

Skills and Employment Committee Action Log 2024-25

The action log records actions recorded in the minutes of Skills and Employment Committee meetings and provides an update on officer response.

Minutes of the meeting on 21 October 2024

Item	Report Title	Lead Officer	Action	Response	Status
6.	Director's Highlight Report	Andrea Wood	1. Officers to share case studies on the internship programme funded by the UK Shared Prosperity Fund with the Committee.		Open
7.	In Year Performance Review: Skills Funded Provision 2023-24	Andrea Wood	1. The Assistant Director to work with the team to improve the performance reporting, both in terms of presentation and timing of reports		On-Going
8.	Skills Bootcamps – Wave 5 Commissioning Update and 2025-26FY (Wave 6) Plan	Nick Speroni	1. Officers to circulate a briefing note once the standstill period for Wave 5 had ended and further details could be shared.	Circulated to members 24.10.24	Closed

Minutes of the meeting on 17 June 2024

Item	Report Title	Lead Officer	Action	Response	Status
6.	Wider Outcomes Framework	Jaki Bradley/ Helen Plant	2. Officers to circulate the final criteria for measuring outcomes within the three broad themes to the Committee for review and feedback.	A further update will be given at the Skills Committee meeting on 20 January	Closed

Minutes of the meeting on 15 January 2024

Item	Report Title	Lead Officer	Action	Response	Status
6.	AEB External Evaluation	Jaki Bradley	3. Further information on the types of disability that made up the 20% of leaners with a disability, to be shared with the Committee	Email sent to Members 10.01.25	Closed
7.	ESOL Annual Report	Jaki Bradley	1. A briefing note on why the CA was unable to award a tender to the organisation who applied to manage and deliver the ESOL Single Point of Contact to be circulated to Members	Email sent to Members 10.01.25	Closed
8.	Skills Bootcamps	Melissa Gresswell/ Laura Guyer	<ol style="list-style-type: none"> 1. Officers to provide members with the details off the current 19 Skills Bootcamp courses and where they were being run and by whom. 2. A briefing note to be circulated to members on the management costs associated with the Skills Bootcamp courses 3. Officers to provide members with some marketing material that could be easily shared on social media to help advertise and signpost the courses. 	Officers are currently procuring for the next round of start dates. Information shared with Members in October.	Closed