tangible outcomes

For instance

- English for Speakers of Other Languages
- Addressing sectoral priorities in Cambridgeshire & Peterborough
- Support for those affected by jobs displacement and redundancies
- Improving participation in digital skills training

2.4. Appendix 1 expands on the type of activity anticipated and the expected rationale, aims and outcomes from innovative projects. We will encourage more collaborative projects across providers with multiple partners.

2.5. Delivering the CPCA economic and social ambition will take time and the changes to the AEB funded skills system will be evolutionary. However, there is scope from the academic year 2019/20 to use AEB differently and more flexibly

for some groups and/or specific skills within the economy. Changes and innovations will consider the following prioritised by the order below

- a) The short term immediate needs of the next six months
  - b) The medium to long term so that proposals can be more developmental or seeking to plug gaps that is not within existing funding criteria such as new qualifications or meeting employer skills gaps
- 2.6. This process will allow for further data gathering and analysis from fully funded pilot provision to ensure an evidenced based approach to change.
- 2.7. Funding allocated will be additional to the amount already allocated to grant providers and contract service providers delivering to Cambridgeshire & Peterborough learners in 2019/20 and 2020/21.
- 2.8. Flexibilities and any pilots are intended to help providers develop different methodologies that can be mainstreamed in the longer-term dependent upon successful outcomes being realised that go beyond the delivery of qualifications for residents, with a stronger emphasis on outcomes or progression to further learning, employment or progression at work.
- 2.9. In future academic years, the Combined Authority will test further areas of innovation and embed earlier piloted delivery and reporting mechanisms within the AEB funding and performance management rules if any pilots are successful.
- 2.10. The Fund will only support applications that demonstrate innovation in the delivery of adult education providers.
- 2.11. Provision could be innovative in terms of
- (a) Engagement – the method through which the provider engages with or targets learner groups
  - (b) Learning content – the approach taken by the provider to the delivery or content of the curriculum
  - (c) Progression – how the Provider supports learners to achieve employment, learning or social outcomes and progression
  - (d) Measurement – how the impact and outcomes of adult learning are captured and measured.
- 2.12. The Fund will support both
- (a) The testing of new approaches through piloting
  - (b) The scaleup of previously small scale projects which are not eligible to be funded through the current AEB funded rules.
- 2.13. Applicants will need to identify the learning, employment and/or social outcomes their proposed activity will deliver for residents, communities and employers within Cambridgeshire & Peterborough

- 2.14. Table 1, also in appendix 1 outlines the general type of outcomes that could be delivered. Providers will be expected to deliver at least one learner outcome and one employment and skills outcome.
- 2.15. The CPCA AEB team will publish further guidance to providers on how to measure and evidence these outcomes in due course.
- 2.16. Providers will be required to set out;
- (a) The priorities their proposed activity addresses (from the AEB Commissioning Strategy and the Skills Strategy)
  - (b) A convincing account of how the proposed activity will address the challenges identified under the relevant priorities
  - (c) The innovation they believe their proposed activity demonstrates
  - (d) The learning, employment and/or social outcomes their proposed activity will deliver.

### **3.0 SIGNIFICANT IMPLICATIONS**

### **4.0 FINANCIAL IMPLICATIONS**

- 4.1. In the short term this is proposed to utilise a current underspend from the 19-20 financial year. As the CPCA Board had already allocated this funding for AEB provision, and it is funded via the devolved AEB there would be no wider impacts on the CPCA's finances.
- 4.2. If this project is continued in future years this would rely on either continued underspend on AEB procured provision, or a reduction in the value of procured AEB delivery in future academic years.

### **5.0 LEGAL IMPLICATIONS**

- 5.1. 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.

### **6.0 OTHER SIGNIFICANT IMPLICATIONS**

- 6.1. There are no other significant implications

### **7.0 APPENDICES**

- 7.1 Appendix 1 (below) - type of activity anticipated and the expected rationale, aims and outcomes from innovative projects.

<b><u>Source Documents</u></b>	<b><u>Location</u></b>
None	The Incubator 2, First Floor, Alconbury Weald Enterprise Campus, Alconbury Weald, Huntingdon, PE28 4WX

## **Appendix 1**

### **1. Covid-19**

#### Rationale

Through more flexible and adaptive adult learning AEB aims to support local residents and employers through the Covid 19 pandemic and its aftermath.

To help in this regard, the funding provided to grant and contracted providers through the innovation fund will be eligible to use as match funding for the new CPCA Covid 19 small grant.

This will be on the basis of a 20% revenue match from the AEB innovation fund attracting an 80% capital grant fund from the Covid-19 small grant fund with a maximum total allocation of £50,000 per project. AEB grant and contract suppliers will be allowed to apply for multiple grants up to a maximum of four.

#### Outcome

Residents, employers and AEB providers are better prepared to adapt to changes in the education and learning market, learner behaviours and industry needs post the pandemic.

It may include

- i. Links to the Covid 19 small grant fund for more technology based products to deliver distance learning to all
- ii. Support for hard to reach learners
- iii. Flexible adult learning and new faculty capabilities to meet employer needs – new qualifications

### **2. English for Speakers of Other Languages (ESOL) – flexible and responsive delivery**

#### Rationale

The Government's Casey Review (2016) stated that 'English language is a common denominator and a strong enabler of integration'. The report recommends 'improving English Language provision through funding for community based classes and appropriate prioritisation of adult skills budgets'. Our emerging findings from consultations with Providers, and the local Jobcentreplus offices details the need for

- i. more ESOL tutors to meet demand;
- ii. discrete learning opportunities for those with skills needs related to
  - a. speaking and listening;
  - b. reading and writing;
  - c. ESOL needs appropriate to the workplace.
- iii. opportunities for progression across these disciplines;

- iv. courses at the right level and intensity for learners who may range from illiterate in their own language to graduates including pre-entry ESOL support;
- v. learning experience enrichment with other learning alongside language skills.

The Combined Authority wishes to see true innovation in the delivery of ESOL locally that meets learner needs. Without being prescriptive, key features of a pilot could include one or more of the following:

- i. ESOL tutor training for use across the region – support new peer mentors with teaching qualifications
- ii. Effective initial assessment tools / diagnostic of the ESOL skills needs of learners;
- iii. Testing of bespoke delivery for reading and writing and speaking and listening compared to employment and progression results from mainstream ESOL offers;
- iv. Testing of results from RARPA (Recognising and Recording Progress and Achievement) approaches compared to mainstream ESOL qualifications;
- v. Development of pre-entry level provision for those illiterate in their own language with opportunities for progression to speaking and listening and reading and writing skills;
- vi. Delivery as a minimum of 8 guided learning hours per week – in smaller class sizes or over an intensive initial period with reported comparisons to mainstream provision;
- vii. Supporting peer language conversational clubs with peer mentor and volunteer support;
- viii. Supporting tutor Continuous Professional Development (CPD) for multiple Providers.

### Outcomes

This may include the following:

- i. Progression to employment or further learning other than ESOL by
  - a. Better initial assessment and diagnostic tools developed;
  - b. Number of new qualified ESOL tutors developed;
  - c. Developing new and better learning pedagogies co-designed with ESOL learners;
  - d. Greater collaboration between Providers to meet needs and support progression;
  - e. Successful testing of co-production techniques that informs future curriculum design;
  - f. Test the success of intensive smaller class sizes for a short initial period of learning.

### **3. Digital skills – flexible and responsive delivery**

## Rationale

Digital skills are vitally important to the economic success of Cambridgeshire & Peterborough, both as a skill necessary for social inclusion and as they become more prevalent within the skills needs demanded by all employers. A response is needed to the digital skills capabilities needed by employers facing the challenges of industrial digitisation and residents requiring improved digital skills across longer working lives. Digital skills are vitally important to the economic and social cohesion of the region.

Our research on digital skills demand and supply is limited but what little there has identified significant a need for a broad range of skills including Excel, coding skills, web editing and the ability to bring these skills to enhance existing job roles. Nearly all job roles need digital skills and increasingly we all need digital skills to participate in the modern world; employability skills delivery needs to get people digitally equipped to enter the labour market.

## Aim

To meet the demand for digitally skilled labour while ensuring that new workers have access to digital skills. The economic development potential of digitalisation is clear. We will support tackling barriers to accessing digital skills for employment rather than displace current basic AEB funded digital skills that support familiarity with technology and IT confidence.

