



MINUTES

1: Meeting Header

Meeting Name: Employment & Skills

Date: Friday, 6 September 2024

Time: 12:00 PM – 02:00 PM

Venue: Church Lane, Ambridge, Borsetshire, B5 0SM

2: Attendance

Present:

- Stephen Barlow
- Paul Bell

Apologies:

- Fiona Bradley

Absent:

- None recorded for this meeting

Officers/Advisers:

- None recorded for this meeting

3: Declarations of Interest

No declarations of interest were made by any member present.

4: Confirmation of Minutes

The minutes of the previous meeting were confirmed as a correct record and signed by the Chair.

5: Public Participation

No members of the public registered to speak at this meeting. No questions or statements were received.

6: Main Business Items

6.1 Apprenticeship Scheme Performance Review

Summary: Members reviewed performance data from local apprenticeship schemes, assessing progress against workforce retraining objectives.

Amendments: None proposed.

Voting: Not applicable.

RESOLUTION: NOTED

6.2 Adult Education Grants Impact Assessment

Summary: Members evaluated the impact of adult education grants on participants and considered overall value for money.

Amendments: None proposed.

Voting: Not applicable.

RESOLUTION: NOTED

6.3 Employer Collaboration and Skills Alignment

Summary: Members discussed ongoing collaboration with local business owners and major commercial employers to align training opportunities with emerging labour market needs.

Amendments: None proposed.

Voting: Not applicable.

RESOLUTION: AGREED to continue the employer engagement programme.

6.4 Targeted Outreach Programmes

Summary: Members considered outreach programmes for school leavers, low-income households, and workforce returners, aimed at ensuring equitable access to high-quality employment.

Amendments: None proposed.

Voting: Not applicable.

RESOLUTION: APPROVED

7: Action Items

Action: Coordinate with regional colleges to address identified localised skill gaps.

Responsible officer/member: Skills and Employment Officer

Deadline: 20 September 2024

Status: Not Started

Action: Launch the targeted outreach programme for school leavers and workforce returners.

Responsible officer/member: Community Outreach Officer

Deadline: 6 December 2024

Status: Not Started

8: Date of Next Meeting

The next meeting will be held on 6 December 2024 at 12:00 PM in Church Lane, Ambridge, Borsetshire, B5 0SM.

9: Close of Meeting

The meeting closed at 02:00 PM.