



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

## **SKILLS & EMPLOYMENT COMMITTEE AGENDA PLAN 2024-25**

### **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>

**Standing agenda items (shaded blue) are considered at each Committee meeting:**

1. **Minutes of previous meeting and Action Log**
2. **Agenda Plan**
3. **Budget and Performance Report**
4. **Employment and Skills Board Update (where it follows a meeting of the Board)**

Committee date	Agenda item	Report Purpose	Lead officer	Report to CA Board for decision	Reference if key decision	Agenda despatch date
<b>17/06/24</b>	Minutes & Action Log		Jo Morley	n/a		<b>09/06/24</b>
	AEB and FCFJ Commissioning, Funding Flexibilities and Allocations (2024-25)	To approve ITP allocations. To note change to grant funded allocations. To receive an update on commissioning plan. To receive funding rules and approve funding flexibilities for Academic Year 2024/25	Jaki Bradley			
	Measuring the Wider Impact of our Programmes	To note the work being done on developing a framework to capture and evidence the wider outcomes of learning which will inform our understanding of the impact of skills commissioned through the devolved Adult Education Budget.	Claire Paul			
	Employment & Skills Board Update		Melissa Gresswell			
	Budget & Performance Report		Bruna Mengatti			
	Agenda Plan		Jo Morley			
<b><u>29/07/24</u></b> <b><u>Additional meeting</u></b>	Minutes & Action Log		Jo Morley	n/a	n/a	<b>26/05/23</b>
	Mid-Year Performance Review	To receive a progress report on mid-term performance: funding and strategic focus	Andrea Wood, Assistant Director, Skills			

Committee date	Agenda item	Report Purpose	Lead officer	Report to CA Board for decision	Reference if key decision	Agenda despatch date
	Universal Support Programme	Seeking delegations to receive grant funding and enter into contracts to deliver the Universal Support Programme	Laura Guymer Strategic Careers Hub Lead	Yes	Key Decision KD2024/025	
	FE Cold Spots Report	To receive phase one feasibility study from Grant Thornton	Jaki Bradley Head of Adult Education Budget			
	Good Work Charter	To note progress made on developing the Good Work Charter.	Laura Guymer Strategic Careers Hub Lead			
	Employment & Skills Board Update		Melissa Gresswell	No	n/a	
	Budget & Performance Report		Bruna Menegatti	No	n/a	
	Agenda Plan		Jo Morley	n/a	n/a	
<b>09/09/24</b>	Minutes & Action Log		Jo Morley	n/a	n/a	
	Wider Outcomes Framework and Next Steps	To receive an update on the wider outcomes framework model.	Jaki Bradley Head of Adult Education Budget			

Committee date	Agenda item	Report Purpose	Lead officer	Report to CA Board for decision	Reference if key decision	Agenda despatch date
	Good Work Charter	Seeking approval for overall approach and implementation plan	Laura Guymer Strategic Careers Hub Lead			
	Budget & Performance Report		Bruna Mengatti	No	n/a	
	Agenda Plan		Jo Morley	n/a	n/a	
<b>21/10/24 Provisional</b>	Minutes & Action Log		Jo Morley	n/a	n/a	
	Universal Support Update	Update on Universal Support	Laura Guymer Strategic Careers Hub Lead			
	Budget & Performance Report		Bruna Mengatti	No	n/a	
	Agenda Plan		Jo Morley	n/a	n/a	

Committee date	Agenda item	Report Purpose	Lead officer	Report to CA Board for decision	Reference if key decision	Agenda despatch date
09/12/24	Minutes & Action Log		Jo Morley	n/a		Friday 27 October
	Employment & Skills Board Update		Melissa Gresswell	No	n/a	
	Budget & Performance Report		Bruna Mengatti	No	n/a	
	Agenda Plan		Jo Morley	n/a	n/a	
27/01/25 Provisional	Minutes & Action Log		Jo Morley	n/a		Friday 5 January

Committee date	Agenda item	Report Purpose	Lead officer	Report to CA Board for decision	Reference if key decision	Agenda despatch date
	Employment & Skills Board Update (Verbal Update)		Melissa Gresswell			
	Budget & Performance Report		Bruna Menegatti			
	Agenda Plan		Jo Morley			
<b>24/02/25</b>	Minutes & Action Log		Jo Morley	n/a		<b>Friday 23 January</b>
	Employment & Skills Board Update		Melissa Gresswell			
	Budget & Performance Report		Bruna Mengatti			
	Agenda Plan		Jo Morley			

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An accessible version of this information is available on request from [democratic.services@cambridgeshirepeterborough-ca.gov.uk](mailto:democratic.services@cambridgeshirepeterborough-ca.gov.uk)