Target groups for supporting digital skills for inclusive growth will include:

- i. Economically inactive and in need of digital skills to enable employment;
- ii. Learners aged over 50 whose digital skills need improving to support work related skills and employment goals (including changing job roles or sector);
- iii. Those looking to retrain who are already in work;
- iv. Those looking to return to work with greater digital skills following an absence,

The Combined Authority wishes to see true innovation in the delivery of digital skills that delivers skills needed by employers in support of inclusive growth. Key features could include one or more of the following:

- i. Encourage participation of adult returners and the upskilling of learners to progress into employment and progress to further digital learning;
- ii. Delivery across a range of skill levels including units at Level 1 to Level 3
- iii. Digital employability skills and/or skills needed for employment in the digital and creative sector or those digital skills required by other employers;
- iv. Engage employers to help design bite-sized digital skills for new qualifications;
- v. Consideration of employer input - developing a partnership between local employers, to re-train older learners with digital skills that will enable career



progression and potentially lengthen the time that they are economically active.

- vi. Flexibility of learning, using blended approaches of classroom and digital mechanisms that allow repeats of learning sessions and catch up on missed lessons;
- vii. Flexible timing of learning around shift patterns or at weekends reflecting learners' work-life balance;
- viii. Consideration of location of delivery offering local 'pop-up' learning access points to support learning/re-training;
- ix. Delivery in the workplace with digital skills needs that meet learners and employers digital upskilling need supporting learners to retain and progress in employment.

Outcomes - This may include the following:

- i. Better initial assessment and diagnostic tools developed;
- ii. Attract, support and retrain those in work in commercially valued digital skills;
- iii. Participation and upskilling of older working learners (aged 50 and above);
- iv. Number of employers engaged in digital skills co-design and offering access to workers;
- v. Upskilled learners progressing into employment and further digital skills;
- vi. Supporting social mobility - re-training under-represented learners in digital skills.

## 1.1 Table 1

Table 1 – Outcomes

<b>Learning Outcomes</b>	
Qualification achievements	Any learning activity with a clearly defined learning aim that results in a qualification awarded by an awarding body approved by Ofqual.
Occupational skills	Any learning activity that equips an individual with the skills required for a particular occupation. This might be to enable them to enter an occupation, make a career change or improve skills identified by their current employer.
Basic skills	Any learning activity that leads to improvements in an individual's basic English or maths skills. This may result in qualifications at a level appropriate to that individual
<b>Employment and skills outcomes</b>	
Poverty reduction	Any learning activity that results in an improvement to the extent to which the material resources available to a household is sufficient to meet its material needs.

Self-efficacy	Any learning activity that supports improvements in an individual's belief in their ability to achieve goals, which may have been impaired by illness, disability or a life experience.
Financial capability	Any learning activity that supports individuals to better manage their money, prepare for and manage life events, and deal with financial difficulties
Digital inclusion	Any learning activity that improves an individual's skills and motivation to confidently go online to access the opportunities of the internet – including use of digital public services
Family learning	Any learning activity that has an impact on the learning outcomes of both children and adult family members and that contributes to a culture of learning in the family
Social integration	Any learning activity that supports how people positively interact and connect with others who are different to themselves and contributes to improvements in the life of a community
Health & wellbeing	Any learning activity that positively impacts on an individual's mental or physical health, on their ability to manage a health condition, or has a positive impact on personal or community wellbeing.
Work readiness	Any learning activity that improves an individual's capacity to find and secure employment.
Progression into employment/ further learning	Any learning activity that results in a learner either gaining employment or enrolling on a further course of learning. This could include access to higher education or higher levels in further education.
In-work progression	Any learning activity that supports an individual's progression at work (e.g. securing extra hours, an increase in pay and benefits, transition to a more secure job status).



<b>SKILLS COMMITTEE</b>	<b>AGENDA ITEM No: 3.1</b>
<b>27 APRIL 2020</b>	<b>PUBLIC REPORT</b>  Appendix 1 and 2 to this report is exempt from publication because it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) under paragraph 3 of Part 1 of Schedule 12A of the Local Government Act. It is considered that the public interest in maintaining the exemption would outweigh the public interest in disclosing the information.

## **ADULT EDUCATION BUDGET TOP SLICE REVIEW**

### **1.0 PURPOSE**

- 1.1 To outline a reduction in the top slice percentage of the Adult Education Budget to reinvest into delivery of learning for Cambridgeshire & Peterborough residents.

<b><u>DECISION REQUIRED</u></b>	
<b>Lead Member:</b>	<b>Councillor John Holdich</b>
<b>Lead Officer:</b>	<b>Neil Cuttall, AEB Programme Manager</b>
<b>Forward Plan Ref: N/A</b>	<b>Key Decision: No</b>
The Skills Committee is recommended to:  (a) Note the reduction in the top slice of the Adult Education Budget from 4.9% to 3.4%.	<b>Voting arrangements</b>  Simple majority of all Members

### **2.0 BACKGROUND**

- 2.1 In November 2018 the CPCA Board approved a top slice of 4.9% of the Adult Education Budget provided to the CPCA by the Department for Education (DfE) for the implementation, management, administration, systems and process for the authority to effectively deliver Adult Education locally.

- 2.2 In comparison the 4.9% represented one of the highest percentage slices of all the Mayoral Combined Authorities devolving and delivering AEB. However the CPCA grant was the lowest allocation in the UK at £11.53m in 2019/20.

### **FUTURE TOP SLICE 2020+**

- 2.3 This paper details the reduction to the top slice take by the CPCA in 2020/21 and onwards. That reduction is from 4.9% to 3.4%, allowing £170k to be utilised for the provision of AEB locally.
- 2.4 Appendix 1(Exempt from Publication): informs of the future costs of delivering the AEB service for 2021. This shows a marked reduction from the 4.9% allocated to 3.4%. The costs include 4.2 full time equivalent posts, management costs, data contracts, marketing, administration, training and travel expenses.
- 2.4 Appendix 2(Exempt from Publication): provides information on the absolute costs of administration and the related percentages. This reduction puts the CPCA amongst those Mayoral Combined Authorities with the lowest absolute cost of administration and with a similar percentage cost to the North of Tyne and West of England Combined Authorities.
- 2.5 The CPCA's AEB administration team is the smallest of all the Mayoral Combined Authorities. However, the Director has restructured the 4.2 FTE roles, reducing what was a top-heavy structure with one that is flatter and lower cost.

## **3.0 FINANCIAL IMPLICATIONS**

- 3.1. The £175,493 saved will be a reduction of the spend charged to the devolved AEB funding, thus will not result in a reduction in the net staffing cost funded by the CPCA's Revenue Gainshare.

## **4.0 LEGAL IMPLICATIONS**

- 4.1 None

## **5.0 SIGNIFICANT IMPLICATIONS**

- 5.1 There are no significant implications identified for this report that have not already been addressed.

## **6.0 APPENDICES**

- 6.1. Appendix 1 – Exempt from publication - AEB Budget for 2020/21
- 6.2. Appendix 2 – Exempt from publication - Comparable information from other MCAs AEB Delivery

<b><u>Source Documents</u></b>	<b><u>Location</u></b>
List background papers (Hyperlinks attached): <a href="#">Skills Committee Papers November 2018</a> <a href="#">Skills Committee Papers April 2019</a>	The Incubator 2, First Floor, Alconbury Weald Enterprise Campus, Alconbury Weald, Huntingdon, PE28 4WX





<b>SKILLS COMMITTEE</b>	<b>AGENDA ITEM No: 3.2</b>
<b>27 APRIL 2020</b>	<b>PUBLIC REPORT</b>

**WORK READINESS AND CAREERS ASPIRATION PILOT – HAMPTON  
ACADEMIES TRUST FUTURE FUNDING ARRANGEMENTS**

**1.0 PURPOSE**

- 1.1 The purpose of this report is to update the Skills Committee on the future funding arrangements associated with this pilot as well as reassuring the Skills Committee that the good work achieved to date will continue through the Skills Talent Apprenticeships & Recruitment (STAR) Hub incorporating the Careers & Enterprise Company (CEC) contract and the Skills Brokerage contract) as well as the European Social Funds (ESF) funded programmes across the region.
- 1.2 The Work Readiness and Careers Aspiration pilot is currently being undertaken at the two secondary academies within Hampton, namely the Hampton Academies Trust (Hampton College and Hampton Gardens School). The pilot commenced January 2019 and having been reprofiled by the Combined Authority in December 2018 now runs for 18 months.
- 1.3 However, please note that due to Covid-19 the pilot is currently on hold as the schools remain closed. The completion date of August 2020 is now likely to be extended to December 2020.

