

Appendix 2: Email sent to Skills & Employment Committee Members – 20 May 2024

COPY

Dear Skills & Employment Committee Members,

I am writing to let you know that, with Cllr Nethsingha's approval, we will be taking a short paper to CA Board on 5 June to correct a drafting error in a March 2024 Skills & Employment Committee Paper, *Improving Efficiency and Effectiveness (Adult Education Budget)*.

In this paper we referred to 'Innovation Fund' in error in the Recommendations section; this should have said 'Adult Education Budget' but unfortunately the error wasn't spotted in the sign-off process. Our apologies for this.

The change in wording is below.

March 2024 Skills Committee paper

To delegate authority to the Assistant Director for Skills, in consultation with the Chief Finance Officer and Monitoring Officer to:

- a) enter into grant funding agreements and/or service contracts with training providers to deliver Innovation Fund project activity. This can either be with new (following a procurement exercise) or existing providers
- b) extend and /or vary contracts with existing providers where appropriate.

Redrafted paragraph 5 June CA Board

To delegate authority to the Assistant Director of Skills, in consultation with the Chief Finance Officer and Monitoring Officer to:

- a) enter into, sign and award grant agreements or awards to training providers to deliver Adult Skills Funds to include but not limited to Adult Education Budget, Free Courses for Jobs and Innovation Fund with providers chosen via the relevant procurement exercise. And where appropriate, extend contracts with existing providers.

All best wishes

Claire

Claire Paul
Assistant Director Skills