



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.