<b><u>DECISION REQUIRED</u></b>	
<b>Portfolio Holder for Skills:</b>	<b>Councillor John Holdich</b>
<b>Lead Officer:</b>	<b>John T Hill – Director of Business &amp; Skills</b>
<b>Forward Plan Ref: N/A</b>	<b>Key Decision: No</b>
The Skills Committee are asked to note:	<b>Voting arrangements</b>

<ul style="list-style-type: none"> <li>• that the workstreams identified within this pilot will be subsumed into the Business Growth Service currently being procured and including; the Careers &amp; Enterprise Company careers advice into schools, and the Skills Brokerage Services.</li> <li>• the good work achieved through this pilot will continue through the Business Growth Service.</li> <li>• the pilot benchmarking of achievements will be monitored and evaluated through externally funded provision and will be recorded in the Final Report due Spring 2021. As the pilot will finish by Spring 2021, no further funding is required.</li> </ul>	Simple Majority of all Members
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## 2.0 BACKGROUND

2.1 The Work Readiness Pilot approved by the CPCA Board in July 2018, was seeking to address the situation of engaging more students with local businesses to support STEM learning, careers promotion and earlier engagement of pre-NEETs learners. The pilot's original aim was to seek to remedy the emerging concern that too often school leavers do not possess some of the practical skills to function in the modern workplace, and that teachers and pupils lack knowledge of vocational career pathways.

Three identified workstreams below were identified:

- a. Promote STEM careers.
- b. Promote a parity of esteem between technical and academic pathways.
- c. Build links with local employers and establish progression routes to local traineeships/apprenticeships.

2.2 All of these workstreams are provided for, for all schools in the areas, within the Business Growth Service currently being procured.

2.3 The pilot was reprofiled in December 2018 following the creation of a project initiation document which highlighted the need for the business case to link to outputs and outcomes (see 3.0 below). It was recognised by the Combined Authority that this pilot could influence and strengthen the need for robust careers education, information, advice and guidance (CEIAG) across all schools. As a result, the activities, interventions and deliverables for this pilot have been integrated into the Service Specification for the new Skills Brokerage; a key element of the new Business Growth Service.



- 2.4 Through its funding of Adult Education and the new university for Peterborough, the CPCA will encourage FE colleges and HE institutions to further develop their work shadowing and work experience offers and establish progression routes to local traineeships/apprenticeships/degree apprenticeships.

### 3.0 PROJECT OUTPUTS AND OUTCOMES

- 3.1 Project outputs identified through 12-15 months of tracked activity are annotated within the data represented below as:

<b>Project Outputs</b>	<b>2018 Baseline</b>	<b>2019 Target</b>	<b>2019 Actual</b>	<b>2020 Target</b>
<i>Increase in Young People going into Apprenticeships</i>	<b>Post 16 4%</b>  <b>Post 18 12%</b>	<b>Post 16 5%</b>  <b>Post 18 12%</b>	<b>Post 16 3%</b>  <b>Post 18 4%</b>	<b>Post 16 8%</b>  <b>Post 18 20%</b>
<i>Increase in Young People moving into Technical/Vocational qualifications</i>	<b>Post 16 65%</b>  <b>Post 18 18%</b>	<b>Post 16 65%</b>  <b>Post 18 20%</b>	<b>Post 16 66.5%</b>  <b>Post 18 *50%</b>	<b>Post 16 70%</b>  <b>Post 18 25%</b>
<i>Increase in YP accessing HE locally</i>	<b>Post 18 2%</b>	<b>Post 18 2%</b>	<b>Post 18 1.25%</b>	<b>Post 18 5%</b>
<i>Reduce the number of NEETS from HATS</i>	<b>Post 16 2.2%</b>	<b>Post 16 1.5%</b>	<b>Post 16 1.7%</b>	<b>Post 16 1%</b>

\*vocational degree courses at University (e.g. Nursing, radiography etc.) have been included in this calculation.

As the project commenced in January 2019, we had always anticipated that the impact on student destinations would not be seen until 2020. However, the interim data above taken from Summer 2019 shows the following improvement/outcomes across the whole Hampton College cohort:

- Strong take up of technical/vocational pathways at 16+
- Strong take up of technical/vocational pathways at 18+; mostly through the choice of vocational degrees
- Reduction in overall NEETs in the Year 11 cohort.

These findings and the good work achieved through this pilot will need to be added to the milestones for delivery for the Skills Brokerage being procured.

- 3.2 The project outcomes will be used to inform and align The Hampton Academies Trust's CEIAG Strategies and pilot the culture change required to ensure young people make informed decisions about their future pathways recognizing the value of a Technical route as well as an Academic route.

#### **4.0 CONTINUATION OF THIS PILOT AS PART OF THE SKILLS BROKERAGE FUNDED BY THE CPCA, CEC AND ESF**

- 4.1 Since the commencement of this pilot the Combined Authority has published the Skills Strategy in line with the people pillar of the Local Industrial Strategy. We have also been working with a range of providers who are aligned to the Skills Brokerage under procurement for delivery between 2020 and 2023.

- 4.2 The CEC concentrates on linking schools with businesses through the Enterprise Adviser Network, supported by a network of Enterprise Coordinator's working with schools to carry out their Compass Tool to meet the Gatsby Benchmarks. This underpins the Careers Strategy December 2017 with employer engagement across the region. This is currently being delivered by The Skills Service (TSS) operated by Opportunity Peterborough in Peterborough and Form the Future (FtF) for Cambridge. Both TSS and FtF have employer engagement brokerage services so they are well placed to strengthen their employer engagement offer wider across the area. They ensure that all school interventions related to working with employers are offered, rather than only working with employers to just meet the Gatsby Benchmarks set out within the CEC programme. As a result of this widening participation work, they have the ability to be more focused/tailored in the future to enable work encounters to lead to job opportunities/apprenticeships and/or further training including strengthening the offer to incorporate T levels and the work placements associated therein. The Skills Brokerage currently being procured to replace both TSS and FtF, as well as the Hampton Pilot, will also work with schools to promote STEM careers and learning. Many skills providers and employers have a highly successful STEM programme through their links with schools supported by some of the most influential STEM based companies in the UK including ARM, Marshalls, Astra Zeneca, Addenbrookes Hospital, to name a few.

- 4.3 In addition, the ESF programmes running across the region include the Pre-NEET and NEET programmes being delivered by TCHC through their "My Futures Programme" – see IP 1.2 Young People in Appendix A. This work will complement the planned Skills Brokerage, to support at risk learners in

schools/colleges to re-engage with learning and to follow vocational pathways. The Skills Brokerage is also referred to therein in IP. 2.2 of Appendix A that connects all of this activity into a single front door for schools and employers to be directed to.

## **5.0 FINANCIAL AND INVESTMENT IMPLICATIONS**

- 5.1. The CPCA funding for this pilot over the 18 month period is £164,500 and to date £109,647.51 has been claimed with £54,852.49 of outstanding claims. This funding will be claimed during the FY 2020/21. The Business Growth Service which incorporates the STAR Hub with a £4m Skills Brokerage offer is set to run over 3 years and will effectively embed the key workstreams of this Pilot as well as extending further, the work already undertaken through deliverables, activities and interventions attached to this new funding stream.
- 5.2 The impact of COVID-19 will be taken into consideration on the length of the term for the pilot.

## **6.0 LEGAL IMPLICATIONS**

- 6.1. There are no legal implications associated with the activities outlined in this report.

