

Minutes



Leading learning and skills

Date 22 November 2005
Subject Council Meeting
Location Canius House
Time 6:pm
LSC office London South
Publication intent Internal

Present Council Members:
Richard Carter (Chair), Caroline Allen (Vice Chair), Jay Mercer, Lola Barrett, Kevin Finnigan, Julita Pearson, Dame Lorna Boreland-Kelly, John Ball, Roger Mills, David Miles
Observers:
Malcolm Brabon, Linda Taylor (left meeting at 7:00pm)

In attendance Alison Clarke, Principal, Canterbury College
Gill Walker (Interim Clerk to Council)

LSC staff Vic Grimes, Mary Francis, Liam McIlvenny (Officer to Council)

Apologies Apologies were received from:
Chris Nicols, Peter Wylie, Mark Lunn, Rita Bailey, Mel Barrett, Marie Devall (for Richard Wragg, retired), Robert Dilley, Simon Churchill

Item 1. Welcome and introductions – Chair welcomed Council, Observers, officers and guest to the meeting and gave apologies for those unable to attend.

1.1 Minutes of previous council meeting – a true and accurate record.

1.2 There were no matters arising.

1.3 **Action points:**

Item 11: it was agreed to take off item 11 which relates to need for a Service Directory. To await revision in April when Theme 7 arrangements are in place.

Item 34: complete except biography now required for Marie Devall following Richard Wragg's retirement.

1.4 **Declarations of interest –**

Caroline Allen and Kevin Finnigan both declared an interest in agenda items 11 and 13 and Dame Lorna Boreland-Kelly declared an interest in agenda item 8.

Item 2. Management Accounts

Vic gave an overview of Period 6 to September 05. Simon Churchill was absent at a National Office event.

- 2.1 The overspend of £5M gives an inaccurate picture. It is due to National Office funding profiling which will be amended – now expected to be no more than 1% variance.
- 2.2 Staffing budget overspend of £94,000 not a true picture – number of recharges not shown – actual overspend is anticipated to be approximately £20,000.
- 2.3 Discussions are ongoing with regional office on budget savings.
- 2.4 Underspend on training – management confident budget will be spent as there is a faster uptake than usual due to challenges facing staff in Agenda for Change. Extra £250 per member of staff has also been allocated from National Office.
- 2.5 Underspend on invoices not received. A number of providers invoice quarterly and these will move to monthly process and should alleviate this matter. **Action: VG**

Item 3. Audit Committee

- 3.1 The next Audit committee meeting is scheduled for 13 December 2005.

Item 4. Skills Alliance

- 4.1 John Ball presented the update to Council on progress made to date.
- 4.2 NETP has been renamed 'Train to Gain'.
- 4.3 Conference in February 2006.
- 4.4 Richard Carter commented that a lot of progress has been made in the last 6 months.

Item 5. Equality and Diversity Task Group

- 5.1 Caroline Allen reported that the EDT group is looking to extend membership for external as well as internal representation with an Equal representative to update the Task Force on a regular basis.
- 5.2 Mandatory that all staff to have RES training. Examples of the 'quiz' element were given to the Council by Caroline.
- 5.3 A copy of minutes of Equality and Diversity Task Group will be circulated in the January Council agenda.

Item 6. IAG Strategic Board

6.1 The next meeting is 24 November with the main activity being the completion of the IAG Strategic Statement.

Action: MF to include with papers for January Council Meeting

6.2 Group in good shape and pursuing Lifelong Learning network discussions with Kingston learners – Level 3 and Level 4.

Item 7. FE Forum Meeting

7.1 Richard Carter to set date of next meeting, probably in February 2006. Two meetings a year as at present.

Item 8. Borough Report on London Borough of Croydon

8.1 Vic Grimes presented the borough focus item.

8.2 16-19 Academies – LSC seeks to influence expressions of interest for academies and a guidance on competition, demonstrating a need for additional choice.

8.3 A discussion took place with regard to ‘contestability’. View in general that FE Colleges have enormous strengths and should promote themselves.

8.4 Chris Dixon will be publishing the Borough Reports via the intranet in January. It will be an FOI public document. The current documents should only be used via Jay or Vic as they contain internal commentary.

8.5 *Richard Carter gave thanks to the Strategic Development team for the work done on this project.*

Item 9. Executive Director’s Report

9.1 The Executive Director gave an update on the local developments since the Council Meeting in September.

9.2 item 1.1 Theme 7 Agenda for Change

- the Foster Review is very much linked to Agenda for Change.
- Richard Carter highlighted two main observations: (1) Themes 1-6 the simplification and streamlining of the LSC will not happen in many respects until the financial year 2007-2008 and meanwhile there is a huge workload and (2) low level of communication with partners could damage relationships.

Action: Vic to communicate to Regional Project Group

- *Richard gave his thanks to all staff at London South who are working in the office in very difficult circumstances.*
- Caroline Allen commented that the Foster Review is a strong report with sensible recommendations.

