# 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.