

# DERBYSHIRE LEARNING AND SKILLS COUNCIL

## COUNCIL MEMBERS MEETING

held on Thursday 22 February 2001

at Red House Country Hotel, Darley Dale

### Present:

John Kirkland (JK)  
David Hughes (DH)  
Alan Charles (AC)  
Simon Hemmings (SH)  
Stephen Lismore (SL)  
Kenneth Spencer (KS)  
Tom Blyth (TB)  
Olivia Dean (OD)  
Michael Hall (MH)  
Patricia Morgan-Webb (PM-W)  
Hardyal Dhindsa (HD)  
Glenys Goucher (GG)  
Brian Powell (BP)

### In Attendance:

Terry Laws (TL)  
Chris Wright (CW)  
Elaine Teague (ET)

### Observers:

Allan Taylor GOEM  
Karen Foulds Employment Service  
Mike Grazier Derbyshire Business Link

### Apologies:

David Williams (DW)

Item		ACTION
02/01/1	<b>Apologies</b>  David Williams had tendered his apologies.	
02/01/2	<b>Minutes of Previous Meeting and Matters Arising</b> <ul style="list-style-type: none"><li>01/01/03 - Terms of Reference for Council – within this document (attached), the meeting noted that Council minutes need to be available to the public. This will be done via website (once this is up and running) and copies will be placed in public libraries around the county and in council offices. The issue of Council Members' liabilities was clarified a little and a letter of clarification from Government is to be made available for Council Members from the Head Office. DH agreed to chase head office for the letter.</li><li>01/01/04 - Code of Conduct for Council Members - An appropriate document will be issued for members' to complete for the Register of Interests as soon as possible. After a detailed discussion it was agreed that members should register any interests in an agenda item as they occur. It was also agreed that we would have to be sensible and clear about how members participate in items with which they have an interest. Their participation will depend on the nature of the interest and the nature of the agenda item.</li></ul>	DH DH

Item		ACTION
	<ul style="list-style-type: none"> <li>01/01/05 - Sub Committees – JK informed the meeting that sub-committees would be established as required at each LLSC.</li> <li>01/01/9 – Amendment – Item should read “small group to oversee the response to the Inspection report”.</li> <li>01/01/12 – Meetings and venues. Because of Easter, agreed to make the April meeting Wednesday 11 April – venue unchanged – GG gave her apologies.</li> </ul>	
02/01/3	<p><b>Induction for Council Members</b></p> <ul style="list-style-type: none"> <li>It was unanimously agreed that the induction day arranged by head office on 7 February had not been good and was ‘rescued’ by DH’s presentation in the afternoon.</li> <li>The Derbyshire LSC staff conference on 14 February had been a success, bringing together all of the staff likely to work for the LSC in Derbyshire</li> <li>DH tabled a paper outlining some options and ideas for council member induction. A supportive discussion followed and DH was asked to develop a programme of induction over the coming months linked in with general staff induction.</li> <li>A Council Members’ Team Building ‘away day’ is proposed during June – dates to be advised.</li> </ul>	DH
02/01/4	<p><b>Staff structure and transition update</b></p> <ul style="list-style-type: none"> <li>DH gave an overview of progress in establishing the Derbyshire LSC.</li> <li>In terms of staffing, the number of staff looking for employment with the LSC is currently down from 145 to approx 110 and likely to fall further over the coming weeks.</li> <li>The final staff structure will be tabled at the April meeting.</li> <li>Discussion took place regarding several transition issues including Health &amp; Safety; office refurbishment, ICT implementation; continuity of service during the change.</li> <li>GG declared her interest at this point in Workforce Development as North Derbyshire Chamber of Commerce would be involved in the delivery of workforce development.</li> <li>The issue of workforce development and Investors in People was a particular concern to members. CW confirmed to Council that continuity was of paramount importance especially with liP where delivery was to be split between the LSC and the SBS. Quality would be consistent for liP advisors and assessments as this is overseen by regional quality centres (East Midlands Quality Centre in Derbyshire region) and because government targets still have to be met and monitored.</li> <li>A fuller report on liP will be presented to a later meeting.</li> </ul>	DH
02/01/5	<p><b>Derby College Merger Update/Area Inspection Update</b></p> <ul style="list-style-type: none"> <li>OD, BP and MH declared their interest in this item.</li> <li>DH provided a brief update on the proposed merger between Mackworth College, Derby Tertiary College Wilmorton and Broomfield College.</li> <li>The three college corporations had decided that it was not possible to continue with the merger at this stage because the merged college was not viable financially. Therefore the merger was on hold – although the colleges are keen to collaborate and move forward.</li> <li>Further information will be tabled at future meetings.</li> <li>It was suggested that a sub-committee be set up as a matter of urgency to</li> </ul>	

