

Minutes



Leading learning and skills

Date 2 October 2007
Subject Council Meeting
Location Conference Room, Bowmer & Kirkland, Heage
Time 16:00
LSC office Derbyshire
Publication intent Internal

Present Alan Charles
Carol Dibbs
Carol Taylor
David Williams
John Kirkland OBE
Margaret Lynch
Michael Hall
Mohammed Sharief

In attendance Andrew Flack - Derby City LA
Hugh Hastie OBE - Connexions
Lynn Carpenter - The Basic Skills Agency at NIACE

LSC staff Bev Hunt
Mick Brown
Peter Brammall

Apologies Apologies have been received from:
Geoff Stevens
Ian Murray
June Cooper
Ken Spencer

David Shaw - Derbyshire County LA
John Perry - GOEM
Keith Burn - Jobcentre Plus
Sara Bolton - Derby City Council

Kevin McCann

Item 1. Welcome and introductions

1.1 John Kirkland welcomed all attendees to the meeting and apologies were given as above.

- 1.2 John welcomed Lynn Carpenter, Senior Assistant Director from the Basic Skills Agency at NIACE, to the meeting who will be presenting agenda item 4.

Item 2. Minutes of last meeting

- 2.1 The minutes of the last meeting were accepted as a true record.

Item 3. Matters arising

Matters arising – Streamlining LSC accountability (3.2)

- 3.1 At the Council meeting held on 1 May it was agreed that the proposed composition of the Regional Board membership would be confirmed to Council Members along with the list of key employer contacts across the region; Council Members were requested to advise John Kirkland if any of the same were known personally to them.
- 3.2 John Kirkland informed members that plans to establish a Regional Board were in abeyance until there was greater clarity about the progress of the required legislative changes.

Matters arising – Streamlining LSC accountability (3.3)

- 3.3 At the Council meeting held on 1 May it was agreed that a workplan would be developed and shared with Council Members for the remaining Council meetings for 2007.

Decision: It was agreed that John Kirkland, Mick Brown and Bev Hunt would work together to compile a list of items that required Council approval eg capital bids. Until the formal creation of the Regional Board, the first meeting is thought to be around Christmas, John requested the continued help and experience of the Council Members to advise on such issues.

Matters arising – Director of Area report – Leitch Review of Skills (3.4)

- 3.4 At the Council meeting held on 1 May it was agreed that the next Council meeting on 28 June would be a session on Leitch Review of Skills, the Lyons Review and the Demand Led consultation.
- 3.5 The briefing event took place with presentations from Professor Mike Campbell, Mark Corney and Keith Smith and included discussions regarding the newly announced departmental changes.

Decision: This action is closed.

Regional Audit Committee minutes (5.5)

- 3.6 At the Council meeting held on 1 May it was agreed that membership issues raised about the Regional Audit Committee would be fed back to the Regional Finance Director.
- 3.7 Peter Brammall confirmed that these concerns had been forwarded to Andrew Martin, Regional Finance Director.

Decision: This action is closed.

Performance Review (6.4)

- 3.8 At the Council meeting held on 1 May it was agreed that Ian Murray would share report findings on early leavers with the Council.

Decision: This action will be carried forward to the next Council meeting on 27 November.

Action: Ian Murray

Item 4. Workstation and The Basic Skills Agency at NIACE

- 4.1 Lynn Carpenter gave a presentation on Workstation and The Basic Skills Agency at NIACE to the Council. The project is called Women Count in Retail which is a pilot to engage and upskill women in numeracy working in partnership with Workstation, Jobcentre Plus, Derby College and large retailer Monsoon.
- 4.2 It is hoped this will become a national programme and will expand into other sectors including hospitality and construction. Links have been made in the North West to deliver a similar programme in Liverpool.
- 4.3 A discussion followed the presentation regarding how employers need to be engaged to realise the importance of basic skills in the workplace and how to embed these skills; how these women are being engaged in this pilot programme and what support they receive to manage this life enhancing change.

