

## Employment, Learning & Skills SSP

## APPENDIX 1

### Minutes of Executive Group Meeting, 17 July 2008 9.30 am, Heath Business Park, Runcorn

Item		Action
	<p><b>Present:</b>            Mark Wilson - Jobcentre Plus, (Chair)            Gary Collins - Economic Regeneration (HBC)            Gerry Fitzpatrick - Enterprise &amp; Employment (HBC)            Colin Billingsley - Jobcentre Plus            Diane Sproson – Area Manager, Connexions            Eleanor Carter - External Funding (HBC)            Neil Maguire – Learning &amp; Skills Council            Phil Cook – Skills Manager, Riverside College, Halton            Mark Grady - Policy Officer, HSP</p>	
<b>1.</b>	<b>Welcome/Apologies</b>	
1.1	<p>Mark Wilson welcomed everyone to the meeting and introductions were provided by the Group.</p>	
1.2	<p>Apologies were received from:</p>	
	<p>Kevin Mothersdale - Learning &amp; Skill Council            Simon Clough - Children &amp; Young People (HBC)            Councillor Marie Wright            Siobhan Saunders - Adult Learning &amp; Skills Development (HBC)            Andy Guile - Halton Voluntary Action            Debbie Dalby - Halton Voluntary Action            Lyn Rhodes – Riverside College Halton</p>	
<b>2.</b>	<b>Minutes and actions from meeting 15.5.08</b>	
2.1	<p><u>Item 8.2 – LEP Development</u>            CB to confirm that the paper 'What is a LEP' has been circulated.</p>	<b>CB</b>
2.2	<p>The minutes were accepted as an accurate record.</p>	
<b>3.</b>	<b>WNF Commissioning and Core</b>	
A.	<p><u>Commissioning</u></p>	
3.1	<p>MW felt that the commissioning event on July 4<sup>th</sup> was useful to confirm support for outline proposals but the reality is that thanks to the effort made by the ELS SSP our requests to the commissioning pot were strong enough at the time of the original exercise – though in truth we have lost some time due to the process delays. The SSP is well prepared for the next stages however. The process should now move forward with £3.2million funding for worklessness and skills.</p>	

<p>3.2</p>	<p>MW summarised the presentation from the event for the group, with the proposals that were put forward as follows:</p> <p>a. Skills</p> <ul style="list-style-type: none"> <li>• 100 apprenticeships</li> <li>• 300 through pre level 2 courses</li> <li>• 32 complete intensive learning and employment course</li> <li>• 100 employers signed up to support NEET strategy</li> </ul> <p>b. Employment</p> <ul style="list-style-type: none"> <li>• 213 people in SOAs into work to hit LAA target</li> <li>• 3 dedicated employment liaison officers linked to neighbourhood management areas</li> <li>• New moped mobility pilot assisting 50 people</li> <li>• In work support advice</li> </ul> <p>c. Enterprise</p> <ul style="list-style-type: none"> <li>• 100 more start ups plus 100 job growth</li> <li>• Enterprise challenge</li> <li>• ‘How to sell’ programme</li> <li>• Public procurement – more contracts won</li> <li>• Business buddies</li> <li>• Primary school expansion</li> <li>• Entrepreneurs in residence</li> </ul> <p>d. Community Grid</p> <ul style="list-style-type: none"> <li>• The start of a 3,000 household community grid in Windmill Hill</li> <li>• WNF pays for 120 households</li> <li>• Enables project to commence</li> <li>• Roll out in stages as additional money sourced</li> </ul>	
<p>3.3</p>	<p>The following comments were noted during discussions of the presentation:</p> <ul style="list-style-type: none"> <li>• The SSP is committed to being proactive in the priority wards and LSOA areas in Halton but also reactive elsewhere.</li> <li>• To reach the target of 213 extra people into jobs in LSOAs will involve a ratio of 2 or 3:1 – very challenging, and ways to reduce this ratio need to be looked at during the planning day on August 1<sup>st</sup> (see 3.4).</li> <li>• NI 163 – 3% stretch has been agreed for this indicator.</li> <li>• NI 173 – it has been well received regionally and nationally by DWP that Halton has chosen this indicator. CB will be leading on work with partners across the SSP to meet this indicator, as well as strengthening links with the Health SSP by creating a joint working group to meet this target. The possibility of organising a learning event with other authorities that have chosen 173 is also being looked into to share ideas and find quick-win areas for Halton to ensure we hit the ground running</li> </ul>	<p><b>CB</b></p>

