



**CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY**  
**SKILLS COMMITTEE: MINUTES**

**Date:** Wednesday, 6 February 2019

**Time:** 3.00p.m. to 3.47 pm

**Present:** Councillors John Holdich (Chairman), Graham Bull, and Eileen Wilson.

**11. APOLOGIES AND DECLARATIONS OF INTERESTS**

Apologies were received from Councillor Charles Roberts. There were no declarations of interests.

**12. MINUTES – 21 NOVEMBER 2018 AND ACTION LOG**

In considering the minutes from the meeting held on 21 November 2018 Members queried the status of the Careers Enterprise Company. Officers explained that enquires had been ongoing with a number of providers but that the contract was still due to be terminated at the end of March 2019. Members highlighted their concerns in relation to no contract being in place after this date and sought assurance that the Committee would be kept up to date on the position. **ACTION**

The minutes of the meeting held on 21 November 2018 were agreed as a correct record and signed by the Chairman.

The action log was noted.

**13. PUBLIC QUESTIONS**

No public questions received.

**14. AGENDA PLAN**

The agenda plan was noted.

**15. ADULT EDUCATION BUDGET DEVOLUTION GOVERNANCE AND ESTABLISHING THE SKILLS ADVISORY PANELS (SAPS)**

The Committee received a report that provided governance options and recommended a preferred model of governance around the devolution of the Adult Education Budget to the Combined Authority. The report also provided information in relation to the emergence of Skills Advisory Panels (SAP) for inclusion in the governance of Skills during 2019 for Cambridgeshire and Peterborough.

In discussing the report Members:

- Discussed option two in the report as the preferred option, where the Skills Advisory Panel would report to the Skills Committee but would have a wider portfolio of programme and projects to advise and deliver on. They discussed the use of task and finish groups to target different areas, involving relevant expertise.
- Noted that they would need to identify the most appropriate Employers to include on the panel, with a strategic vision.
- Queried how the £75,000 grant would be used. Officers explained that this would be used to gain a better understanding of the supply and demand of skills in the area, ensuring that the evidence data was kept up to date and ensuring best value for money, building on the data sets already available. Noted that the funding would be available at the end of March.
- Queried the status of the memorandum of understanding as the paper noted that this would be in place by the end of January. Officers explained that they had sent their submission but had not heard back from the Department for Education. Officers agreed to share the document with the Committee when available.

**ACTION**

- Noted that Officers would prepare terms of reference for a Skills Advisory Panel (SAP) inclusive of the Adult Education Budget (AEB) and would bring this for approval at the next Committee meeting in April. Current government timescales were to have a Skills Advisory Panel in place by the end of October 2019. Approval would need to be sought by Combined Authority Board in May 2019.

It was resolved unanimously to:

- a) approve option 2 as outlined within the report.
- b) authorise officers to prepare Terms of Reference for a SAP inclusive of the AEB for approval at the next meeting of the Skills Committee.

**16. UNIVERSITY OF PETERBOROUGH – UPDATE OF REVIEWS**

The Committee received a report updating them on the delivery of the University of Peterborough programme and outlining the actions required from reviews to inform the development of an Outline Business Case.

In discussing the report Members:

- Noted that the Combined Authority were in receipt of the gateway review and were working with partners to address the recommendations. The recommendations would be incorporated within a report to come back to Committee in April 2019.
- Noted that the Gleeds technical/partnership review had been delayed due to provider staffing issues but that the report would be available in early February 2019.

- Discussed the intent for University Centre Peterborough (UCP) to be an independent University through the Office for Students and pursuing degree awarding powers. Partners within the UCP were supporting this to be processed. The landscape for universities had changed significantly recently. There was therefore a need to look at a University for the future that would meet the needs of the local employees and businesses in Peterborough which would be of huge social and cultural benefit for the north of the CPCA area.
- Discussed the funding and reassurance that the Combined Authority were getting value for money. Officers explained that further funding would be granted following a signed Funding Agreement for deliverables and further funding assurances that will be established following the implementation of the upcoming reviews. Indications were given that there was a potential delay nationally in the processing of applications for degree awarding powers.
- Questioned how people would be attracted to attend the University in particular those living in Peterborough. Officers explained that there was outreach work ongoing with a focus on growing numbers locally. There would be a key link to technical qualifications to meet the demands of local industries and employers.

It was resolved unanimously to:

- a) provide officers with comment on the Vision (Appendix 1).
- b) note the outcome of the Gateway Review – Recommendations and Action Plan (Appendix 2).
- c) note the revised timetable for Pinsent Mason’s and Gleeds’ Reviews.

## 17. SKILLS STRATEGY – UPDATE OF PROGRESS

The Committee received a report seeking comments and steer on the draft Skills Strategy Outline Framework and Evidence Base Report and giving an update on the process for shaping the Skills Strategy and revised timetable and next steps. The Skills Strategy was being developed alongside the Local Industrial Strategy. Officers were working to collate feedback and an initial version of the strategy had already been circulated for comment. A second version was due to be circulated in ten days time, which would include a more robust strategy and delivery plan. The feedback from officer groups had been positive. A delivery plan had been drafted up until 2030 along with the Mayors Ambition Statement. This would include working with employers to create a digital portal and skills hub.

In discussing the report Members:

- Welcomed the development of the Strategy, in particular the development of the digital portal.
- Requested that Zero Carbon options be fed into the strategy as this had been highlighted as a priority by District Councils. **ACTION.**
- Queried how they would keep on track of what the key sectors were.

- Requested that the link to the village college ethos was not lost. This was not necessarily an education that led to qualifications. **ACTION**
- Highlighted that hard to fill vacancies were at elementary level and this needed to be reflected in the strategy. **ACTION**

It was resolved unanimously to:

- a) provide comment and steer on the Draft Skills Strategy Outline Framework (Appendix A) and Evidence Base Report (Appendix B).
- b) note the process for shaping the Skills Strategy.
- c) note the revised timeline for collating feedback, to inform the development of the Skills Strategy.
- d) endorse the next steps in the process.

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

Members noted the date of the next meeting as 3 April 2019.

**Chairman**