## **7.0 APPENDICES**

- 7.1 Appendix A - ESIF AREA (GCCP/CPCA) ESF PROVIDERS FORUM – TABLE OF PROJECTS V1-2 (DATA AS OF SEPTEMBER 2019)

<b><u>Background Papers</u></b>	<b><u>Location</u></b>
NONE	



## ESIF AREA (GCGP/CPCA) ESF PROVIDERS FORUM – TABLE OF PROJECTS V1-2 (DATA AS OF SEPTEMBER 2019)

Project ESF Theme	Provider or Applicant	Project name/area covered	Key Project Objectives (3 to 4 bullet points)	No. of participants/ learners	Outcomes/ Results	Impact (see note below)
IP 1.1 Employability	Reed in Partnership	Work Routes Covering all the Greater Cambridgeshire and Greater Peterborough region (GCGPLEP region)	1) Aim of the program is to reduce the number of people inactive or unemployed in the area, this is aimed at Sustainable employment 2) Tailored service to meet the individuals needs and address barriers to employment for up to 1 year 3) Eligible participants are either 26 weeks Inactive or unemployed or people with at least one barrier to employment 4) Employed people to continue to receive support for up to 6 months while in employment.	Total starts on Program including 2 year extension aim is 4200	Aims are 1726 people into employment from program starts 1451 of these job starts into more than 3 months of employment 1148 of these into more than 6 months of employment	The impact should be over 1700 people into employment, the remainder of the participants to moved closer to employment, these will be participants who meet the eligibility criteria Of those moving into employment 1451 of these should remain in employment for more than 3 month and 1148 of these should stay in employment for more than 6 months. Those who do progress into employment have/will receive support on career progression and maintaining employment.
IP 1.1 SSU	IXION Holdings	ESF – SSU 5003	<ul style="list-style-type: none"> <li>Provide access to employment for job seekers and inactive people, including the long term</li> </ul>	Across the project lifecycle the target is 1730 starts. We provide a	For at least 50% of the participants progressions include into education (138); paid employment	The key focus is to support people into employment by identifying the skills and knowledge gaps that exist and by providing sector specific and relevant skills and training



Project ESF Theme	Provider or Applicant	Project name/area covered	Key Project Objectives (3 to 4 bullet points)	No. of participants/ learners	Outcomes/ Results	Impact (see note below)
			<p>unemployed and people far from the labour market;</p> <ul style="list-style-type: none"> <li>To support people with multiple and complex barriers to participation to address these underlying issues and to move closer to or into the labour market;</li> <li>Enhance equal access to lifelong learning and Improve the labour market relevance of education and training</li> </ul>	monthly report to ESF on project outcomes to date.	(519); apprenticeships (173) or traineeships (35). We provide a monthly report to ESF on project outcomes to date.	alongside building the confidence in people to make them work fit and work ready within a flexible model to support individuals and individual needs. Within this approach, there are key priority regions across market towns, priority sectors for employment and specific target groups, all of which are reported on monthly to ESF.
IP 1.2 Young People	TCHC	My Future	Includes the provision of opportunities for interventions such as employer-based vocational training and tasters, employment trials, work placements or internships, work pairing and volunteering and pre-recruitment training to include routeways to traineeship and apprenticeship opportunities. where we consider it appropriate, the provision of individualised wrap-around	1342 young people	134 young people will progress to get a job, 456 to return to full time education, 67 to secure an Apprenticeship, 67 into traineeships From April 2019, The programme will be supporting 724 young people to progress into a positive destination within	The programme is designed to assist young people to move into work and kick start their careers. It provides one to one support and guidance, giving young people the tools they need to take the next step. This is delivered through regulated and non-regulated training aiming to improve employment opportunities through personal development, employability and vocational training with progressions into



Project ESF Theme	Provider or Applicant	Project name/area covered	Key Project Objectives (3 to 4 bullet points)	No. of participants/ learners	Outcomes/ Results	Impact (see note below)
			programmes of support focusing on English, maths, and IT skills. include engagement with marginalised Participants and support for them to re-engage with education or training. address the Basic Skills needs of Participants so that they can compete effectively in the labour market. It provides additional work experience and pre-employment training opportunities to Participants. The programme also supports Participants who are lone/young parents to overcome the barriers they face in participating in the labour market (including childcare).		28 days of exit for the 1342 young people on the programme progressing 54% into positive destinations by April 2021.	employment, Apprenticeships, Traineeships and Education. My Futures can be offered in Schools to Year 11 students at risk of becoming NEET.
IP 1.4 BBO 1	TCHC	Community Connections North	<ul style="list-style-type: none"> <li>• Increase participants' confidence, capability and resilience</li> <li>• Ensure they are ready to enter and remain in employment.</li> <li>• Promote civic participation to help local people engage with their communities.</li> </ul>	Target: 721	<ul style="list-style-type: none"> <li>• 94 into education and training</li> <li>• 94 into work of which 48 were unemployed and 47 economically inactive at the</li> </ul>	Moving all unemployed and economically inactive participants closer to the Labour Market. Working with the hardest to reach participants especially those with multiple barriers to work or those that feel socially isolated. All Participants



Project ESF Theme	Provider or Applicant	Project name/area covered	Key Project Objectives (3 to 4 bullet points)	No. of participants/ learners	Outcomes/ Results	Impact (see note below)
					start of the programme 97 that were economically inactive at start of the programme into job search.	increase confidence and are given help and support to overcome barriers to work.
IP 1.4 BBO2	Papworth Trust	Community Connections South – mid to south Cambridgeshire area, including, but not restricted to, the Greater Cambridge area, Huntingdonshire, St Neots and Ely.	To tackle social isolation by supporting participants to engage more with their communities; To support participants to overcome their barriers to work; To work in conjunction with Local Authorities, other ESF programmes and projects, etc; To ensure learning from the project is incorporated into the local strategy and commissioning.	Minimum: 242 Participants; 121 Men; 121 Women; 121 Unemployed; 121 Economically Inactive 38 Aged 50+; 49 Disabled; 20 Ethnic Minorities.	Minimum: 31 Move into Education/Training; 31 Move into Employment (16 being Unemployed and 15 being Economically Inactive); 33 Economically Inactive Participants into Job-Search.	The project supports those furthest from the job market and those who face multiple barriers to work. A bespoke plan is put into place to help each participant: Overcome their barriers; improve their self-esteem and confidence; Engage with their friends, family and community in a more positive way; Improve their skills for work, such as their basic skills (English, Maths and IT), timekeeping, reliability, ability to job search, etc; Improve their job specific experience and skills. Once in employment, training/education, or job-





Project ESF Theme	Provider or Applicant	Project name/area covered	Key Project Objectives (3 to 4 bullet points)	No. of participants/ learners	Outcomes/ Results	Impact (see note below)
						search (for those who are Economically Inactive) the project will continue to offer support, for those who are in need of it, until these results are sustainable and, only then, will they be exited from the project.
1P 1.4 BBO3	Cambridge Housing Society	New Horizons Cambridgeshire, Peterborough and West Norfolk	<ul style="list-style-type: none"> <li>Provides coaching for those furthest from the job market on money, getting online and getting back to work</li> <li>Helps people in financial crisis to build a stable base, gain skills and confidence and move closer to job market</li> <li>Aims to reduce stigma around talking about money and debt</li> <li>Focus on link between financial exclusion, digital exclusion and a person's ability to get into employment</li> </ul>	Target of 596 enrolments	103 participants into training 81 economically inactive participants into job search	<p>New Horizons works with those furthest from the job market whose main barrier is to work is financial exclusion and poverty. Up to 20 hours one to one coaching is provided by one of the delivery organisations, all using the same model of delivery.</p> <p>By helping people out of financial crisis, the project helps free up mental 'bandwidth' to enable participants to focus on improving their confidence and skills and move towards employment. Improving IT skills ensures participants are</p>



Project ESF Theme	Provider or Applicant	Project name/area covered	Key Project Objectives (3 to 4 bullet points)	No. of participants/ learners	Outcomes/ Results	Impact (see note below)
						<p>ready for Universal Credit and able to engage with on-line job search as well as being more employable in this digital age.</p> <p>The project teaches the skills to help people build financial resilience and know where to go to get help. It also helps them with their CV, job searching skills and interview techniques and a number of our participants have subsequently moved into work, even though this isn't one of our targets.</p>
IP 1.4 BBO4	Peterborough Plus VCSE Consortium	<b>eMploY-ABILTY</b> <ul style="list-style-type: none"> <li>Peterborough</li> <li>Kings Lynn &amp; West Norfolk</li> </ul> Fenland	<ul style="list-style-type: none"> <li><b>Building</b> a full picture of the participant and desired direction &amp; personal development</li> <li><b>Better</b> position &amp; ability to progress - break down past barriers with tailored support, skills and training</li> </ul> <p><b>Opportunities</b> – opening doors to volunteering, work experience and longer term understanding</p>	Over 280 participants supported by eMploY-ABILITY	<b>Outputs</b> <ul style="list-style-type: none"> <li>242 Supported</li> </ul> <b>Results</b> <ul style="list-style-type: none"> <li>31 Education &amp; Training Into</li> <li>32 Work</li> <li>33 Job Search</li> </ul>	<b>Social inclusion and tackling poverty</b> To support a significant number of those furthest from the labour market back into work by offering innovative, personalised support with a tailored package of barrier busting interventions- designed and commissioned with participants. Building confidence, self-belief, skills



