

# Minutes



Leading learning and skills

**Date** 7 February 2006  
**Subject** London West Learning and Skills Council Meeting  
**Location** London West  
**Time** 14:00  
**LSC office** London West  
**Publication intent** Internal

**Present** Rod Kenyon - Director, British Gas Engineering Academy  
Peter Pledger - Executive Director, London West LSC  
Vijay Amin - Director, ABi Associates  
Paul Raina - MD, Training and Assessment Services  
John Hensley - Engineering Systems Manager, John Guest Ltd  
Saeed Gillani - Principal Accountant, Gee Kay Farrar  
Rachel Davies - Principal, Uxbridge College  
Andrea Berkeley - Headteacher, Preston Manor High School  
Frank Wingate - Chief Executive, West London Business

**In attendance** David Hughes - Regional Director London agenda item 4  
Victoria Davies - ECOTEC for agenda item 7

**LSC staff** Peter Holmes - Director Planning and Development  
Clare Arnold - Director of Operations and Quality  
Chris Smith - Director of Finance  
Paola Santa Cruz - Head of Planning for agenda item 3  
Claire Dimmer - Head of ESF for agenda item 5

**Apologies** Apologies have been received from:  
Sue Ferns - Head of Research & Specialist Services, Prospect  
Geoff Crispen - Vice Chancellor, Thames Valley University  
John Stone - Principal Ealing, Hammersmith and West London College  
Javed Khan - Director of Learning and Community Development, Harrow Council  
Jonathan Hood - Exec Vice Chair, Cadogan Tate Group  
Jeremy Crook - Director Black Training & Enterprise Group  
Brian Noble - Network Manager Business Link for London  
Andy Mitchell - Team Leader Education and Skills N & W Div, GOL  
Sailesh Devani - General Manager Connexions London West

## **Item 1. Welcome and Introductions**

- 1.1 Rod welcomed those present and informed Council members that David Hughes, Regional Director, will be in attendance to discuss Theme 7 – London Structure.

## **Item 2. Minutes and Matters arising of meeting held on 15<sup>th</sup> November 2005**

- 2.1 The Minutes were approved as an accurate record of the meeting.
- 2.2 Rod said that the last Council meeting was not quorate and therefore agenda item 4, 16 – 19 Provision in Harrow, was agreed under Chairs' Action. He asked Council members to endorse this.

**Decision:** The London West Learning and Skills Council approved the Chairs' Action from the November Council meeting.

- 2.3 Peter informed Council members that the proposal for the Brunel Academy had been delayed. At a recent meeting of Brunel University Council it was decided that although they endorsed the establishment of an Academy, the proposed location was no longer viable and therefore the Academy would be re-located to a different location on the university's campus. Unfortunately this new location has not got planning permission and is on Green Belt land. As a consequence of this decision the Brunel Project Board has been suspended. London West Learning and Skills Council will not be receiving a Capital bid for this institution in this financial or academic year. Lord Adonis is due to meet the new Vice Chancellor to discuss these developments. The HSBC Education Trust are meeting in March to discuss whether to continue to support the proposed Academy.
- 2.4 Rod encouraged Council members to respond to the ODPM's consultation on the extension of the Mayor's powers. He said that he would be writing to the Chairs of Governors for Colleges in the London West area, the leaders of the Local Authorities and local employers.

## **Item 3. Annual Plan 2006-07**

- 3.1 It was noted that in previous years the Annual Plan was produced on the basis of a national template. This year the National Council has requested that a London Regional Plan is produced to unify the five local plans.
- 3.2 This year the National Council has delegated to the Regional Boards the power to approve local plans for their regions.
- 3.3 The Plan focuses on regional priorities while aligning to the local aims and needs.
- 3.4 The London West Annual Plan needs to be submitted to the regional office for approval by 9<sup>th</sup> February and a further version of the plan will be presented to the Council in May.

3.5 It was noted that in Annex B, Strategic Analysis, on page 6 reference is made on the 'NEET' (Not in Education, Employment or Training) group. It was agreed that we need to explain the figures more fully.

**Action: Peter Holmes**

3.6 Rachel said that the Annual Plan was not an easy read. The Plan needs to be more structured to show how the local targets relate to the regional and national targets and what are the baseline figures used to measure this comparison.

3.7 It was noted that there was a heavy concentration on WBL and we need a clearer definition of what is meant by 'achievements'.

**Action: Peter Holmes**

3.8 Rod asked how do we ensure we get the wider view of the employers.

Peter Holmes said that the views of the employers are captured through the Needs Assessment and the Employer Engagement Unit.

3.9 Peter Pledger said that we could ask one of the Council members who represent the business community to consult with employers.

**Action: The London West Learning and Skills Council asked Rod and Peter to talk to Jonathan Hood and Frank Wingate on how they may engage with the business community in London West to discuss the Annual Plan 2006/07 and seek their views.**

**Decision:** The London West Learning and Skills Council:

- a. Noted the planning timetable;
- b. Noted the London Regional Plan proposal;
- c. Agreed the draft of the London West LSC Local Annual Plan 2006/07.

#### **Item 4. European Social Fund**

4.1 Rod asked Council members to declare if they have an interest in this agenda item.

It was noted that Rachel Davies, Paul Raina, Vijay Amin, Frank Wingate and John Hensley declared an interest in this agenda item.

