

# Minutes



Leading learning and skills

**Date** 28 October 2005  
**Subject** Council Meeting  
**Location** Blue and Yellow  
**Time** 09:30  
**LSC office** London Central  
**Publication intent** Internal

**Present** Angela McConville (Vital Regeneration)  
David Congalton (Emprise Services plc)  
Keith Faulkner (Working Links)  
Liz McGivern (Red Carnation Hotels)  
Peter Ibbetson (NatWest, retired)  
Janet Morrison (North Westminster Community College)  
Roy Lockett (BECTU, retired)  
Satnam Gill (Working Mens College)

**In attendance** Lisa Todd on behalf of Liz Cierebeij (JobCentre Plus)  
Chris Heaume (Central London Connexions)  
Rob Grover (Business Link for London)

**LSC staff** Jill Lowery (Executive Director)  
Verity Bullough (Regional Director, East Midlands)  
Steve Crow (Director of Development)  
Tony Nelson (Director of Skills and Workforce Development)

**Apologies** Apologies have been received from:  
Yvonne Thompson, Chair (ASAP Communications)  
Amanda Howells (Youth Crime Consultant)  
Maxine Jones (London Development Agency)  
Cllr Keith Cunningham (Royal Borough of Kensington and Chelsea)  
Raymond Madden (Institute of Chartered Accountants of England and Wales)  
Su Thomas (PACE)  
Geoffrey Copland (University of Westminster)  
Marie Devall (Government Office for London)  
Sue Rimmer (South Thames College)

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

- 1.1 Apologies were received from Yvonne Thompson who had other business commitments. Roy Lockett, deputy chair, chaired the meeting on her behalf.
- 1.2 The Council welcomed Jill Lowery as Acting Executive Director and said goodbye to Verity Bullough, who has become Regional Director for the East Midlands.
- 1.3 Roy notified the Council of Peter Ingram's resignation from the Council. He has decided that as his place of work has moved to Essex, it is no longer appropriate for him to be on the LSC London Central council.

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

- 2.1 The minutes from the last meeting were approved. Council reviewed the progress on the action points:

**Item 3: Outstanding action points** Saskia circulated an update on 14-19 forums and updated the Council on the ongoing discussions between LSCLC and LDA on the Kings Cross regeneration project.

**Item 5: Capital Proposals** Jill Lowery updated the Council on the progress of the Capital projects discussed in detail at the last meeting:

- The regional capital team is still in discussions with the Lambeth and South Thames colleges to finalise figures for the proposals discussed at the September meeting. It is anticipated that the proposals will be ready to be brought back for Council approval at the December meeting.
- Westminster Kingsway College are reviewing their proposals for the new Grays Inn Road site in light of discussions with the Borough Planning Division. The new proposals address the planners concerns, but will reduce the amount of land the College have to dispose of, and therefore affect the financing of the project. The revised proposal will be brought back to the Capital Group and the Council for approval, not before Spring 2006.

**Item 6: Annual Plan update:** Saskia circulated a briefing report on Enterprise Advisers

## **Item 3. Declarations of interest**

- 3.1 There were no declarations of interest.

## **Item 4. Strategy Day Feedback**

### **Chairs Day**

- 4.1 Before discussing the Strategy report, Roy Lockett updated the Council on the Chair's Day held on 12 October, which he attended on behalf of Yvonne Thompson. The Chairs were given further detail on the new proposed

structure for the region; this information supplemented the outline Verity gave to the Council at the Strategy Day.

- 4.2 Chairs have asked for a statement on the role of the Local Council in the new structure. The clear message from the day was that local councils will be central to the Area teams, will still play a strong role in the planning process and will retain their current powers. Support for Councils will come from the regional office, and regional management will attend Council meetings as well as the Local Area Director.

