MINUTES

1: Meeting Header
Meeting Name: Employment & Skills
Date: Friday, 6 December 2024
Time: 12:00 PM – 02:00 PM
Venue: Church Lane, Ambridge, Borsetshire, B5 0SM

2: Attendance
Present:
- Stephen Barlow
- Paul Bell
- Fiona Bradley

Apologies:
- None recorded for this meeting

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 meeting held on 6 September 2024 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 Quarterly Apprenticeship Scheme Update
Summary: Members reviewed updated performance data from local apprenticeship schemes, noting progress since the September review.
Amendments: None proposed.
Voting: Not applicable.
RESOLUTION: NOTED

6.2 Winter Adult Education Grant Round
Summary: Members considered applications for the winter round of adult education grants and assessed alignment with workforce retraining priorities.
Amendments: None proposed.
Voting: Not applicable.
RESOLUTION: APPROVED

6.3 Regional College Partnership Review
Summary: Members reviewed the ongoing partnership with regional colleges, assessing whether localised skill gaps identified in September are being addressed.
Amendments: None proposed.
Voting: Not applicable.
RESOLUTION: AGREED to continue the partnership into the new year.

6.4 Outreach Programme Progress Update
Summary: Members received an update on the outreach programme for school leavers and workforce returners launched following the previous meeting.
Amendments: None proposed.

Voting: Not applicable.
RESOLUTION: NOTED

7: Action Items

Action: Finalise winter adult education grant allocations.
Responsible officer/member: Skills and Employment Officer
Deadline: 20 December 2024
Status: Not Started

Action: Report outreach programme outcomes at the next meeting.
Responsible officer/member: Community Outreach Officer
Deadline: Next meeting
Status: Not Started

8: Date of Next Meeting

The next meeting will be held on [Date] at [Time] in [Venue].

9: Close of Meeting

The meeting closed at 02:00 PM.