Project ESF Theme	Provider or Applicant	Project name/area covered	Key Project Objectives (3 to 4 bullet points)	No. of participants/ learners	Outcomes/ Results	Impact (see note below)
			of employers of the needs and value of this workforce – keeping doors open after BBO			and ability.
IP 1.5 CCLD Wisbech	Cambridgeshire ACRE	Wisbech Community Led Local Development (CLLD)	Supports individual project interventions designed to deliver aspects of the Wisbech Local Development Strategy  Projects should provide support, training or mentoring to assist people moving into or closer to employment	1,184 participants, 829 unemployed; 355 inactive		
DWP Work and Health Programme (Not ESF)	Papworth Trust	Work & Health Programme - Cambridgeshire	Achieve sustained employment Take a holistic approach to tackling barriers to employment Integrate with health, social care and other local provision Provide participants with more tailored support Length of programme is 15 months + 6 months extension if needed	Current caseload of 331 active participants	Blended average of 50.13% to reach earning threshold of £3400 whilst on programme Outcomes based on earnings not hours worked	To support those with multiple barriers to work, it is predominantly a voluntary programme with referrals mostly received from JCP. 10% of active caseload is LTU mandatory participants Support Managers have a caseload of 40 participants, they also have access to specialist supply chain to give further support We look to overcome all barriers to work and upskill participants in readiness for employment



Project ESF Theme	Provider or Applicant	Project name/area covered	Key Project Objectives (3 to 4 bullet points)	No. of participants/ learners	Outcomes/ Results	Impact (see note below)
						Once working, participants are offered in work support tailored to that individual, they will receive it until they reach the threshold where they are deemed to be in sustainable employment and will be exited from the programme.
IP 2.1 SSW	SERCO	Skills Support Workforce SSW GC&P  SSR - Response to Redundancy	<ul style="list-style-type: none"> <li>Up-Skill employees</li> <li>Progressions Into Work, Education &amp; Apprenticeships</li> <li>Reach out to rural businesses</li> </ul> Address key LEP priorities	2065	40% conversion rate into a progression	Funding is available to upskill employees within the workplace of SME's and also support employees at risk of redundancy or that have been made redundant within the last 3 months (SSR is available for larger employers as well as SME's)
IP 2.1 SSW	COWA	Target Apprenticeships / GCGP ESIF area		1852 participants 450 SMEs engaged	Participants gaining basic skills 131; Participants gaining basic skills 430; Participants gaining level 3 or above or a unit of a level 3 or above qualification 138; Participants gaining level 3 or above or	Increase number of employers engaging with Apprenticeships as both staff development and a recruitment option to raise skills levels and grow business. Increase in number of people having an awareness of the advantage of raising skill levels and apprenticeships in general



Project ESF Theme	Provider or Applicant	Project name/area covered	Key Project Objectives (3 to 4 bullet points)	No. of participants/ learners	Outcomes/ Results	Impact (see note below)
					a unit of a level 3 or above qualification 304	
IP 2.2  Project application submitted 20 <sup>th</sup> August 2019	CPCA	Skills Brokerage	The Skills Talent and Apprenticeship Recruitment (STAR) Hub is a digital, online platform combining Skills brokerage contracts with a facilitation service that will create better connections between employers, training providers and learners, creating a dynamic Skills Marketplace across the Greater Cambridgeshire Greater Peterborough economy and geography. This “one stop shop” will support providers, schools, colleges, higher education, parents, learners and employers to navigate effectively through the complex skills landscape. Our target markets of SMEs, individual learners and their parents, training providers, schools, colleges and Higher	Outcomes; SME’s engaged (CO23); 276 Number of participants (learners), (O1); 207	Results; SME’s successfully competing projects (R9) = 207	Improved engagement of businesses, partners and public sector stakeholders to identify the skills needed both now and in the future  Greater visibility of talent to support businesses with recruitment/ training and greater visibility of employment and training opportunities to young people / learners to better match skills with demand.  An improved connection between businesses and the 61 schools in the CPCA area through a strong skills brokerage service, CEC contracts and the digital platform, resulting in 100% Schools/Colleges offering Information Advice and



Project ESF Theme	Provider or Applicant	Project name/area covered	Key Project Objectives (3 to 4 bullet points)	No. of participants/ learners	Outcomes/ Results	Impact (see note below)
						<p>Guidance (IAG) to ALL students.</p> <p>Provision of targeted support to 3000 employers by 2020 &amp; 40,000 employers by 2024 in order to reduce the number of vacancies/ Apprenticeships not filled.</p> <p>Increased and more effective utilisation of the Apprenticeship Levy transfer allowance within the area with 20 Levy Employers participating to create a shared Levy Transfer Pot of £5m by 2022, with 50 SMEs accessing the funds by 2024 and all Colleges and Training Providers fully supporting Levy Pooling. Ultimately delivering an increase in Levy usage from 13% in CPCA to 40% by 2022.</p> <ul style="list-style-type: none"><li>• An increase in the growth rate of apprenticeships from 5% to 15% over the next</li></ul>



Project ESF Theme	Provider or Applicant	Project name/area covered	Key Project Objectives (3 to 4 bullet points)	No. of participants/ learners	Outcomes/ Results	Impact (see note below)
						<p>two years and then scaled growth from the underlying 5% growth rate to 20% for the following three years and 30% for the five years after.</p> <ul style="list-style-type: none"><li>• Increased numbers of individuals starting on Higher &amp; Degree Level Apprenticeships</li><li>• Sector Pilots operating in all priority sectors of Agri-tech, Life Science, Digital the supporting sectors of Construction and Logistics to support skills demand</li></ul>

Updated by KC for the Skills Committee – 7<sup>th</sup> April 2020







<b>SKILLS COMMITTEE</b>	<b>AGENDA ITEM No: 3.3</b>
<b>27 APRIL 2020</b>	<b>PUBLIC REPORT</b>

## **EMPLOYMENT & SKILLS BOARD UPDATE PAPER**

### **1.0 PURPOSE**

- 1.1 To give an update on the Employment & Skills Board (ESB)
- 1.2 To give an update and advise on the appointment of new members of the Employment & Skills Board (ESB)

<b>DECISION REQUIRED</b>	
<b>Chair of the Committee:</b>	<b>Councillor John Holdich</b>
<b>Lead Officer:</b>	<b>John T Hill, Director of Business and Skills and Fiona McGonigle Business &amp; Skills Manager</b>
<b>Forward Plan Ref: N/A</b>	<b>Key Decision: No</b>
<p>The Skills Committee is recommended to:</p> <ul style="list-style-type: none"> <li>(a) note the updates from the Employment &amp; Skills Board</li> <li>(b) note the appointment of new Board members</li> <li>(c) note the launch of the Combined Authority Talent Portal</li> <li>(d) note the introduction of a Retraining Scheme Pilot</li> <li>(e) be advised of the Expression of Interest being submitted to bid to have a Careers Hub</li> </ul>	<p><b>Voting arrangements</b></p> <p>Simple majority of all Members</p>

## **2.0 OUTLINE**

- 2.1 This paper gives an update and overview to the Skills Committee on the Cambridgeshire & Peterborough Combined Authority Employment & Skills Board (ESB), also known as a Skills Advisory Panel (SAP).
- 2.2 The paper also gives an update on how the ESB Members are responding to COVID-19 in their respective businesses and sectors.

