

# Minutes



Leading learning and skills

<b>Date</b>	19 September 2007
<b>Subject</b>	LSC Suffolk Council Meeting
<b>Location</b>	Felaw Maltings
<b>Time</b>	15:00
<b>LSC office</b>	Suffolk
<b>Publication intent</b>	Internal

<b>Present</b>	Johanna Finn Judith Mobbs Tony Lewis Greg Grant Ashley Seabourne Hamil Clarke Philip Winfield Richard Nicol Anne Swietlik Patricia O'Brien Sandra Crawley
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<b>Apologies</b>	Apologies have been received from: Jonathan Moore Gary Nethercott Madeline Vigar John Dugmore Bryony Rudkin Caroline Gumble Annette Whybrow
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## **Item 1. Welcome and Apologies**

1.1 Johanna Finn welcomed members to the meeting apologies are listed above.

## **Item 2. Minutes of Last Meeting and Matters Arising – 18<sup>th</sup> July**

2.1 The minutes were agreed as an accurate record

2.2 Minute 5 – If anyone wants the Leitch briefing let HD know.

2.3 Reminders to members that the event to celebrate learning and skills will be held on 8<sup>th</sup> November, please keep the date free in your diary.

### **Item 3. Area Directors Report – Judith Mobbs**

3.1 JM asked members to note the report and will take questions.

3.2 The Post 16 review of Great Yarmouth and Lowestoft will be discussed by the chair's and AD's of Suffolk and Norfolk.

3.3 The event to celebrate learning and skills on 8<sup>th</sup> November at Trinity Park will also be to thank Tony Preston JM urged members to attend. A short film to capture work of providers will also be used after the event as well as a brochure to capture the elements of learning across Suffolk to be part of an awareness raising campaign across Suffolk.

**Action – HD to circulate date of Mark Haysom's briefing re – Machinery of Government to providers – this is being held on 19<sup>th</sup> November Council Members are welcome to attend.**

### **Item 4. Chair's Report – Business/Partnership/LAA updates – Johanna Finn**

4.1 JF thanked members for their continued support and commitment to the Council.

4.2 Paper details meetings held with Council members in attendance and gives notes for each meeting. JF highlighted the Community Strategy has reduced the number of its 'themes'. Skills is one of four key themes overall.

### **Item 5. Full Capital Application for Suffolk New College – Dave Muller**

5.1 In attendance with DM are:

- Marilyn Watsham – Assistant Principal
- Mary Gleave – HR Director and External Relations and Estate
- Tony Keable – Director of Finance

5.2 Judith M introduced Alan Searle, the key capital project link in the regional LSC team and Pete Mumford, LSC Suffolk Partnership Team, who currently holds additional responsibilities around capital.

5.3 Hamil Clarke and Tony Lewis declared their interest as members of the corporation.

5.4 Recommendation to Council is to support the bid

5.5 JM explained that Suffolk New College's proposal and project now effectively prepared and managed and the tender process is now on track.

5.5 Alan Searle reported that support from National Office by Alastair Grindley and Phil Head has been given through meetings with the college.

5.6 JM explained that AiP needs to be approved before a contractor is approved and the key element of the project team is that AYH have replaced Tribal as project management.

5.7 Dave Muller introduced his team and detailed the key strategic aims and the re-launch of Suffolk 'New' College on 1<sup>st</sup> August:

5.8 DM explained that the Waterfront site has been sold. The College needs to secure funding from National LSC for all transactions to fall into place (Plans shown to members)

5.9 DM explained the education case of meeting LSC/Government targets which are growing across increasing 16 – 18 participation.

5.10 Success rates at SNC are improving and they are maintaining quality. However, they have poor accommodation.

5.11 AiP was updated October 06 and all costs add up to £59.8m, the tender came in at £13m over the agreed threshold of £60m. SNC needed to significantly review January – June value engineering. The current position base project cost is £63.6m, current overall project costs total £69.1m (including fixtures, fittings and equipment).

5.12 Proposed funding package = LSC grant – 17/09/07 – £42.9m (62%). Cost and tender update released 19/9/07 and project and build costs on budget 95% (+) cost certainty. Formal approval from the corporation will be on 24<sup>th</sup> September.

5.13 Will be made up of four groups - Project Management – AYH/Strategic Project Group/Project Board/Suffolk New College Corporation.

