

Cambridgeshire and Peterborough Employment and Skills Board:

Local Skills Report

Background and Guidance



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

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Skills Advisory Panel Local Skills Report

- **Condition for this years' round of grant funding**

All SAPs to produce a Local Skills Report by March 2021.

- **Conceived as a lever to increase SAPs' influence**

This idea and the positioning of reports alongside other SAP outputs was discussed as part of the research carried out with 11 SAP areas (a mix of LEPs and MCAs) during Spring this year

- **Aligned with wider FE policy landscape- inc. Skills and Productivity board (SPB)**

Reports will be a vital source of local intelligence for the national SPB's work.

The Aim-

Local Skills Reports aim to **grow SAPs' influence**, DfE spring research suggested that the report could do this by:

- **Being a 'go-to' document for everything local-skills related-** bringing together existing and new skills information into one consistent document common to all SAPs.
- **Acting as an engagement tool-** a vehicle through which SAPs can directly engage, influence and rally employers and providers in their areas. A place where SAPs can showcase their work.
- **Feeding intelligence into the Skills and Productivity board and central government more broadly-** a consistent output common to all SAPs that the new Skills and Productivity Board can use to understand the needs and priorities of local areas and help build a national picture.
- **Offering valuable insight and evaluation-** detailing the progress made on local skills initiatives in motion, as well as those planned.

The Report-

	Content	Description
1	The role of SAPs	An overview of SAPs' strategic aims, objectives and governance.
2	Foreword (Chair of SAP)	An executive summary by the SAP Chair which offer their personal reflections on the SAP's progress and summarises the main points of the report.
3	Local context	An outline of the area's unique economy features (e.g. coastal, rural). including any particular skills strengths or weaknesses. A summary with an accompanying hyperlink can be used if already published elsewhere.
4	Skills Strategy	An outline of the area's overarching skills strategy including its long-term vision and skills priorities for the local area. A summary with an accompanying hyperlink can be used if already published elsewhere.
5	Skills Action plan	An overview of the skills initiatives and actions the SAP intends to take in the local area. A summary with an accompanying hyperlink can be used if already published elsewhere.
6	Assessment of progress	A critical look at progress made against SAPs' skills strategies and action plans. Includes a reflection on the key achievements of the SAP and any challenges they have faced
7	Case studies / positive impact stories	An opportunity for SAPs to share success stories from their local area that show how skills mismatches are being addressed. For example, providers reframing curriculum to account for predicted labour market changes, or employers that have taken on large numbers of apprentices in target sectors.
8	Forward look	An overview of what SAPs hope to achieve between now and the next Local Skills Report. SAPs should consider their key areas for improvement and how local stakeholders can help them to overcome any potential challenges.
A	Core indicators	Provided by the SAPs Programme Team, there will be a selection of skills data indicators for SAPs to supplement with supporting local analysis and intelligence.
B	Additional indicators	A place for SAPs to hyperlink to additional relevant data that supports the report, or, to add any additional data they feel particularly relevant or referred to in the report.

Intended audience

Local Skills Reports should attract a wide range of readers and users, but should be particularly relevant for:

- Local further education providers (colleges, independent training providers)
- Local employers, including small-medium enterprises (SMEs)
- Local Authority leaders and skills officers
- Local councillors
- Third-sector business, economic and skills focused entities
- Local and national network associations which have a skills interest (e.g. Federation of Small businesses (FSB, Local Chambers of Commerce)
- Other local community groups (e.g. local start-up networks)
- The SPB
- Central government departments
- Academics and further education institutions with skills-related research interest
- Members of the local community with an employment, upskilling or reskilling interest

Developing Labour Market Information outside the framework of the Local Skills Report