## **3.0. BACKGROUND TO THE EMPLOYMENT & SKILLS BOARD**

- 3.1 The Department for Education's (DfE) Skills Advisory Panel's aim to bring together local employers and skills providers to pool knowledge on skills and labour market needs, and to work together to understand and address key local challenges. If a LEP or MCA already have an Employment & Skills Board in place, this can become the Skills Advisory Panel.
  - (i) This includes both immediate needs and challenges and looking at what is required to help local areas adapt to future labour market changes and to grasp future opportunities. This will help colleges, universities and other providers deliver the skills required by employers, now and in the future.
  - (ii) The introduction of Skills Advisory Panels will help MCA's and LEP's achieve this by ensuring all areas have strong governance arrangements in place for their employment and skills boards (or alternative bodies taking the Skills Advisory Panel role), meaningful analytical capability and access to the right data.
- 3.2 <https://www.gov.uk/government/publications/skills-advisory-panels-analytical-toolkit>  
<https://www.gov.uk/government/publications/skills-advisory-panels-saps-role-and-governance>

## **4.0 FOCUS OF NEXT EMPLOYMENT AND SKILLS BOARD – 30 April 2020**

- 4.1 The next ESB is scheduled for 30<sup>th</sup> April 2020, and the agenda will focus on COVID-19, sharing how others are dealing with the situation in relation to their business, any impacts and how the ESB can support.
- 4.2 An update will be shared with the ESB on the Combined Authority's response to COVID-19 in relation to the COVID-19 Capital Grants Scheme and the Skills Support via the Talent Portal on the Growth Hub. The Talent Portal Has been born out of a need to support many businesses who have had to adapt the way they operate in response to COVID-19 and as a result require new staff with different expertise. For example, farmers who are looking to recruit thousands of pickers from the UK to harvest crops because of the restrictions in movement due to the virus and supermarkets who now need

more delivery drivers as more people are shopping online. Employers operating in critical sectors including health and care need more employees now more than before to help keep the country running.

- 4.3 ESB Members will be advised that the planned National Retraining Scheme Pilot has been brought forward from September 2020 and will now be launched in April 2020. This is a localised Retraining Scheme to respond to COVID-19 and has been designed by Officers and will be launched on 17<sup>th</sup> April 2020 on the Talent Portal.
- 4.4 National data via the CBI, Chambers of Commerce and FSB has demonstrated that Management and Leadership and Project Management training and development is a major skills gap for employers that the CPCA Retraining Scheme will look to address these gaps.
- 4.5 The Cambridgeshire and Peterborough Retraining Scheme Model:
- (i) Management and Leadership
  - (ii) Project Management
  - (iii) Digital Skills - Skills for Tomorrow Programme via BT Group to upskill
  - (iv) Finance/ Accounts Short Courses/ Tasters
  - (v) Utilising the Levy Pooling for progression to some for Apprenticeships
  - (vi) Marshall, Cambridge, have plans for growth of 130 Apprentices and would like to access the Levy Pooling, they are a Levy Employer, however, have spent their levy pot. They are keen to work with CPCA and potentially use the equipment and facilities at iMET.
- 4.6 The timing of the Retraining Scheme is an opportunity to support those employers or individuals for the following reasons;
- (vii) Lots of downtime currently for a lot of people working from home
  - (viii) Employees reviewing their current employment status
  - (ix) Opportunity to upskill/ Retrain/ CPD
  - (x) Online Delivery Learning Model to capitalise on retraining now to reboot the economy in certain sectors.
- 4.7 ESB Members will be advised that an Expression of Interest will be submitted to the Careers & Enterprise Company (CEC) for the area to become a 'Careers Hub' area. There are currently 40 Careers Hub's nationally, which are in addition to Opportunity Areas. Careers Hub's bring together a consortium of a minimum of 35 schools to attract funding to the area to support schools, CPD for Careers Leaders and adding strength to our school network. A Careers Hub will create the foundations in Cambridgeshire and Peterborough to bring the better performing schools together to support those schools who need additional support and resources as well as sharing best practice.
- 4.8 A Careers Hub will give the Combined Authority the opportunity to support schools when they return from the current situation that has resulted in all schools closing due to the COVID-19 Pandemic. Schools will need to regain their focus on the curriculum when they return due to a huge gap in learning. This will have a detrimental effect on Careers and the future Workforce for

employers resulting in a backwards step in preparing young people for the world of work. This will leave local employers with greater issues if this is not addressed via an incentive to generate future funding for schools to promote careers and ensuring the schools treat Careers as a priority.

## **5.0 ESTABLISHED EMPLOYMENT & SKILLS BOARD (ESB)**

- 5.1. The first meeting of the ESB took place on the 11 December 2019, with the second meeting taking place on the 26 February 2020. The ESB meetings will be held bi-monthly. The agenda will have standing agenda items around Apprenticeships, AEB, STAR Hub, University of Peterborough and the Growth Service.
- 5.2 The Business and Skills Manager is the Lead Officer for the ESB and will be the link to the Skills Committee, CA Board, Business Board, Business Advisory Panel (BAP) and any other committees.

## **6.0 NEW BOARD MEMBERS**

- 6.1 As part of the guidelines and expectations from Dept. for Education (DfE) there is a requirement to ensure that all groups are represented on the Board.
- 6.2 There have been 2 new Board members from businesses; BT Group and Anglian Water in March.
- 6.3 A request from the Area Lead from the Education Skills Funding Agency to join the board has been received from the Lead Officer. This has been received as the COVID-19 crisis has unfolded. An offer to attend has been extended and will be added to the distribution list via Democratic Services.
- 6.4 One of the gaps previously identified was representation from the community/voluntary sector. This has now been filled by new member, Sharon Keogh from Kingsgate Community Church, a Charity that supports many communities in Peterborough via different hubs.
- 6.5 Gaps identified by the Lead Officer and the ESB members are Agri-tech, Life Science and business representation from Peterborough. The ESB members have put forward some suggestions, which are being followed up and due diligence is being carried out.

## **7.0 ESB BOARD MEMBERSHIP**

- 7.1 The Employment and Skills Board currently comprises the following members:

<b>Name</b>	<b>Title</b>	<b>Organisation</b>
John T Hill	Director Business and Skills	Combined Authority

Fiona McGonigle	Business and Skills Programme Manager <b>Lead Officer for ESB</b>	Combined Authority
Kim Cooke	Skills Strategy Manager/ UoP Lead	Combined Authority
Francis Lawton	AEB Strategy Executive	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 System Delivery Unit (STP)	Cambridgeshire and Peterborough Sustainability & Transformation Partnership
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)
Jane Thomas	BT Group Regional Lead East of England	BT Group Plc
Rose Shisler	Stakeholder Engagement Programme Lead	Anglian Water
Sharon Keogh	Head of Community Action (multi-site)	Kingsgate Community Church
Bev Moxon	Intermediaries Engagement Manager-North – T Levels	Education Skills Funding Agency (ESFA Standing Invite)
Mark Coulson	National Account Manager Apprenticeships	Education Skills Funding Agency (ESFA Standing Invite)

## 8.0 EMPLOYMENT AND SKILLS BOARD MEETING DOCUMENTS; Including ToR, Minutes and Agenda

8.1 All of the documents for the recent Employment & Skills Board are on the link for the CPCA website below:

<https://cambridgeshirepeterboroughcagov.cmis.uk.com/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/1961/Committee/74/SelectedTab/Documents/Default.aspx>

## 9.0 EMPLOYMENT AND SKILLS BOARD TIMETABLE

Recruitment Timetable for Board Members	
<ul style="list-style-type: none"> <li>(i) Recruitment opened on the 23<sup>rd</sup> August 2019</li> <li>(ii) Closed on 30th November 2019</li> <li>(iii) Due diligence undertaken / Review applications September 2019</li> <li>(iv) Shortlist candidates on 28th September 2019</li> <li>(v) Interviews held on 18th/29th October 2019</li> <li>(vi) Appointments confirmed in October/November 2019</li> <li>(vii)(vii) New Board members sought in Charity/ Community Sector, Feb 2020</li> <li>(viii) Agri-tech and Life Science via recommendations from the ESB members</li> <li>(ix) 3 new Board Members joined in February and March 2020</li> </ul>	

## 10.0 FINANCIAL IMPLICATIONS

10.1 There are no financial implications associated with the activities outlined in this report

## 11.0 LEGAL IMPLICATIONS

11.1 There are no legal implications associated with the activities outlined in this report

11.2 This Skills Committee meeting shall be conducted in accordance with Parts 2 and 3 of the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020 (SI 2020 No.392).