Item		ACTION
	<p>fully understand and to oversee the position of the three colleges and the potential for mergers in the future as well as the Area Inspection Action Plan development.</p> <ul style="list-style-type: none"> <li>Derby City 16-19 Area Inspection - DH reported that the LLSC is working very closely with the LEA. An Advisory Group of stakeholders has been brought together and Bev Hunt, Head of Provider Liaison (Colleges) in the DLSC, is heading a Project Team to carry out the necessary consultation and involvement in order to develop an Action Plan.</li> </ul>	DH/JK
02/01/6	<p><b>Work Based Learning</b></p> <p>CW reported that the re-contracting work was on-going and explained some of the difficulties regarding LSC head office's provision of programme software. This was delaying the negotiation with providers and putting great strain on the timetable for re-contracting. This was a national problem and contingency arrangements are being prepared.</p>	
02/01/7	<p><b>Budgets</b></p> <ul style="list-style-type: none"> <li>DH presented information to the meeting about the national budget (attached) and advised that the local LSC budgets would not be clear until well into April. Reports will be made to future council meetings as information becomes available.</li> <li>DH informed the meeting that he is attending a seminar in mid-March for all Executive Directors of the LSC regarding their role as accountable officer at local level. This should begin to clarify some of the issues about delegated authority for the Executive Director and the position of the local council with regard to that.</li> <li>CW agreed she would prepare information showing how next year's targets/budgets compare with past performance.</li> </ul>	CW
02/01/8	<p><b>National Training Organisations (NTOs)</b></p> <ul style="list-style-type: none"> <li>TL informed the meeting that there are currently 73 NTOs all providing the LSC with reports about their sector training needs. This results in a lot of information coming into the DLSC.</li> <li>Members of the council as well as staff are being invited by many NTOs to events. It was agreed that all council members should check with Margaret Warren who else is attending an event before they book on one. This would ensure the best use of member's time.</li> </ul>	
02/01/9	<p><b>Local Initiative Fund</b></p> <ul style="list-style-type: none"> <li>TL resented a paper on LIF – the fund was £1.5m to be spent by March 2002.</li> <li>MH made declaration of interest in EBLO</li> <li>A wide-ranging discussion took place. A number of useful points were made by council members about the priorities and process. It was agreed that in future the LIF would be used to help meet the priorities set out in our strategic plan. However in the absence of such a plan it was agreed that the process and priorities set out in the paper were an appropriate way forward in this first year.</li> <li>The council asked DH and TL to progress work on the LIF as outlined in the paper as soon as possible and report back to the council at future meetings.</li> </ul>	DH/TL

Item		ACTION
02/01/10	<p><b>Strategic Plan</b> This item was deferred to the March meeting as information is awaited from head office on the timetable and process.</p>	
02/01/11	<p><b>Derbyshire LSC Launch</b> A paper was tabled with ideas for the launch of Derbyshire LSC. JK declared an interest in that his sister runs Five Lamps one of the potential tenderers for some of the work. A general discussion gave broad support to the proposals and asked DH to progress planning as soon as possible. The possible dates of the general election were flagged up as an issue to be aware of.</p>	DH
02/02/12	<p><b>Council Members Expenses</b> It was agreed that Council Members would send any expense claim forms to the Derbyshire LSC office for checking before being sent to JK for authorisation.</p>	
02/01/13	<p><b>Date/Venue for Next Meeting</b>  Thursday 15 March 2001 at Chesterfield College (Conference Room S032). Commencing 4.00pm</p>	