

# MINUTES – DRAFT

**Meeting: Adult Education Budget  
Mayoral Board**

**Date: Thursday, 8 July 2021**

**Time: 12.00 pm**

**Place: Remote meeting**

Copies of the minutes may be found at: <http://www.london.gov.uk/Skills-for-Londoners>

**Members present:**

Sadiq Khan, Mayor of London

David Gallie, Executive Director - Resources

Jules Pipe, Deputy Mayor for Planning, Regeneration and Skills

Richard Watts, Deputy Chief of Staff

**Officers in attendance:**

Michelle Cuomo Boorer, Assistant Director – Skills & Employment

Ayo Akande, Programme Office Manager, Skills & Employment

Souraya Ali, Senior Adviser to the Deputy Mayor for Planning, Regeneration and Skills

Lubomira Chirmiciu, Funding Policy Manager, Skills & Employment

Laura Dubeck, Senior Manager – AEB Programme Delivery

Rachel Greenwood, Board Secretary, Skills & Employment

Halima Khan, Executive Director – Communities and Skills

Simon Lowe, Principal Policy Officer – Funding Policy, Skills and Employment

Claire Sherer, Head of Programmes, Governance and Compliance, Skills & Employment  
(Clerk)

Ann-Marie Soyinka, AEB Procured Programme Manager, Skills & Employment

**1. Welcome and apologies (Item 1)**

- 1.1 The Mayor welcomed members and officers to the meeting.
- 1.2 There were no apologies for absence.

**2. Declarations of interest (Item 2)**

- 2.1 There were no declarations of interest.

**3. Minutes from the previous meeting (Item 3)**

**3.1 DECISION:**

**The Adult Education Budget Mayoral Board agreed the minutes of the meeting held on 7 June 2021 as a correct record.**

**4. Actions arising from the previous meeting (Item 4)**

- 4.1 The Board received an update on actions arising from the previous meeting.

**4.2 DECISION:**

**The Adult Education Budget Mayoral Board noted the actions arising from the previous meeting.**

**5. Adult Education Budget programme update (Item 5)**

- 5.1 The Board noted the standing update on Adult Education Budget (AEB) activity since the last Board meeting.
- 5.2 Further to the report, officers advised that discussions with GLA lawyers on the proposed allocation changes outlined at paragraphs 4.24 and 4.25 of the report would likely need to be formally agreed by the Mayor at a later stage. If these were needed urgently, they would be taken by Mayoral Decision (MD) Form, otherwise they would be brought to the next AEB Mayoral Board meeting on 30 September 2021.
- 5.3 Under Appendix A (reserved from publication), the Executive Director – Resources updated the Board on two subcontractor investigations currently being reviewed by the GLA's Fraud Response Panel. In one case, the GLA were now satisfied that no fraud had occurred and the other one was still being reviewed. In response to a question from the Mayor, the Executive Director assured the AEB Mayoral Board that the processes for any such investigations were sufficiently robust.

#### **5.4 DECISIONS:**

**The Adult Education Budget (AEB) Mayoral Board:**

- a) Noted the changes to the AEB Mayoral Board membership;**
- b) Noted updates to AEB risks and issues;**
- c) Noted the assurance approach to mitigate the risk identified in the audit recommendation of MOPAC conducted as part of the 2020-21 AEB review;**
- d) Noted updates to the AEB Impact Evaluation covering the first four years of the delegated AEB;**
- e) Noted allocation updates for the National Skills Funds for 2020-21 and 2021-22 Academic years;**
- f) Noted that the proposed allocation changes at paragraphs 4.24 and 4.25 would likely need formal Mayoral approval so would return to the next meeting on 30 September or by Mayoral Decision (MD) Form;**
- g) Noted updates to the provider audit programme including the selection of 29 providers across AEB Grant and AEB Procured for the 2020-21 round of audits;**
- h) Noted the reprofiles, contract growth and reductions to AEB Procured Providers, noting that these changes can be made by officers as they fall within the thresholds set out in the AEB Assurance Framework; and**
- i) Noted updates regarding both the AEB Grant and Procured provider performance.**

#### **6. Adult Education Budget assurance, governance and inclusive commissioning (Item 6)**

- 6.1** The AEB Mayoral Board considered a report seeking endorsement of a revised AEB Assurance Framework for the new academic year 2021-22; amendments to the AEB Mayoral Board constitution to reflect changes to the membership of the Board and other minor amendments; and the annual letter of assurance to the Education & Skills Funding Agency (ESFA) as required under joint working arrangements agreed between the GLA/Mayoral Combined Authorities (MCAs) and the ESFA.
- 6.2** The report also sought endorsement for up to £10,000 from the AEB's Management & Administration (M&A) budget to develop and implement a new inclusive commissioning protocol. The funding would be used as a lever to encourage workforce equality and ensure that small organisations, voluntary community sector organisations and organisations led by individuals with protected characteristics, have equitable access to the AEB.

- 6.3 In relation to the AEB Assurance Framework, officers noted a small correction at paragraph 2.2.3 from the Executive Director – Resources in that the GLA’s external auditors were appointed by the Public Sector Audit Appointments (PSAA), not the Audit Commission. This would be amended in the final Mayoral Decision (MD) Form.

