

# Minutes



Leading learning and skills

**Date** 28 June 2006  
**Subject** Council Meeting  
**Location** Slepe Hall Hotel, St. Ives  
**Time** 18:00  
**LSC office** Cambridgeshire  
**Publication intent** Internal

## Present

### **Council Members:**

Sal Brinton (Chair) (SB)  
Sheila Walsh (SW)  
Andy Allen (AA)  
Helen Phillips (HP)  
Mary Sanders (MS)  
Rick Dearing (RD)  
Ian Stewart (IS)  
Marco Cereste (MC)

### **Observers:**

Tim Barber (TB)  
Jenny Sleet (JS) on behalf of Tina Ellis

## In attendance

Sophie Harrison

## LSC staff

Caroline Neville (CN)  
Jon Nay (JN)  
Sue Anderson (SA)  
Tom Cunningham (TC)  
Steph Luke (SL)

## Apologies

### **Apologies have been received from:**

Bob Reeve (Member)  
Mohammed Mehmet (Member)  
Tony Ellingford (Member)  
Chris Walford (Member)  
Mary Whitehand (Observer)  
Merrick Willis (Observer)  
David Monks (Observer)

## Item 1. Welcome and introductions

- 1.1 Sal welcomed Caroline Neville and Jenny Sleet attending on behalf of Tina Ellis to the meeting.

## **Item 2. Minutes of last meeting**

2.1 Minutes approved.

## **Item 3. Matters arising**

3.1 4.11 - Amendments have been made to Annual Plan.

3.2 6.7 - IS sent contribution to include in SA paper.

3.3 9.4 - Options paper submitted; Audit Committee dissolved.

3.4 10.2 - No previous records found.

**Action: SH to send out new declaration of interests forms for members to complete.**

## **Item 4. Chair's Report on Council Matters**

4.1 CN gave update on Council Chair and member applications. Following interviews, it was a great disappointment that on this occasion, there had not been an appointment. Recommendations are being submitted to the National Appointments Committee on 29 June. There were no applications received for Council Members. As SB is leaving her position as Chair, it would be wise to appoint an interim chair who could easily be put into place to support the Council. Comments were invited from members on the update. AA added that Bob Reeve had stood in successfully for Sal as Chair in the past. CN agreed with this sentiment. HS asked what relationship locally was with National Council. CN replied that this would be through the Region. There would still be a local non executive group, but this would feed into Region, who would in turn feed into the National Council. Regional boards would have a National Council member in attendance and there was also talk about Regional representation on the National Council.

4.2 SB asked that Members feedback any further comments to either JN or CN.

4.3 SB recommended to the appointment of JN to membership of the Council. Members agreed.

4.4 SB updated the Council on the LSC Streamlining Accountability e-mail that she sent to members and which is included in the papers for the meeting.

4.5 CN updated on 18<sup>th</sup> May Chairs day and gave a brief update on the outcome of the National Council Meeting held on 21<sup>st</sup> June.

4.6 Race Equality Scheme Training – SB asked Members if they wanted to go ahead with this, given the transition period. AA commented that it would be better to hold on until there was more stability. Members agreed. Members felt it would be useful to have guidance at a local level.

## **Item 5. Annual Plan**

5.1 JN gave brief overview of Plan and highlighted the aggressive targets for full Level 2.

5.2 SB proposed that Council should adopt plan. Members agreed.

## **Item 6. Adult & Community Learning (ACL)**

- 6.1 JN introduced SL and the ACL paper, which outlined funding streams for ACL and current delivery arrangements in Peterborough and Cambridge.
- 6.2 SL gave further information on new funding streams and an in-depth discussion followed.
- 6.3 SB asked for Declarations of interest. RD (Principal CRC), IS (Chief Executive Cambridgeshire County Council), MS (Chair of Governors of School with ACL activity) and MC (Board Member of EEDA) responded.
- 6.4 It was agreed that a review group should be set up with representation from Peterborough and Cambridge Councils, Colleges, Learners, Community Colleges and Council members
- 6.5 It was agreed that the Paper should be expanded to answer questions raised during the discussion to inform the review group which the LSC would Chair.
- 6.6 IS asked if Terms of Reference could be sent to members before first meeting.

**Action: JN to send Terms of Reference to members.**

**Action: MS to contact JN regarding Community College representation.**

## **Item 7. Capital Plan**

- 7.1 SB asked for Declaration of interests. RD and MC responded.
- 7.2 The final version of plan was presented to Council Members.
- 7.3 SB invited comments on plan and discussion followed.
- 7.4 SA advised that access to funding for small projects can sometimes be difficult. MC advised that EEDA may have money available and proposed that a briefing note is sent to him.

**Action: SA to do briefing note to MC to access EEDA funding.**

## **Item 8. Cambridge Regional College Capital Application Plan**

- 8.1 There are three parts to the plan:
  - (1) Property Assessment
  - (2) Educational Assessment
  - (3) Financial Assessment
- 8.2 A confidential summary paper is available on the Educational case only as the Property and Financial assessments are not yet complete. JN asked the Council members to approve the Educational Assessment part of the plan (subject to the approval of the Property and Financial parts of the plan). Council Members approved.
- 8.3 It is expected that the plan will go before the National Capital Committee in September.
- 8.4 RD (Principal CRC) declared an expression of interest.

## **Item 9. LID**

- 9.1 TC advised that almost the entire £1.19million LID budget had been spent and that details of the projects involved were covered in the paper.