<u>Source Documents</u>	<u>Location</u>
None	The Incubator 2, First Floor, Alconbury Weald Enterprise Campus, Alconbury Weald, Huntingdon, PE28 4WX



<b>SKILLS COMMITTEE</b>	<b>AGENDA ITEM No: 3.4</b>
<b>27 APRIL 2020</b>	<b>PUBLIC REPORT</b>

## **BUDGET AND PERFORMANCE REPORT**

### **1.0 PURPOSE**

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

<b><u>DECISION REQUIRED</u></b>	
<b>Lead Member:</b>	<b>Councillor John Holdich</b>
<b>Lead Officer:</b>	<b>John T. Hill, Director, Business &amp; Skills</b>
<b>Forward Plan Ref: n/a</b>	<b>Key Decision: No</b>
The Skills Committee is recommended to:  (a) Note the February budget and performance monitoring update.  (b) Note the forecast underspends as set out in the report.  (c) Note that 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 Combined Authority Board in June once the outturn position has been finalised.	<b>Voting arrangements</b>  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 eleven-month period to 29<sup>th</sup> February 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 29 Feb 2020	Forecast Outturn (Feb)	Forecast Outturn Variance
		£'000	£'000	£'000	£'000	£'000	£'000
	<b>Business and Skills</b>						
	Work Readiness Programme (Hamptons)	110.0		110.0	109.7	109.6	-0.4
3.3.a	Skills Brokerage	344.2		344.2	166.1	306.0	-38.2
3.3.b	University of Peterborough Taught Degree Awarding Powers	0.0	201.9	201.9	182.9	190.8	-11.1
3.3.c	University of Peterborough	235.0		235.0	290.1	265.0	30.0
	Skills Strategy Programme Delivery	150.0		150.0	148.0	148.0	-2.0
	AEB Devolution programme - Grant	5576.3		5576.3	5118.9	5595.0	18.7
3.3.d	AEB Devolution programme - ITP	1282.3		1282.3	379.6	589.0	-693.3
3.3.e	AEB Programme Costs	115.4		115.4	111.0	87.0	-28.4
3.3.f	Health and Social Care Work Academy	1500.0		1500.0	267.1	500.0	-1000.0
	EU Exit Funding	90.9		90.9	63.9	90.9	0.0
	Growth Company Development	63.0		63.0	32.6	63.0	0.0
	<b>Total Business and Skills</b>	<b>9467.1</b>	<b>201.9</b>	<b>9669.0</b>	<b>6869.8</b>	<b>7944.3</b>	<b>-1724.7</b>
	<b>Economic Strategy</b>						
	Growth Hub	92.2		92.2	50.1	92.2	0.0
3.3.g	Market Town Strategy Implementation	200.0		200.0	75.5	75.0	-125.0
3.3.h	Energy Hub	615.4		615.4	14.5	420.0	-195.4
3.3.h	Rural Communities Energy Fund	1052.5		1052.5	0.0	400.0	-652.5
3.3.i	St Neots Masterplan Revenue	171.9		171.9	45.6	150.0	-21.9
3.3.j	Trade and Investment Programme	100.0		100.0	50.0	77.0	-23.0
3.3.g	CPCA LIS Implementation	200.0		200.0	167.2	189.0	-11.0
3.3.k	LEP Capacity Funding	400.0	-80.0	320.0	43.4	145.0	-175.0
	Skills Advisory Panel (SAP)	75.0		75.0	15.2	75.0	0.0
	<b>Total Economic Strategy</b>	<b>2907.0</b>	<b>-80.0</b>	<b>2827.0</b>	<b>461.5</b>	<b>1623.2</b>	<b>-1203.8</b>
	<b>Total Revenue Expenditure</b>	<b>12374.1</b>	<b>121.9</b>	<b>12496.0</b>	<b>7331.3</b>	<b>9567.5</b>	<b>-2928.5</b>

- 3.2 The Forecast Outturn as set out in the table above shows a reduction in expected costs for the year of £2,928.5k compared to the budget. This is an increase of £1,093.2k compared to last months report, £1,000k of this is caused



by the Health & Social Care Work Academy as detailed in 3.3.f. '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 £38.2k, 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) University of Peterborough will overspend in this financial year as the cost for the procurement of the legal support was not budgeted within the original programme budget. The estimate for this is £178k for the project, however, this cost will be spread across both this financial year 2019/20, and next year 2020/21. A proportion of this cost will be offset by some underspends within the Business & Skills individual budget lines, such as UoP Taught Degree Awarding Powers, Skills Strategy Programme Delivery and LIS Implementation. The balance of the overspend will be funded from the corporate budget. A new budget line will be created to fully identify these costs for next year.
- (d) The AEB – ITP expenditure was forecast to be £878k below the original forecast as at the end of February, however, some providers have performed to the levels they were first expected to in the original budget , and as a consequence, their drawdown has increased. This has had the effect of reducing the potential underspend to £693.3k. 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.
- (e) AEB programme costs are projected to come in under budget by £28.4k, 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 Board.
- (f) The Health & Social Care Work Academy was anticipated to have fully spent it's budget this year with a drawdown being made during March. However, further to protracted negotiations with DWP this project will

now be remaining with the CPCA and it is unlikely that this funding will be drawn in March.

- (g) The £125k forecast underspend for the Market Town Strategy Implementation is due to timing delays with local district councils carrying out the feasibility studies. This figure has increased by @£25k since last month. There will potentially 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.
- (h) 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.
- (i) The St. Neots Masterplan project has had its core element of the footbridge removed and this has now caused further delays and also some doubt regarding the elements of this project. This therefore means that there will an underspend this year, and this will be recommended to be allocated into next year's budget.
- (j) The underspend of £23k for Trade & Investment has come about due to lower costs incurred than expected. This project has another year within the budget and this underspend will be applied to be carried into next year where it may be repurposed for COVID-19 funding.
- (k) Local Enterprise Partnership (LEP) Capacity Funding is currently showing a potential underspend of £175k, due to allocations not having taken place yet this financial year.  
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 29<sup>th</sup> February 2020, is set out in the table below.

	<u>Capital</u>	<u>MTFP Refresh Budget</u>	<u>Budget Adjustments</u>	<u>Revised 19-20 Budget</u>	<u>Actuals to 29 Feb 2020</u>	<u>Forecast Outturn (Feb)</u>	<u>Forecast Outturn Variance</u>
		£m	£m	£m	£m	£m	£m
3.5	Peterborough University - Business case	1.52		1.52	0.23	0.30	-1.2
	<b>Total Committed Direct Control Expenditure</b>	<b>1.52</b>	<b>0.00</b>	<b>1.52</b>	<b>0.23</b>	<b>0.30</b>	<b>-1.22</b>
3.6	Market Town Pump Priming	0.50		0.50	0.00	0.00	-0.5
	<b>Costed but not Committed</b>	<b>0.50</b>	<b>0.00</b>	<b>0.50</b>	<b>0.00</b>	<b>0.00</b>	<b>-0.50</b>
	<b>Total Capital Expenditure</b>	<b>2.02</b>	<b>0.00</b>	<b>2.02</b>	<b>0.23</b>	<b>0.30</b>	<b>-1.72</b>

- 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 Appendix 1 shows the Skills Performance Dashboard, with an update on delivery against the following growth outcomes at the heart of the Devolution Deal (of which outcomes are embodied in the business cases which the Board and Committee consider):
- Prosperity (measured by Gross Value Added (GVA))
  - Housing
  - Jobs
- 4.3 These metrics are updated to align with the Board Performance reports.

4.4 Appendix 1 also shows the current RAG status for Skills' projects, as at the end of March 2020.

4.4 Three projects have been downgraded to Red this month due to the COVID-19 outbreak having an impact on their performance.

## 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.

<b>Business &amp; Skills</b>	<b>Original 20-21 Budget</b>	<b>Recommended Carry Forward</b>	<b>Revised 20-21 Budget</b>
<b>AEB Devolution Programme</b>	<b>10,948.9</b>	<b>674.6</b>	<b>11,623.5</b>
<b>AEB Programme Costs</b>	<b>564.1</b>	<b>28.4</b>	<b>592.5</b>
Marketing and Promotion of Services	95.0	-	95.0
Careers and Enterprise Company	80.5	-	80.5
<b>Energy Hub</b>	<b>697.8</b>	<b>195.4</b>	<b>893.2</b>
EU Exit Funding	181.8	-	181.8
Growth Hub	246.0	-	246.0
Health and Care Sector Work Academy	1,100.0	<b>1,000</b>	<b>2,100.0</b>
<b>LEP Capacity Funding</b>	<b>-</b>	<b>175</b>	<b>175</b>
<b>LIS Implementation</b>	<b>195.0</b>	<b>-</b>	<b>195.0</b>
Local Growth Fund Costs	480.0	-	480.0
<b>Market Town Implementation of Strategies</b>	<b>175.0</b>	<b>125</b>	<b>300.0</b>
<b>Rural Community Energy Fund</b>	<b>1,713.2</b>	<b>652.5</b>	<b>2,365.7</b>
Skills Advisory Panel (DfE)	75.0	-	75.0
<b>Skills Brokerage</b>	<b>75.0</b>	<b>38.2</b>	<b>113.2</b>
Skills Strategy Implementation	125.0	-	125.0
St Neots Masterplan	167.0	<b>21.9</b>	<b>188.9</b>
Trade and Investment Programme	100.0	<b>23.0</b>	<b>123.0</b>
EZ Funded Growth Company Contribution	230.0	-	230.0
<b>Total Business &amp; Skills Approved Budgets</b>	<b>17,249.3</b>	<b>1,820.8</b>	<b>19,070.1</b>