5.14 Timescales: LSC Capital Committee – 11<sup>th</sup> October and LSC National Council – 30/31 October with a view to be open by September 09.

5.15 Questions were then invited and included the following key points:

- Interest rates 6.2% with an option to fix the loan
- Sold one property and waterfront site to UCS, Argyle Street is not yet sold (value £0.5m)
- Contingencies - Key risk area demolitions
- LSC in touch with banks to fix interest costs (ASEARLE to provide)
- VAT legislation – is for the college to pay back VAT over 10 years (will possibly apply after approval)
- Carbon footprint of new build good
- Life expectancy of new build 40 years
- Space in relation to education programme – grown 19+, local business space
- Possible community use catering space (bakery and 100 seater restaurant open all year)
- Sporting facilities – athletic/green spaces 2012/2013 plans for when UCS completed demolition
- Students involved in whole process
- Assessment of new build in 2012 by LSC National Capital Committee
- Third of funding given in first year (over 3 years) advance money to help with consultancy fees etc.
- 62% is the right level of support for this type of build
- Capital Committee say: 80% education/15% property/5%finance
- LSC representative from the LSC area team to be at the project board meetings as an observer
- Contractors on site January 08

5.16 Greg Grant ratified the item to be approved by Council

5.17 Council agreed to support the project

## **Item 6. Adult Strategy and Skills Pledge – Judith Mobbs**

6.1 There was a commitment in the Suffolk LSC Action plan 07/08 to develop an adult strategy and since then the skills pledge has been released.

6.2 Work has already started in this area around relationship building and support from partners raising skills and the community strategy and creating a skilled workforce for Suffolk. This has been identified as needing transformational change in the future.

6.3 Gwen Parsons, Principal at Lowestoft College is leading work around adult learning; the LSC has commissioned some work, the findings of which will be launched at an adult strategy event at Trinity Park on 12<sup>th</sup> October.

6.4 the team developing the strategy have worked with Block 4 (economic development) of the LAA to align partners around the skills agenda and moving forward, focusing on 'Expanding Horizons' the Suffolk Development Agency economic strategy, this document has three themes:

- People (skills)
- Prosperity
- Place

The LSC are leading on writing the 'people' element of the plan and this will then create the framework from where the LAA can be delivered.

6.5 Adult Strategy – the baseline report has been completed and will be published on 12<sup>th</sup> October (in line with the event). There will be a steering group set up with key partners to take this forward.

6.6 Skills Pledge – Presentation by Judith Mobbs – this is a government led initiative realising commitment to employer engagement to give employers an opportunity to sign up, in Suffolk we want to promote Suffolk as a whole signing up to the skills pledge together.

6.7 It is a voluntary commitment publicly made for employers to support employees with basic skills needs and up to level 2, which links into train 2 gain funding and also has proportional support for level 3 (50% or more).

6.8 key points from the discussion included:

- Opportunity to update 'old' level 2 qualifications
- Have secured funding through ESF to fund appropriate level 2's
- Skills brokers will go to employers to identify options
- Opportunity to link into liP

**Action – get list of employers with liP status**

- No time limit involved – format is 5 stages
- Will need to be publicly recognised with a brand and to mark commitment to training and the county
- Want to encourage sme's to sign up – potential to use JC+ database to engage
- Need case studies from Suffolk
- Need to give employers an influence over the sector and over commissioning in key areas i.e Haven Gateway
- Issue in opening up better support for learners i.e. LEAP centres creating one information point giving clear access to learning opportunities

**Item 7. LID Funding – Judith Mobbs**

7.1 The proposed projects will support the delivery of the Suffolk 07/08 Action Plan, committed funding is highlighted.

7.2 There is enough funding to fund all projects up to medium 1. There may be additional support later.

7.3 issues raised were around NEET funding. Some of the projects address NEET but there is £150k going to the NEET agenda separately plus IIC programme funding of £200k over the next 4 years to fund NVQ qualifications and apprenticeships.

#### **Item 8. Any Other Business**

None raised

#### **Item 9. Date of Next Meeting**

Away day - 21<sup>st</sup> November 1pm at Seckford Hall (starting with lunch)

<b>Meeting chair</b>	Johanna Finn
<b>Minute taker</b>	Hayley Debenham
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