

## Written record of an officer decision: Non-Mayoral Function or Mayoral General Function

Please forward this form to **Angie Shearon, Governance Services Manager**, when completed, as soon as possible, but at the latest:

- for **Key Decisions** which may be called-in, **to be received by midday on the second working day after the decision is made**, and
- for any **other decision**, **within 5 working days**.

Publish promptly - **you cannot implement any Key Decision open for call-in until midday on the 6<sup>TH</sup> day after it has been published as a written record of officer decision.**

<b>Decision-maker</b> <i>(post title of the officer with authority to take the decision)</i>	Combined Authority Managing Director
<b>Title</b> <i>(For a Key Decision, this should be the same as the subject or title provided on the Key Decision Notice)</i>	Adult Education Budget – Responsiveness Fund and Provider Stability Plans
<b>Is this a decision about a Mayoral General Function or Non-Mayoral function?</b>	<input type="checkbox"/> Mayoral General Function <input checked="" type="checkbox"/> Non-Mayoral Function
<b>Date Decision Taken</b>	[09/02/22]
<b>Reasons for the decision</b>	<p>The Managing Director's approval is sought for a series of proposals which have been recommended by the Employment and Skills Committee, relating to performance management and responsiveness of the AEB funds.</p> <p>The Employment and Skills Committee received a series of proposals regarding the Adult Education Budget on 24 January 2022. This paper is provided as <b>Appendix 1</b>.</p> <p>All proposals within the paper were recommended unanimously. The only comments made on the paper by the Committee were regarding the positive partnership work undertaken in developing the proposals.</p> <p>Procurement, Legal, Finance, HR and Communications colleagues have all been sighted on the paper. Alls comment and recommendations made regarding process and implementation will be fully taken on board in implementing the recommendations.</p>
<b>Details of the decision</b> <i>(Including any consultation carried out)</i>	<p>The following recommendations require the Managing Director's approval:</p> <ol style="list-style-type: none"> <li>1. To update the Performance Management framework and enact the growth and underperformance mechanisms as outlined in Appendix 1 (2.13 – 2.20)</li> <li>2. To Provide stability to the AEB delivery partnership for both Grant and Contract for Service providers by committing future funding, as outlined Appendix 1 (2.21).</li> </ol>

	<p>3. Allocate responsiveness funds through provider growth and new training opportunities, including (but not exclusively): English as a Second Language provision, Digital Access, Addressing the Bus Driver Shortage, Green Skills, and other Local Authority specific needs as they arise.</p> <p>4. Address underperformance and increase resident access to Free Courses for Jobs funds (Lifetime Skills guarantee - Level 3) by increasing the provider base through subcontracting and additional grant provision (following business cases outlining strategic alignment), and through future procurement rounds.</p>		
<p><b>Any alternative option(s) considered and rejected</b></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>If yes, provide details:</b></p> <p>Considerable consultation on the technical implications of the proposals was undertaken internally, and externally with key stakeholders including the provider base and Local Authority Employment and Skills Colleagues. Options were discussed and appraised, shaping the proposals that have been made. A number of amendments were made to the proposals following consultation, acknowledging stakeholder insight.</p> <p>All proposals (and options therein) were reviewed and agreed by the AEB Performance Group, who's role is to advise the Combined Authority and Managing Director on AEB operational and strategic matters.</p>	
<p><b>Is this a Key Decision?</b></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>If yes, date notice of the Key Decision was published / whether an exception was relied on:</p>	<p>16 December 2022</p>
<p><b>Is the decision eligible for call-in by Scrutiny?</b></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>If yes, <b>start of call-in period</b> (date of publication)</p>	<p>09/02/22</p>
		<p>If yes, <b>end of call-in period:</b></p>	<p>16/02/22</p>
<p><b>If the decision is not eligible for call-in by Scrutiny but is a Key Decision, state why the decision is urgent</b></p>			
<p><b>Appendices</b> attached to this written record (List and identify any which contain confidential or exempt information.)</p>	<p><b>Appendix 1</b> - Paper submitted to the Employment and Skills Committee 24/01/2022</p> <p><b>Appendix 2</b> – Decision making delegations for AEB: approved by the Combined Authority</p>		
<p><b>Background documents to be published with the written record</b></p>	<p><a href="#">Employment and Skills Committee Papers - 24 January 2022</a></p>		
<p><b>Name of any Member who declared a conflict of interest in relation to the decision</b></p>	<p>All Local Authority Members</p> <p>Training Provider (non-voting members):  Nav Chohan  Colin Booth</p>		

	<p>Alex Miles</p> <p>NB: advice was sought form the Head of Legal &amp; Governance Services in advance of the meeting, in order to ensure conflicts of interest were managed appropriately, while enabling discussion</p> <p>The Chair advised both non-voting members and voting members to declare an interest for the purpose of transparency.</p> <p>While normally the non-voting members continued attendance for the item is at the discretion of the chair, and the voting members must leave the discussion, in this case - as these recommendations are not making any specific grants or awards, and the fact they are recommendations to other decision makers - the members and non-members were able to remain in the room in order to enable a balanced discussion which would inform the decision makers.</p>
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<p><b>Contact Officer</b> <i>(For members of the public)</i></p>	<p><b>Name: Freedom.info@westyorks-ca.gov.uk</b></p> <p><b>Post-title:</b></p> <p><b>Telephone number:</b></p> <p><b>E-mail: Freedom.info@westyorks-ca.gov.uk</b></p>
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<b>Authority for Decision</b>
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<p>The decision-maker was authorised to make this decision by:</p> <ul style="list-style-type: none"> <li>• the <b>Combined Authority or a committee resolution</b>, OR</li> <li>• the <b>Officer Delegation Scheme</b>, OR</li> <li>• an <b>Officer Sub-Delegation Scheme</b>, OR</li> <li>• delegation from the <b>Mayor</b>, (not within the Officer Delegation Scheme)</li> </ul>	<p><input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No (If yes, specify)</p> <p>The AEB Delegation table approved by the Combined Authority - as provided in Appendix 2</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No (If yes, specify)</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No (If yes, specify)</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No (If yes, specify)</p>
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