### **Strategy Day**

- 4.3 The Council discussed the report of the Strategy Day. Council members and observers who attended the day felt that it was a positive day that contributed to their understanding of the work of the LSC, and gave them an opportunity to contribute to the planning process at an early stage. They felt that the report was an accurate reflection of the discussions held on the day.
- 4.4 Discussion centred on the challenges of delivering the apprenticeship programme. A key issue in London is finding employers to work with.
- Verity Bullough made a comparison between her new region and Central London. In the East Midlands the apprenticeship programme is much stronger as there is a long tradition of employing apprentices in heavy industry and manufacturing.
  - Central London no longer has those kinds of employers. In order to address the lack of opportunities for apprenticeships, we are working with partners to develop a public sector apprenticeship and to build opportunities for Apprentices into regeneration proposals.
  - In addition, the development of the Sector Skills Councils gives us an opportunity feed into the design and redesign of apprenticeship frameworks.
- 4.5 Council members also expressed concerned that success in employer engagement is not just dependent on programme delivery, but also on LSC marketing and communications, in particular they were concerned that this area of work is properly resourced.
- 4.6 The Council also discussed the wide nature of the scope of what counts as a Small to Medium sized Enterprise (SME), as these can range from 250 employees to 2. The issues faced by the smaller end of the scale are very different from the larger organisations.
- a. We are increasing the number of businesses with training plans, but the Council questioned how much impact we are having with the smallest businesses (micro SMEs).
  - b. This may be an area to be addressed by the new area teams. As locality can be more important for micro SMEs than the sector they operate in. We have a number of Local ESF projects targeting this group.
- Decision:** The Council approved the local priorities outlined in the report.

## **Item 5. Planning 2006-07**

- 5.1 Steve Crow outlined the timetable for the 2006-07 planning process. The first draft of the London Central annual plan will be brought to the December meeting for discussion and in principle approval. The final draft will be brought to the February Council meeting for signing off.
- 5.2 Steve Crow also drew the Council's attention to the Draft Regional and National priorities and the Council noted that there was a good read across (in most areas) between these priorities and those identified at the Council Strategy Day.

**Decision:** The Council agreed the Annual Plan authorisation process.

## **Item 6. Annual Plan: review of 2<sup>nd</sup> Quarter**

- 6.1 Steve Crow outlined this paper. LSC London Central is achieving well against profile. There are no key areas where we are concerned about delivery, but Steve updated the Council on the progress of activities marked Red in the first quarterly report and those that have been identified as a risk this quarter.
- 6.2 Verity Bullough highlighted a significant success for LSC London Central. The ESF programme was audited by the European Court of Auditors over the summer. Following the visit we were expecting a critical report, however the report identified our office as the only one that understood ESF and the tendering process.
- 6.3 Jill Lowery also highlighted the success of our providers. Information on the 2004/05 academic year is now available. It shows good participation both FE and WBL and shows that WBL success rates continue to rise.

## **Item 7. 2005-06 Budget update**

- 7.1 Jill Lowery tabled an updated version of the budget savings paper in the meeting packs and outlined the budget update and paper on budget savings. Following the mid year funding review, it is clear that we need to make savings, mainly due to provider over performance on participation targets and achievement.
- 7.2 The total savings across the LSC are £64.2m, in London we have been asked to make savings and slippages totalling approx £9m of which London Central has been asked to find £1.4m. This is a significant amount, but in the context of our £350m budget, it is around 0.4%
- 7.3 We have reviewed all the budgets and are proposing to manage this by finding savings where possible, rather than slipping more expenditure than necessary to next year. Savings have been found from LIDF allocations that have yet to be contracted and projects that are not progressing as expected.

**Decision:** The programme of savings outlined in the paper was approved.

**Item 8. Theme 7 update**

- 8.1 Jill Lowery and Tony Nelson outlined the emerging structures for the transformed LSC ahead of the announcement to all staff on the 31<sup>st</sup> of October. The Council discussed how 'business as usual' will be maintained over the transition period. They also discussed the disproportionate impact of the changes on staff from BME groups and ensuring that the staff of the LSC reflect the communities it serves. There will be National Strategies for addressing both of these issues.

**Item 9. Date of the next meeting**

- 9.1 The next Council meeting will be held on the 16<sup>th</sup> of December. There will be a Council Seminar on Apprenticeships on the 22<sup>nd</sup> of November. The Council were also asked to note the dates of Council meetings for 2006.

<b>Meeting chair</b>	Roy Lockett
<b>Minute taker</b>	Saskia Gretton
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