## 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.

<b><u>Background Papers</u></b>	<b><u>Location</u></b>
Combined Authority Board reports September 2019	<a href="#">Combined Authority Reports September 2019</a>



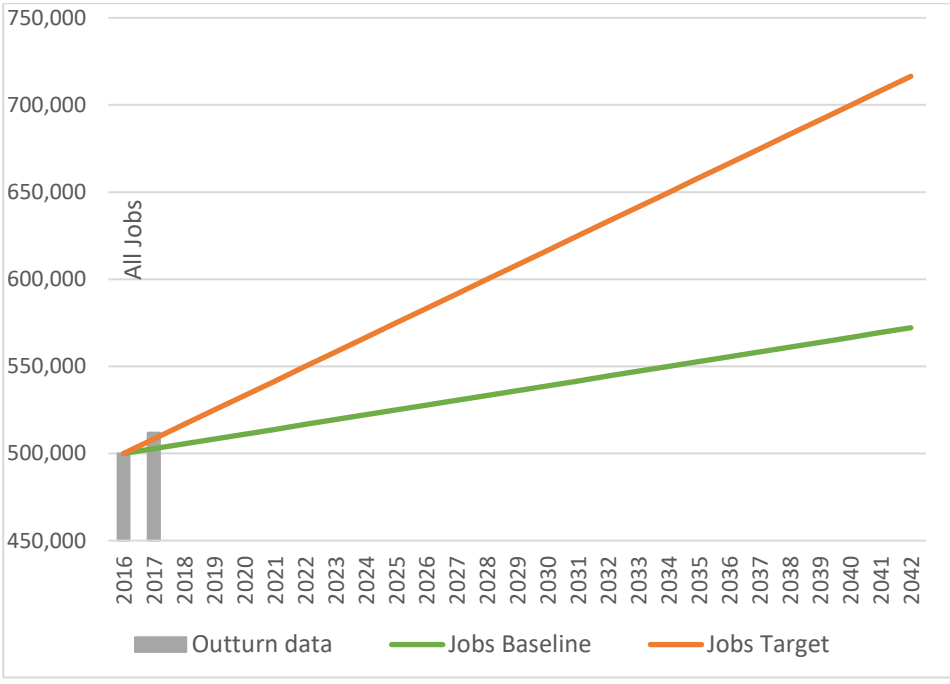
SKILLS COMMITTEE

COMBINED AUTHORITY PERFORMANCE DASHBOARD  
DEVOLUTION DEAL TRAJECTORY

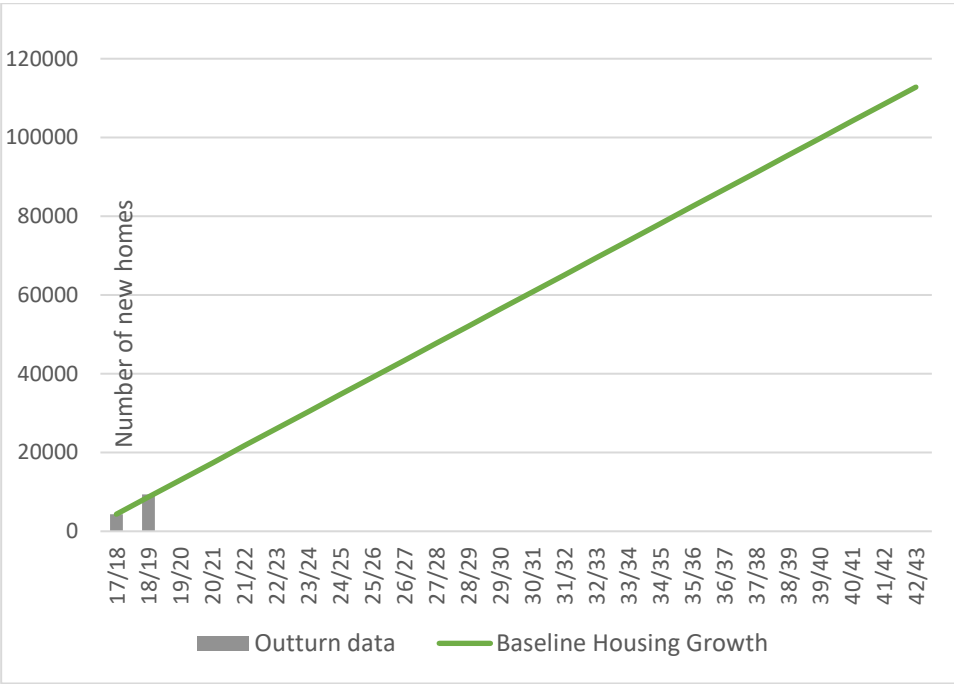
GVA TRAJECTORY V BASELINE



JOBS TRAJECTORY V BASELINE

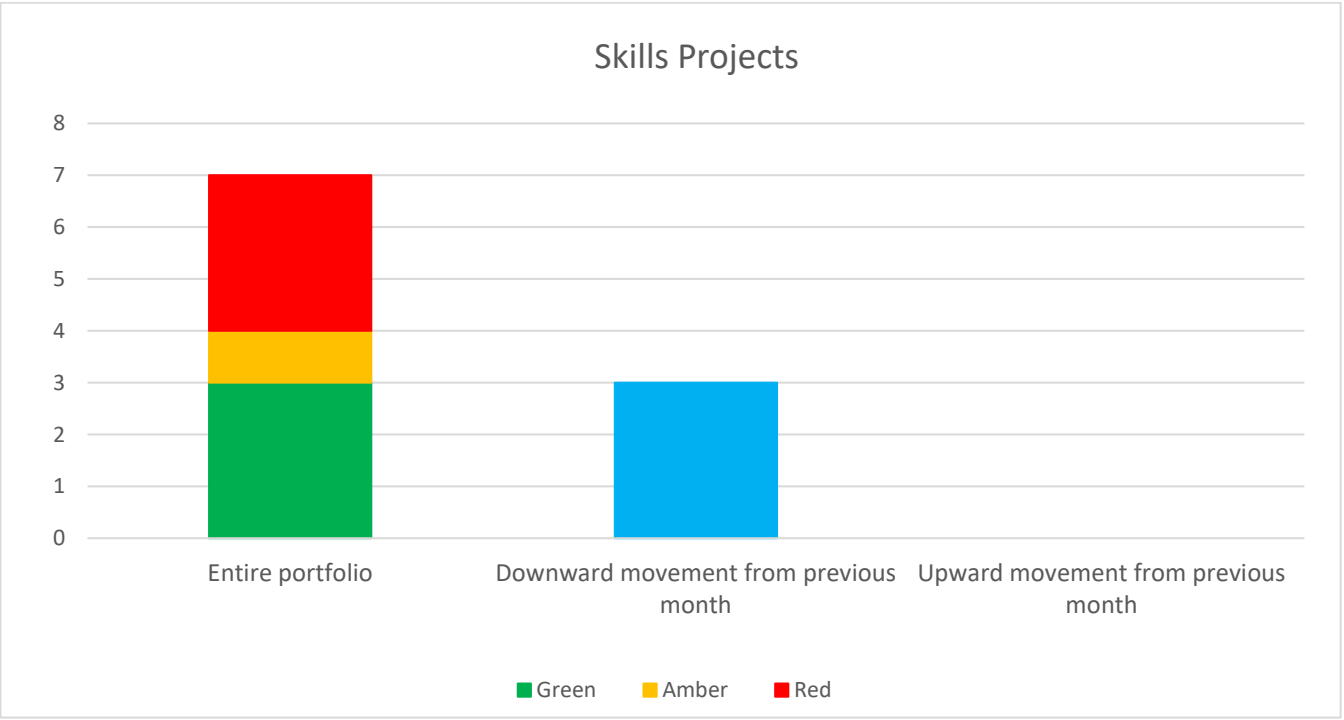


HOUSING PERFORMANCE (\*cumulative figures)



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.

Combined Authority Key Project Profile:



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

Data as at the end of March 2020