**6.4 DECISIONS:**

**The Adult Education Budget (AEB) Mayoral Board:**

- a) **Endorsed the draft AEB Assurance Framework attached to the draft MD2841, noting that the AEB Assurance Framework would continue to be reviewed annually, however updates that were factual and in line with national policy or decisions already considered by the Mayor would be made by the Board Secretary on an ongoing basis to ensure it remained up to date;**
- b) **Endorsed amendments to the AEB Mayoral Board constitution attached to the draft MD2841, to reflect changes to the membership of the Board and other minor amendments;**
- c) **Endorsed the annual assurance letter to be signed by the Executive Director – Resources and sent to the Education & Skills Funding Agency (ESFA) as part of the joint working arrangements agreed between the GLA and the ESFA; and**
- d) **Endorsed expenditure of up to £10,000 from the AEB’s Management & Administration budget to develop and implement a new inclusive commissioning protocol, noting this would be included in MD2841 prior to submission through the formal decision-making process.**

**7. Mayoral Academies Programme - delivering job outcomes (Item 7)**

- 7.1 Officers outlined the current approach to the new Mayoral Academies Programme.
- 7.2 The Mayor thanked officers for their excellent work on the academies to date, stating that officers had struck the right balance between engagement and urgency. He was also pleased to see that hospitality had recently been added to the list of key sectors.
- 7.3 In response to details of meetings with Dr Tom Coffey (Senior Advisor to the Mayor, Health Policy), Councillor Danny Thorpe (Executive Lead for Health, London Councils) and Sir David Sloman (NHS Regional Director for London), the Mayor noted the importance of continued dialogue to untangle some of the key health and social care issues for London.

**7.4 DECISIONS:**

**The Adult Education Budget (AEB) Mayoral Board:**

- a) Endorsed the outlined Mayoral Academy approach to all elements of the programme;
- b) Approved in-principle expenditure for up to £6m (up to £2m per academic year from 2021-22 to 2023-24) from the AEB for bonus payments relating to job outcomes to eligible providers; and
- c) Noted that further AEB-related decisions on the Mayoral Academy programme can be made by the Mayor at future AEB Mayoral Board meetings, in line with the provisions set out in [MD2736 – Changes to AEB Decision-Making.](#)

## **8. Adult Education Budget Procured audits and compliance checks (Item 8)**

- 8.1 The AEB Mayoral Board considered a recommendation to endorse outsourcing some AEB Procured compliance checks to audit firms currently contracted to deliver AEB audits, and for a similar approach to be implemented for the Mayor's European Social Fund (ESF) 2019-23 Programme. It was also proposed that AEB Procured audits, which now covers the full suite of ESF checks, be counted towards the number of checks required in each respective academic year. The draft MD2840 to formalise this decision was included at Appendix A and would be taken through the formal decision-making process following the meeting.

### **8.2 DECISIONS:**

#### **The Adult Education Budget (AEB) Mayoral Board:**

- a) Approved in-principle the proposed expenditure of up to £302,500 from the AEB Management & Administration budget on audit services required to outsource AEB Procured compliance checks;
- b) Approved in-principle the proposal for AEB Procured audits to contribute to the programme's compliance checks completed in each academic year; and
- c) Noted the proposed approach to outsource some compliance checks for the Mayor's European Social Fund 2019-23 programme.

## **9. Mainstage London Learner Survey 2021-22 (Item 9)**

- 9.1 Officers set out proposals to deliver year one of the Mainstage London Learner Survey (LLS) with the full range AEB funded learners in the 2021-22 academic year. Proposed expenditure was set out in the draft MD2838 (Appendix A to the report), and would allow the GLA's delivery partner, IFS, to undertake additional activities to achieve a representative sample, following an initial low response rate to the follow-up survey by learners in the pilot phase. It would also cover any unexpected costs, such as additional support for new "Good Work for All" AEB

providers who were unable to participate in the LLS pilot.

- 9.2 The draft MD2838 to formalise this decision, which included the proposed expenditure, would be taken through the formal decision process following the meeting.

**9.3 DECISION:**

**The Adult Education Budget (AEB) Mayoral Board:**

- a) **Approved in-principle the proposals and expenditure set out in the draft MD2838 attached to the report, to deliver year one of the Mainstage London Learner Survey with the full range of AEB-funded learners in the 2021-22 academic year and in line with the table of cost options set out in the appendix to the draft MD2838.**

**10. Adult Education Budget Funding Rules 2021-22 (Item 10)**

- 10.1 The AEB Mayoral Board considered a report setting out proposals for changes to the AEB Funding and Performance Management Rules for Grant Funded Providers (the Grant Rules); the GLA's AEB Funding and Performance Management Rules for Procured Providers (the Procured Rules) and the GLA AEB Funding Rates and Formula (the Funding Rates) document for the 2021-22 academic year.
- 10.2 The draft MD2839 to formalise the changes (as attached at Appendix A to the report) would be taken through the formal decision-making processes following the meeting.

**10.3 DECISIONS:**

**The Adult Education Budget (AEB) Mayoral Board:**

- a) **Approved in-principle the proposed changes to the Grant Rules for the 2021-22 academic year;**
- b) **Approved in-principle the proposed changes to the Procured Rules for the 2021-22 academic year;**
- c) **Approved in-principle the proposed changes to the Funding Rates for the 2021-22 academic year; and**
- d) **Noted that substantive in-year changes relating to the above documents can be made by the Mayor at future AEB Mayoral Board meetings, in line with the provisions set out in [MD2736 – Changes to AEB Decision-Making](#).**

**11. Date of next meeting (Item 11)**

- 11.1 The next meeting of the Adult Education Budget Mayoral Board was confirmed as

**Greater London Authority  
Adult Education Budget Mayoral Board  
Thursday, 8 July 2021**

30 September 2021. The Mayor noted that he would like to meet in person if possible.

**12. Any other business the Chair considers urgent (Item 12)**

12.1 There was no urgent business.

**13. Close of meeting**

13.1 The meeting ended at 12.35pm.

**Contact Officer:** Claire Sherer, Head of Programmes, Governance & Compliance,  
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Chair

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Date