- 9.2 SB and HP commented on how useful and helpful the paper was.
- 9.3 RD requested figures for 2006/07. JN advised that these were not yet available.

#### **Item 10. Update on Merger**

- 10.1 SA updated on Karen Beckwith's paper.
- 10.2 SA advised that the two offices are working closely together to ensure a smooth transition for the learners and to maintain the volume of learners and an appropriate learning offer for Fenland.
- 10.3 SA advised that meetings at all levels (from Director to Contract Manager) had been taking place and that the LSC were confident that a smooth transition would happen.
- 10.4 JN added that Peter Stewart attends the Cambridgeshire Principals' meetings and his dedication to ensuring Fenland has the correct coverage is very encouraging.
- 10.5 CN added that the Capital Application from COWA was the biggest successful project bid that had been approved by the National Committee.

#### **Item 11. Theme 7 Update**

- 11.1 JN advised the Council that the LSC had recruited Bands 5, 4 and 3 and offered his congratulations to all those appointed. JN advised that some posts remained unfilled and that the process to fill these posts would be ongoing until December 2006.
- 11.2 Most of the Regional Band 5 appointments have been made and are in post, although there are still some vacancies.
- 11.3 Two Band 4 appointments in Cambridgeshire had been made: Sue Anderson and Tom Cunningham.
- 11.4 Band 3 appointments have been offered to the following people in the Cambridgeshire office:  
Michael Gardner, Andy Sanders, Sue Churchill and Stella Cockerill.  
Steph Luke has been offered a Regional post.
- 11.5 Band 2 appointments are due to be announced on 10<sup>th</sup> July and Band 1 appointments will be announced on 17<sup>th</sup> July.
- 11.6 JN told the Council that as a newcomer to Cambridgeshire, he was impressed with the professionalism, hard work and goodwill that staff at the Cambridgeshire office had shown during this period.
- 11.7 SB echoed JN congratulations to SA, TC and SL on behalf of the Council.
- 11.8 SB noted that she will write to Ed Tuijl to thank him for his contribution to the Council over the last six years.
- 11.9 CN added that there had been a successful external recruitment drive for the remaining Band 5 posts and the Region is hoping for a full compliment of Band 5s within the next few weeks.

## **Item 12. Performance Monitoring Report**

- 12.1 JN reported on the figures within the Performance monitoring report. He commented that this was a high level summary and provided the best current picture.
- 12.2 The Cambridgeshire figures for Young People are doing extremely well and are above the National average. 16-18 participation reached 97% of target figure. Both Adults and Skills for Life exceeded targets.
- 12.3 Level 2 by PSA targets are likely to be met, but there is variance in performance between different parts of the area.
- 12.4 SA agreed to provide a more detailed report at the next meeting.

**Action: SA to bring a report on Level 2 by 19 PSA targets to next meeting.**

## **Item 13. Area Directors Report**

- 13.1 JN updated on the Peterborough Joint Area Review (JAR). Initially there has been positive feedback. The report is due to be published in October.
- 13.2 14-19 Online prospectus plans are going well. It is proposed to use the Suffolk Model. SA added that the 1<sup>st</sup> Phase for 16-19 options would be available for the recruitment round in September 2007, but the 2<sup>nd</sup> phase for 14-16 would take longer as this was more complex to load and maintain.
- 13.3 Improving Choice is progressing well in the region. The LSC is pleased with the way that partners have worked with us to make it a success.
- 13.4 JN updated on Train to Gain. The Employer Training Pilot (ETP) has been very successful with an 88% achievement rate so far. Train to Gain has also got off to a good start. Contracts have been offered and the brokerage system continues to develop.

**Action: JN to update the Council at the next meeting with details of successful tenders.**

- 13.5 JN advised the Council that the LSC fully supports Cambridge Regional College (CRC) with their rationalisation and the withdrawal of A Levels. CRC have an improved level 3 course through Access to HE which is both Full Time and Part Time available at 16-18 as well as 19+. CRC have also worked well with Long Road Sixth Form College to ensure a smooth transition for students who have successfully completed an AS programme and are ready to progress to A Levels.
- 13.6 JN reported that Providers Development plans were in the process of being submitted.
- 13.7 JN attended the opening of the Perkins Engines Caterpillar Learning Centre earlier on this year. He added that the LSC is indebted to the company for the work they have done.

## **Item 14. Audit Committee**

- 14.1 Minutes of the last Audit Committee meeting on 12<sup>th</sup> May were included with Council Papers.
- 14.2 The Audit Committee has been dissolved at local level and will formally disband on 1<sup>st</sup> September 2006.

14.3 CN advised that Regional Audit committee had not yet formally been convened.

**Item 15. Any other business**

15.1 CN recorded personal thanks to SB for the contribution she has made over her time as Chair of the Council.

15.2 SB thanked the Council and LSC staff, stating that it had been a pleasure working with them and wished everybody all the best for the future.

**Item 16. Date of next meeting**

16.1 The next meeting of the Council will take place on Wednesday 6th September 2006.

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| <b>Meeting chair</b> | Sal Brinton   |
| <b>Minute taker</b>  | Sophie Harrison   |
| <b>Date created</b>  | 29 June 2006  |
| <b>Document ref.</b> | G:\OCFP\24 Governance\24-02 CorpGovnce\24-02-19<br>LcllCnclSubCmmtts\Council\cam-councilmeeting-minutes-<br>28jun2006.doc |