9.3 **Item 2.4 Budget Savings Exercise** – there are three main issues:

- (i) The base line of LID funding not maintained at level expected

(ii) Work based learning budget was miscalculated which caused a significant problem

(iii) In contrast to other four areas in London – London South having to consider main budgets as opposed to using TEC legacy funds which is an option for other London LSCs.

9.4 Risks have been identified:

- LIDF projects have some potential, ie projects where the money has not been committed may be affected
- other Budgets include WBL which we had been hoping to vire money into
- other small specific pots of money may cause difficulties
- our reputation could be damaged through lack of goodwill
- additional savings will impact delivery of our core priorities
- struggling not to do damage to mainstreams

Action: Audit Committee due to meet on 13 December – the risks identified in terms of savings and slippage will be considered at that meeting.

Action: Update at next full council meeting.

Items for Decision or Endorsement

Item 10. Working together with the Voluntary and Community Sector

10.1 Lola Barrett declared an interest.

10.2 Council noted the content of the paper and endorsed the London South updated response.

Item 11. Local Capital Plan

11.1 Council asked that the plan be considered at the next meeting of the Audit committee scheduled for 13 December 2005.

11.2 Council endorsed the proposal and delegated authority by Chair in consultation with Executive Director following advice from Audit Committee before submitting to Regional Office and then National Office.

Action: Local capital plan to be considered at Audit Committee Meeting scheduled for 13 December 2005.

Item 12. Council Members' Engagement in Partnership Work

12.1 Council agreed 'Engaging Young People' wording instead of 'disaffected young people'

12.2 Malcolm Brabon commented that there has been a significant increase in LSC staff attending events and it is well received by providers.

Action: LM/GW to email Council Members to update on Borough Focus interest and to confirm which of the 4 identified areas they were interested in.

Resubmitted Papers from Council Meeting 13 September 2005

Item 13. LID update

- 13.1 There are 34 contracting projects. Since September 84% of budget has been contracted and 16% in the final negotiations to be considered within the next few weeks. Some projects can slip into next year.

Item 14. Workbased Learning and E2E Allocations

- 14.1 Mary Francis presented the paper and confirmed that there would be no new funding where success rates were poor. The next round would be with a slimmed down provider base which further concentrated on success rates.

Item 15. Youth Matters

- 15.1 Linda Taylor highlighted that it will be a big change for Connexions Service.
- Transfer of responsibilities - will be managed by Children's Trusts with an LSC member on Board.
 - London South is a member of Connexions Partnership – present arrangements should continue.
 - Connexions work well with the Local authorities in London South but there is a risk of schools opting out.
- 15.2 Linda Taylor considered that the National LSC response was excellent.
Action: Response to be attached to minutes, Council members to feed back comments to Mary Francis.

Item 16. National Capital Strategy Consultation

- 16.1 Consultation period is now complete. Detailed guidance is expected from National Office and is yet to be received.
- 16.2 The LSC and DfES are still in discussion and at this stage officers are unable to provide any further information on administering local competitions.

Items for Information

Item 17. London South's Business Review Processes for 2005-06

- 17.1 Vic Grimes gave a brief outline of the process put in place internally.
- 17.2 Jay Mercer outlined some key performance areas highlighting PSA and E2E outcomes in annex 7.4
- 17.3 Richard Carter stated that the Council was suitably encouraged.

Item 18. 2005-06 Business Cycle

- 18.1 Vic updated the Council to advise the latest Regional/National Statement of Priorities. To provide information on key dates, information on the Grant letter and to seek views on how Council might engage in producing the annual plan for final draft sign off at the January Council Meeting.
Action: Council Members to send views on local priorities to Vic in next few days
- 18.2 London Regional Priorities to be published end of November 2005.

18.3 E & D priorities will be adequately addressed in local plan.
Action: Audit committee to table plan. Plan to be circulated to Council members electronically. Any queries to Vic Grimes.

Item 19. Skills White Paper – London South Response

19.1 Mary Francis gave an overview and advised that NETP is key to ensure continuity on moving to local partnership arrangements.

Item 20. Priorities for Success – Further Education and Sixth Form

20.1 Mary Francis confirmed that Priorities for Success will be embedded in all decision making in future.

Item 21. London 14-19 Framework

21.1 Jay Mercer gave a brief overview of 14-19 Framework which was put together at London South led by Don King.

21.2 The final version will be published soon following consultation at Pan London 14-19 Forum.

21.3 Discussion ensued with regard to specific funding problem for age 19.

Item 22. Local Area Agreements/Local Enterprise Growth Initiative

22.1 Vic gave an overview of the paper. The initiative has been developed in Croydon and Kingston and is in 2nd phase of the pilots. It will go across all the boroughs. It is driving up quality of local services.

22.2 London South LSC working with Business Link, Jobcentre Plus, FE colleges and local authorities.

22.3 Item for Skills Alliance.

Next Council Meeting: Tuesday 24th January 2006

Meeting chair	Richard Carter
Minute taker	Gill Walker
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