	<p>on work in this area.</p> <p>It was also noted that in Salford the PCT is 'incentivising' GPs to encourage patients towards IAG and a pilot has started in Castlefields using similar principles for IAG and also referring people towards health trainers.</p> <p>3.4 <u>Planning Day</u></p> <p>MW told ELSSP colleagues that Cheri Kelly, has recently been appointed by JCP as their LAA Operational Support Manager and as well as supporting this SSP, will help with organising events such as the planning day on August 1<sup>st</sup>. The planning day will be used to discuss the detail of the proposals from the commissioning event and make more definitive decisions on which will be taken forward and delivered using the £3.2 million, plus commissioning budget. At the workshop leads will be nominated for the agreed proposals and these will be asked to work up the detail, which will be brought to the SSP for signoff. From these a single SLA, or one SLA for each of the three main areas that the proposals for within (enterprise, skills and employment)</p> <p>All colleagues were invited to the workshop and asked to make every effort to attend, or send a substitute with delegated authority to make decisions. It is hoped that between this SSP and its sub groups at least 30 delegates will be in attendance at the event in the River Suite at Stobart Stadium Halton.</p> <p>B. <u>Core Budget</u></p> <p>3.5 Colleagues were reminded that the WNF core budget for year 1 totals almost £1million and although this budget was from April the first release to projects was in June. All project leads have 6 months to outline where the money will be allocated for this year.</p> <p>3.6 The following discussions took place around some of the projects and the following was noted:</p> <ul style="list-style-type: none"> <li>• HPIJ – a paper was requested outlining how the £80k will be spent.</li> <li>• HPIJ (pre-recruitment partnership) – this was one of the main areas of the original commissioning pot bids, but information is needed for the spending of the allocation of £200k in time for the planning event. In order to take this forward, discussions with TNG are urgently needed. It is hoped that 5 staff can be employed in this area, plus an additional person to run NI 173.</li> <li>• Supported Employment – GF noted that with more money than the allocation of £35k more could be done. GF was asked to produce a justification for this for any available</li> </ul>	<p><b>All</b></p> <p><b>GF</b></p> <p><b>GF/MW /CB</b></p>
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	<p>monies through the commissioning pot.</p> <ul style="list-style-type: none"> <li>• CES – the £14k contribution is no longer required and can be reallocated to another area that can justify the extra resource.</li> </ul>	<b>GF</b>
3.7	GC agreed to write a paper giving a short explanation each project and where their money is allocated to be spent.	<b>GC</b>
3.8	<p><u>DAF</u></p> <p>GC noted that the SSP needs to look at where the £270k of DAF money is being spent across the projects for audit purposes.</p>	
<b>4.</b>	<b>Making the most of other funding</b>	
4.1	<p><u>Reallocation of DAF underspend for 2007/08</u></p> <p>GC reported that the balance remaining from the underspend that has yet to be committed is £54,863.64. The initial proposals to allocate this were tabled as follows:</p> <ul style="list-style-type: none"> <li>• Steps to Work - £12,500</li> <li>• Skills Passports - £10,000 – PC and NM to confirm the price per student and whether this money could be reasonably spent and value for money obtained in 2008/09 in time for the planning meeting. If not, this money could be directed towards apprenticeships.</li> <li>• Apprenticeships - £30,000 – this could be put into a programme around NEET but DS stressed the need to link into the supply. DS agreed to look further into this proposal in time for August 1<sup>st</sup>.</li> <li>• £2,363.64 remaining to be allocated.</li> </ul> <p>This will be discussed in greater detail at the planning event on August 1<sup>st</sup>, and final proposals on how to allocate the full amount of this funding will be agreed</p>	<p><b>PC/NM</b></p> <p><b>DS</b></p>
4.2	<p><u>NWDA CES Money</u></p> <p>£3million has been allocated to the Objective 1 area overall. Halton has been clear that its share should not be match funding to ensure it does not lose out. NWDA has ring-fenced £194k for Halton and clarification is being awaited on how this will be received over 3 years before this group can decide how to spend it on infrastructure around projects. It was noted that this funding will be predicated around DAF wards.</p>	
4.3	<p><u>Recently commissioned LSC activity</u></p> <p>NM agreed to send an update to be circulated with the minutes.</p>	<b>NM</b>
<b>5.</b>	<b>Update on SLAs</b>	
5.1	GC reported that the performance sub group went through the quarter 4 DAF returns, quarter 4 performance report and 2008/09 SLAs at its last meeting. Copies of a report on each were available at the meeting for colleagues and these highlighted any actions	

	required of each project. Where any issues remain outstanding, it was noted that Shelah Semoff will email the project leads directly.	
5.2	The group discussed DAF in detail and all colleagues were asked to ensure they don't over claim on numbers of jobs or double count jobs in statistics.	<b>All</b>
5.3	MG circulated a paper on quarter 1 returns, noting difficulties experienced within the LSP team this week in turning around the report for this and another SSP meeting today following Monday's deadline for returns, while experience a number of staffing issues. Projects that have yet to send a return will be chased early next week, when any other discrepancies will also be cleared up. So far, only a few invoices have been received, all will be processed as soon as the LSP Team Administrator returns to work next week.	
<b>6.</b>	<b>Disabled persons and carers employment strategy</b>	
6.1	A piece of work on this has been completed by Inner City Solutions (consultants) and circulated to colleagues for comment but the response to this so far has been poor. Colleagues were asked to respond if they have not done so already, in particular to ensure the figures are accurate before the consultation is taken further. Once developed, the strategy will be circulated to SSP partners for approval.	<b>All</b>
6.2	Discussions are underway between Halton Disability Services and Warrington Disability Partnership regarding a potential merger. Mark W explained to the meeting how effective the Warrington Disability Partnership is.	
<b>7.</b>	<b>LAA Update</b>	
7.1	Halton's LAA has now been signed off by GONW, with one or two targets within some indicators to be agreed later this year.	
<b>8.</b>	<b>A.O.B.</b>	
8.1	<u>Sub group reports</u> Update papers from the skills and enterprise sub groups were circulated.	
8.2	<u>Riverside College Halton</u> It was requested that a presentation be given at the next meeting on proposals for a learning resource utilising Stobart Stadium Halton.	
8.3	<u>Jobcentre Plus</u> MW requested that all agencies support Dawn Owen and Cheri Kelly as part of their induction into new posts within JCP in Halton.	