

Employment, Learning & Skills SSP

Minutes of Executive Group Meeting 03 December 2009

9.30 am, The Heath, Runcorn

Present:

Gary Collins
Neil Maguire
Lisa Driscoll
Maurice Gleeson
Colin Billingsley
Gerry Fitzpatrick
Eleanor Carter
Claire Tierney
Hitesh Patel
Diane Sproson
Cleo Pollard
Andy Guile
Alison Bowen
Steve Wood
Mark Grady
Madeleine Hamadianian

Organisation:

HBC Economic Regeneration
Learning and Skills Council (LSC)
Policy & Partnership (HBC)
Riverside College Halton
Jobcentre Plus
Enterprise & Employment (HBC)
External Funding (HBC)
External Funding (HBC)
CAB
Connexions
Halton Parents & Carers
HVA
Adult Learning & Skills (HBC)
University of Liverpool
Policy & Partnership (HBC)
Adult Learning & Skills (HBC)

1. Welcome/Apologies

1.1 Gary Collins welcomed everyone to the meeting and the Group provided introductions.

1.2 Apologies had been received from:

Siobhan Saunders	Adult Learning & Skills (HBC)
Jane Trevor	Jobcentre Plus
Claire Bradbury	YMCA
Cllr Eddie Jones	HBC
Simon Clough	14-19 Partnership (HBC)

2. Additional Agenda Item – Changes at Jobcentre Plus/LSC

2.1 CB informed the Group of Mark Wilson's new role in JCP. His focus is to be on disability issues and the development of disability services in JCP. He was thanked for his contribution to the Group and wished well in new role. However, he will retain some involvement in other groups. Janet O'Connor is the temporary District Manager and following further investment, additional senior managers are to be employed.

2.2 Neil Maguire, is to relinquish his Chair of the Skills Sub-Group due to his new role within the Skills Funding Agency (SFA) and thanks were expressed for his contributions.

3. Previous Minutes & Matters Arising

3.1 The previous Minutes were reviewed and agreed.

3.2 Matters arising were:

2.2 GC informed that at a recent ELS PPB meeting Councillors debated the College minimum entrance requirement and endorsed point 3 on the Minutes. Maurice Gleeson confirmed the College's priority to maintain standards and make provision more appropriate according to student needs. 45% of programmes are of the vocational BTEC and the College is trying to get all L3 learners to apply to UCAS. **GC requested MG to circulate a breakdown of the different programmes they are on.**

7. Local Economic Assessment – GC requested **this be an agenda item for the next meeting.**

4. Liverpool University Careers & Employability Service

4.1 Steve Wood provided a presentation on the careers' service offer. It is a free service with its core values being innovation, flexibility and pro-activity. The areas of expertise are:

- Information Advice and Guidance (IAG)
- student development
- University talent

Services offered include:

- vacancy advertising,
- bespoke graduate recruitment & placements for small local businesses
- student placements and WBL projects,
- general recruitment,
- remote options,
- international students

SW confirmed that students can access services up to 5 years from leaving university even if they have not attended at Liverpool. Information on people's place of origin is stored.

GC requested that the presentation be circulated to the group.

4.2 DS informed that IAG is available from Connexions for A Level students. Adult support is via a Next Steps contract – in Halton this is HPIJ & Connexions.

Invitations to tender have gone out for an all-age guidance service – the contract will be offered on a sub-regional basis.

The annual HE Fair is supported by Connexions, however schools need to be proactive in taking students to this event.

5. ELS Commissioning

5.1 GC informed the group that following a thorough examination of the programme £205k Working Neighbourhood Fund (WNF) under spend has been identified. In addition Mark Wilson had allowed £30k to fund 3MG should recruitment commence between January and March. The Group agreed that this was a manageable risk and that the £30k should be added in and the revised total to allocate was set at £235k. GC then reviewed the projects as per the paper and proposals circulated. NM commented that a NEET theme and graduate retention theme were emerging. The SSP discussed each project at length and the following figures were agreed.

- YMCA £10,250
- Graduate work experience £24,425
- Radio campaign £3,000
- Digital project £45,000
- CAB debt advisors £32,357
- Balance of £119,768 to Riverside College for NEET

GC to confirm via email. The procedure for new and amended SLAs was agreed. For a number of projects such as Connexions and CAB proposals, it was agreed that as these were based on spend taking place up to March 2011, then they should form part of the proposals for the additional WNF that has been allocated and also the Reward Grant.

5.2 **DS to provide GC with Connexions management information regarding the Shaw Trust proposal for circulation to the SSP.**

5.3 MG circulated the Riverside College Step Up leaflet for 25 January start to end March. The programme should impact on NEET figures.

5.4 **GC requested DS to email the outcome of the 60 people who were on flexible start to College.** Most have progressed on to full-time courses.

6. LPSA 2 Reward Grant Proposals

6.1 LD summarised the LPSA Agreement as per circulated paper. The SSP noted that 2 of our projects have made a significant contribution to the grant. As such, and bearing in mind the recession, it was felt that a reasonable proportion should be aligned to employment, learning and skills and asked that this be reported to the LSP Board.

7. Additional WNF Allocation

7.1 There is an additional WNF funding allocation of £483k. John Denham (Communities Secretary) has stated that funding should be focused on skills enterprise employment activity and particularly in registered social landlords (RSLs) working on worklessness issues. A discussion was held on new commissioning and the framework where it is believed investment is required is:

- NEET – Connexions project with LDD, College expansion, Care leavers activity
- Apprenticeships – expansion of programme
- Learning & Skills – family learning, L2 and below including Skills for Life
- Recession Busters – CAB enhancements, Graduates pilot extended, Radio promotions
- RSLs and Employment
- Health & Employment – Psychological therapies

GC requested the above be raised in sub-groups with responses submitted as soon as possible. Formal proposals are to be presented for 15 January 2010.

GC to email summary to the Group

8. ELS Network Event

8.1 LD provided the Group with a summary of the event to be held 21 January 2010. She will email the Group with a draft agenda for comment and for confirmation of attendance.

9. Outcome Based Accountability

9.1 Due to time constraints it was agreed that this be deferred to the next meeting.

10. Future Jobs Fund

10.1 Due to time constraints it was agreed that this be deferred to the next meeting.

11. Sub Group Updates

11.1 Due to time constraints it was agreed that this be deferred to the next meeting.

11.2 GF informed the Group of the January XPO Shanghai event where Halton will have a presence. A presentation is to be made at the next Enterprise Board Meeting.

11.3 A copy of the Community Strategy was circulated to the group.

12. Date, Time and Venue of Next Meeting

To be advised.