

# Minutes



Leading learning and skills

**Date** 6 September 2006  
**Subject** Council Meeting  
**Location** Menzies Hotel, Bar Hill  
**Time** 18:00  
**LSC office** Cambridgeshire  
**Publication intent** Public

**Present** Council Members:  
Bob Reeve (Chair) BR  
Sheila Walsh (SW)  
Andy Allen (AA)  
Helen Phillips (HP)  
Mary Sanders (MS)  
Rick Dearing (RD)  
Ian Stewart (IS)  
Mohammed Mehmet (MM)  
Tony Ellingford (TE)  
Observers:  
Tina Ellis (TE)

**LSC staff** Caroline Neville (CN)  
Jon Nay (JN)  
Sue Anderson (SA)  
Tom Cunningham (TC)  
Sue Churchill (SC)  
Alan Searle (AS)  
Paul Storey (PS)

**Apologies** Apologies have been received from:  
Chris Walford (Member)  
David Monks (Observer)  
Tim Barber (Observer)

## **Item 1. Welcome and introductions**

1.1 Bob welcomed Caroline Neville, Alan Searle, Tina Ellis and Paul Storey to the meeting.

## **Item 2. Minutes of last meeting and matters arising**

2.1 Minutes of the last meeting were approved.

- 2.2 BR reminded members that they should complete and return the Declaration of Interest form as soon as possible. **Action: All to complete.**
- 2.3 14.2 – JN indicated that the Regional Audit Committee is not yet in operation and asked if audit committee members could be available in the short term if required. This was agreed.
- 2.4 13.2 – SA reported that other options to the Suffolk Model were being explored for the 14/19 on-line prospectus because of software issues.

### **Item 3. Council matters**

- 3.1 JN announced that Bob Reeve had been appointed Chair of LSC Cambridgeshire on an interim basis for a period of 18 months. BR said that he was honoured to accept the role and went on to outline the challenges ahead, and in particular, the need to be able to offer the same opportunities to young people as the population increases.
- 3.2 CN said that Council can invite individuals to be Observer or Adviser status as appropriate to bring further expertise to the council. BR asked everyone to reflect and consider if there are key individuals that might be approached.  
**Action: All to indicate suitable individuals.**

### **Item 4. Train to Gain Update**

- 4.1 PS gave a presentation on Train to Gain which included handout material. The presentation was well received by members and there were several questions and comments including;
- RD asked if rebalancing could end up in a reduced contract. PS indicated that this will not happen.
- IS asked how the provision was to be quality assured. PS said that it would essentially be through ALI and OFSTED inspections together with Broker satisfaction surveys. The LSC Train to Gain Team will also monitor contract performance. CN said that quality improvement is the responsibility of the provider and the LSC will also provide support to share good practice.
- BR wanted to know if eventually there will be a one stop shop for employers. PS said that eventually there may be one brokerage service and he outlined the benefits of the current brokerage service to an employer.
- TE was concerned about engaging small/medium enterprises in Train to Gain. PS said that 0 to 99 employees is the target group.
- AA commented that many subcontractors do not train staff because they can't afford the cost.
- SW commented that customer surveys would need to be carefully designed, otherwise it could just become a 'tick box' approach.
- BR wanted to know how, for example the provision/funding would be monitored for a college eg West Suffolk College delivering Train to Gain in Cambridgeshire. JN indicated that a protocol is being developed.
- TE indicated that he was pleased with the promotional leaflet and BR asked that the leaflet be sent out with the minutes.

CN reminded the meeting that the ETP pilots had reached many hard to reach employers and that there is a need to use these employers to promote the benefits of Train to Gain.

#### **Item 5. CRC Capital Application in Principle.**

- 5.1 RD declared an interest.
- 5.2 The Application in Principle was discussed at the meeting including the Education, Property and Financial cases. The paper, Agenda Item 5, "Cambridge Regional College Application in Principle" was used to inform the discussions. SC reminded members on the aspects of the Education Case which was fully reviewed and approved at the Council Meeting on 6<sup>th</sup> June. A full copy of the AiP was available for reference
- 5.3 SC notified members that the full report on the property case had now been received (and had been made available for reference). There were no material differences to the case that members had been appraised of at the June meeting. SC outlined the Property Case which had received full approval from the Regional Property Adviser.
- 5.4 AS led the review of the Financial Case including the rationale for the 10% LSC support, a discussion on the preferred option, affordability and the Financial Case conclusions.
- 5.5 Members commented favourably on the return against LSC investment, solvency, cash balances, assets, the return to Category B status after 3 years, and the low borrowing incurred as part of the financial package. IS asked if the college risk management plans had been reviewed by the LSC. AS confirmed that the risk register and plans have been reviewed and the college is developing these to include costed sensitivity analyses for submission with the detailed application. IS commented that the construction timetable might be ambitious and asked the college if there was any negative impact in attracting students during the build. RD assured members that a considerable amount of activity had already taken place in parallel with the application to LSC- the Newmarket site had already been marketed, the planning application would be ready to submit Dec 2006, the design team were in place etc. RD reported that impact on students had been factored in with some temporary accommodation included in the proposal and believed that disruption would be limited during the relocation and build period.
- 5.6 **The meeting approved the Capital Application in full.**

#### **Item 6. Capital Update**

- 6.1 SC confirmed that the new regional Capital Strategy has now been approved nationally and provided updated information on the local capital developments likely to come before Council in the next few months. The indicative information for PRC and HRC was reviewed and the growth proposed for HRC was highlighted. Their forecasted growth figures have been approved by the local Office, but these will be greater than the audited data that will be used by national capital committee to inform total floor space in AiPs and this was raised as a possible issue when their AiP is assessed.

## **Item 7. Streamlining Accountability**

7.1 CN reminded the meeting of the background to this and indicated that an update was expected from Chris Bank's office in the next few days.

## **Item 8. Economic Development**

8.1 TC presented a paper outlining the structure of the Economic Development Team and upcoming activities including challenges for the team. Members welcomed the paper's clear analysis of complex issues and BR requested that a further update be given at the next meeting. JN said that TC will offer to present a similar paper to the Norfolk and Suffolk Councils.

## **Item 9. Aligning provision: Level 2 at 19 update**

9.1 SA presented a paper which was welcomed by members. There has been a significant improvement in performance. RD made three comments: He hoped that the LSC was pulling together the strategy for NEET's (5.9.2), that all young people including those in PRU's are included in the entitlement (5.13), and that the Clearing House should include those for whom part time learning opportunities could be provided, (5.12).

## **Item 10. LSC Planning Cycle 2006-07**

10.1 JN outlined the timetable for the activities in the planning cycle. The Council agreed that this needed further discussion at the next meeting.

## **Item 11. Area Director's Report**

11.1 JN indicated key highlights from the report. He also reported on the status of the Adult Review, a proposed LID funded study of the population growth in Cambridgeshire and an update on Theme 7.

## **Item 12. Dates of Future Meetings**

12.1 The agreed dates of the 2007 Council Meetings are 7<sup>th</sup> March, 6<sup>th</sup> June, 5<sup>th</sup> September and 5<sup>th</sup> December.

## **Item 13. Any other business**

13.1 There was no other business.

## **Item 14. Date of next meeting**

14.1 The next meeting of the Council will take place on Wednesday 6<sup>th</sup> December 2006. at the Menzies Hotel, Bar Hill, Cambridge

**Publication no.**

**Meeting chair**

Bob Reeve

**Minute taker**

Tom Cunningham

**Date created**

11 September 2006

**Document ref.**

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