



Officer Decision/Mayoral Decision No:	ODN112-2019
DECISION TITLE: Cambridge Insight Data & Analytical Support for Skills Advisory Panel/Employment & Skills Board; 12 Month Contract	
NAME OF OFFICER/MAYOR EXERCISING DELEGATED POWERS: Director of Business & Skills	
DATE OF OFFICER DECISION: 28/05/2019	

Responsible Director/Mayor:	<i>John T Hill, Director of Business & Skills</i>
Report Author and contact details:	<i>Neil Cuttell, Programme Manager (Skills)</i>
Is it a key decision?	No
All reports will be published on the CA website. Does your report include exempt or confidential information?	No

Decision taken	To commission Cambridge Insight to undertake data and analytical support for the CPCA in developing a Skills Advisory Panel (SAP) that will be incorporated within the Employment & Skills Board (ESB). The proposed contract will be fully funded by the recent grant of £75,000 paid to the CPCA by the DfE for the support of a SAP. The Contract period will be 12 month and not exceed £55,000 of the proposed grant allocation.
Authorisation (<i>delete as appropriate</i>)	This operational decision was made by the Director of Business & Skills under delegated authority of the CPCA Board.
Background Information	Skills Advisory Panels aim to bring together local employers and skills providers to pool knowledge on skills and labour market needs, and to work together to understand and address key local challenges. Specifically <ul style="list-style-type: none"> • This includes both immediate needs and challenges and looking at what is required to help local areas adapt to future labour market changes and to grasp future opportunities. This will help colleges, universities and other providers deliver the skills required by employers, now and in the future. • The introduction of Skills Advisory Panels will help LEPs and MCAs achieve this by ensuring all areas have strong



governance arrangements in place for their employment and skills boards (or alternative bodies taking the Skills Advisory Panel role), meaningful analytical capability and access to the right data.

An analytical toolkit has been published alongside to support Skills Advisory Panels to carry out high quality local skills analysis, as well as a one-off block of funding (£75,000) to grow SAP analytical capability.

Offer from Cambridge Insight

Although reference is made to there being a 'tool-kit', this is identified as a framework within which an assessment of the local labour markets and skills system is expected to take place. The analytical framework contains 5 key stages:

1. Analysis and Local Landscape definition
2. Analysis of Skills Demand
3. Analysis of Skills Supply
4. Mapping of Demand and Supply
5. Conclusions

Proposal

The suggested spread of spending for the £75k would be as follows:

£55k to support the work of the County Council's Research Team.

- *An additional analyst within the team for 12 months = £40k.*
- *Backfill of Senior Analyst and Research Team Manager's time £15k*

It is suggested that the CPCA retain £20k of funding in order to secure the following additional services;


- access to a labour market insight tool
- a Business engagement / survey

The proposed offer will provide the necessary data and analytical support to provide comprehensive information to the soon to be established Employment & Skills Board that encompasses the Skills Advisory Panel.



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

	Business and Skills Officers within the CPCA have reviewed other potential suppliers and concluded that the work undertaken by Cambridge Insight is the best option and value for the proposed grant.	
Alternative options considered.	Do Nothing; this may result in the offered £75,000 from the Department for Education for data and analytical support being withdrawn and the CPCA may have to return the grant.	
Financial Implications	There does not appear to be any financial implications relating to this decision providing the amount of £55,000 covers our requirements.	
Consultation	<i>List any relevant consultation undertaken in relation to the decision. For example; portfolio holders, other Chief Officers.</i>	<i>Not Applicable</i>
	<i>Chief Executive</i>	<i>Not Applicable</i>
	<i>Responsible Director/Chief Officer</i>	<i>John T Hill, Director of Business & Skills</i>
	<i>Monitoring Officer</i>	<i>Howard Norris, Monitoring Officer</i>
	<i>S73</i>	<i>Gail Busher, Finance Manager</i>
	<i>Portfolio Holder</i>	<i>Not Applicable</i>
	<i>Other</i>	<i>Tony Lewis, Solicitor</i>
Declarations / Conflicts of Interests (only if the decision falls under the 'Express Authorisation' category)	<i>None</i>	
Supporting documentation	<i>None</i>	

Officer/Mayor signature	 John T Hill Director Business & Skills	Date 28 th May 2019
<p>Once signed please file in the electronic file Documents/Governance/ office decision notice and enter details in the register.</p> <p>If a public report, pass to Democratic Services and we will arrange publication.</p>		