Item 5. Director of Area report

- 5.1 Mick Brown presented his Director of Area report to the Council. He brought the following items to the Council's attention:

Local office changes

- 5.2 Bev Hunt has been appointed as the Deputy Area Director for Derbyshire and will be supporting Mick in his new role as Area Director – Nottinghamshire & Derbyshire.

Train to Gain

- 5.3 Operational responsibility for Train to Gain has moved from regional to the local office which should allow the local office to concentrate on performance issues.
- 5.4 A concern was raised about how confident the executive team were in that the Train to Gain targets were achievable. Mick explained there were many different levels of how to record success; he went on to explain how the unit cost has risen and is now higher than initial assumptions, thus impacting upon what could be delivered. The local picture will become clearer following the next review.

Quality

- 5.5 Derby City and Derbyshire County Council adult learning providers were inspected by Ofsted both receiving good outcomes.

Capital bids

- 5.6 Chesterfield College will be submitting a bid for redevelopment of their main site, along with other bids for High Peak and Dales, which will be presented at a Capital Sub Committee meeting to be arranged shortly.

Machinery of Government

- 5.7 Attached at Annex A is a current paper regarding this issue.

Item 6. Updates from the Local Sub Committees, Regional Board & Regional Audit Committee

Employer Engagement Sub Committee minutes

- 6.1 This was the last meeting as the group has merged with the Jobs and Skills Group.
- 6.2 John Kirkland thanked all those involved in this Sub Committee for their commitment and advice.

Equality & Diversity Sub Committee minutes

- 6.3 This was the last meeting as it has been superseded by a regional Equality & Diversity group.
- 6.4 Carol Taylor informed the Council that work with JET had been carried out on a television programme encouraging grandparents to get involved with the education of their grandchildren. If anyone is interested Carol will forward a copy of the programme.
- 6.5 John Kirkland thanked all those involved in this Sub Committee for their commitment and advice.

Regional Board minutes – 26 April 2007 and 21 June 2007

- 6.6 These minutes are included for information. If there are any questions regarding these minutes please contact John Kirkland.

Regional Audit Committee minutes – 11 April 2007 and 2 July 2007

- 6.7 Michael Hall informed the Council of concerns the Audit Committee had regarding Train to Gain, recommendations not being progressed by management and awareness of the whistle blowing policy.
- 6.8 Michael wrote to Verity Bullough outlining these concerns and Verity's response informed of the intention to hold a meeting with the executive team to address the recommendations and that a staff briefing will be held on the whistle blowing policy. Issues regarding Train to Gain have been addressed.
- 6.9 Michael also raised concerns regarding the membership of the Audit Committee – former Chairs of local Audit Committees should be members along with other members of local Councils.

Decision: It was agreed that Mick Brown would feedback these memberships concerns to Verity Bullough.

Action: Mick Brown

Item 7. NEET & September Guarantee

- 7.1 Hugh Hastie gave an update on NEET and presented the September Guarantee to the Council. Hugh tabled a paper regarding the latest position on the September Guarantee which showed that both the Derby and Derbyshire September Guarantee has been met, although final management information can't be verified until 12 October.
- 7.2 The Guarantee is subject to minor caveats:
- Less than 0.7% are awaiting confirmation of a specific work placement and start date – which will be confirmed by the middle of October for a start date by January 2008.
 - Around 6.9% have rejected an offer of suitable learning and have moved into employment with no training. These will be followed up by Connexions staff.
- 7.3 The September Guarantee has a positive impact on the NEET figures, which show an improvement on this time last year. There are more young people in learning which by association has a risk of a higher drop out rate which must be monitored to sustain current figures. There is still disparity of NEET figures within Derbyshire's districts with Glossop becoming the area of most concern.

Item 8. Any other business

- 8.1 None.

Item 9. Date of next meeting

- 9.1 The next meeting of the Committee will take place on Tuesday 27 November 2007 being held at South East Derbyshire College commencing at 4pm.

Meeting chair	John Kirkland OBE
Minute taker	Philippa Wilson
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