4.2 Phase 3 of the 2000-08 programme is based on the London West LSC Co-financing Plan 2004-07. Round 1 took place in 2004/05 and was reported to the Council on 18<sup>th</sup> January 2005, leaving an underspend of £4,713,397. It was noted that:

- London West LSC ran another Open and Competitive Tendering round (Round 2) in the autumn of 2005. The deadline for all tenders was 5pm on the 25<sup>th</sup> November 2005.
- The tenders received were assessed for eligibility and sent to independent assessors for assessment. Tenders were ranked according to the highest score and a score of 45 and above was considered for funding. The ESF team recommended projects for funding to the Moderation Panel.

- The Moderation Panel met on 25<sup>th</sup> January 2006 and followed the guidelines as published in the Co-financing Prospectus. 34 projects were recommended for London West LSC to consider.
- 4.3 Frank informed Council members that he is a member of the LEPC, which is the ESF Committee for London. At the last meeting it was disclosed that the UK will receive 9 billion Euros for the period 2007-13 instead of 16 billion. The Mayor has declared an interest to gain control of the ESF funding for London.

**Decision:** The London West Learning and Skills Council:

- a. Agreed the Moderation Panel's (Round 2) recommended tenders for ESF funding for delivery in London West for 2004-2008. (Appendix 1).
- b. Noted the total value of money available in this round (after the 15% uplift and deducting the admin fee is £4,713,397.
- c. Noted that in this round and based on previous experience of spend LWLSC has over committed by 15% in each Measure to maximise the funding it allocates to ESF providers.
- d. Noted the total value of projects approved in this round is £4,523,910.
- e. Noted that this leaves an underspend of £189,487. This will be held in reserve to be allocated to overperforming projects from both Rounds of the Phase 3.

#### **Item 5. Theme 7 – London Structure**

- 5.1 The Chair welcomed David Hughes to the meeting.
- 5.2 David Hughes – Regional LSC Director for London gave an outline of Theme 7 and the London Structure. It was noted:
- There is a lack of understanding in London as to the work of the Learning and Skills Council.
  - We need to ensure there is coherence in London. There are a number of good examples of partnership working locally and we need to translate this regionally.
  - The new Area Directors and their Partnership Teams will be responsible for local partner and provider relationships. This will remain a core function of the LSC that has to be local.
  - There will be 32 borough partnership Directors with small teams.
  - Some roles and responsibilities will be centralised to gain efficiency.
  - LSC staff will have an opportunity to apply for promotion as there are new jobs in the structure, although they may also be a need to recruit externally.
- 5.3 Frank asked what happens to local Councils under the new structure. David said that local Councils will not change in terms of composition or role. Under the new way of working local Councils will be used in a more consistent manor. They will still own strategy and delivery in local areas and will oversee much closer scrutiny of local offices.

- 5.4 Rachel asked how do you get coherence in terms of outcomes between the approaches taken by borough directors.  
David replied that there will be a strong framework approach to how borough directors perform their role but also they will bring flexibility into the role with the authority to make decisions.
- 5.5 Vijay asked how LSC staff are coping with Theme 7.  
David said that staff have welcomed the new changes as there will be promotional opportunities for some staff.  
Peter said that staff at London West LSC have risen to the challenge. PCS and the staff forum have been regularly consulted.  
Rod said that the Chairs in London had been impressed by the attitude of staff during this period of change.
- 5.6 Frank asked if 'Agenda for Change' promotes flexibility locally. Currently the local business perspective is that the LSC is too rigid in terms of funding training. Will this change under the new structure?  
David said that businesses do not understand the LSCs priorities; we must inform partners more about the work we do, be flexible to meet their needs and inform them what we need to deliver. We need to work more closely with the Sector Skills Councils and make providers aware about "Train to Gain".
- 5.7 Rod thanked David for his presentation and asked Council members if they wished to give feedback to David regarding the Annual Plan 2006-07.
- 5.8 Rachel said that the Annual Plan needs to be a lot more structured. Any one reading the plan should be easily able to see the high level targets and the local targets. The plan needs to be more statistical in its look and easy to navigate.  
David said that he agreed and asked Peter Holmes to look into how local plans could be simplified and easy to navigate.

**Action: Peter Holmes**

#### **Item 6. Annual Plan – Update 2005-06**

- 6.1 It was noted that the NEET targets in London West were achieved by November 2005.
- 6.2 4,934 young people were in receipt of EMA in November 2006 (target exceeded by 234).
- 6.3 Entry to Employment success rate is currently 57% (against 56% target).
- 6.4 The LEAP Centre and West Middlesex College received Annual Assessment Visits by OFSTED in November. The Inspectors were satisfied with the improvements made by the LEAP Centre since the inspection and the transition arrangements in place for all learners prior to the closure of the Centre in July 2006. The inspectors were not satisfied with some aspects of delivery and compliance with certain statutory requirements. As a result London West LSC are using specialist consultants to support the provider.
- 6.5 Hillingdon and Ealing Local Authorities are offering 13 and 15 places respectively under the Pan London Public Sector Apprenticeship pilot.

**Decision:** The London West Learning and Skills Council noted this briefing on the implementation of the Annual Plan 2005-06 of London West LSC.

### **Item 7. ECOTEC Research Report**

7.1 It was noted that in May 2005 London West LSC commissioned ECOTEC to assess the impact of the proposed Brunel HSBC Education Trust Academy. Victoria Davies, Director, from ECOTEC presented the potential range of the Academy's impact through four different scenarios and summarised the key findings.

- Scenario 1 – Widening Participation. The Academy recruits entirely from individuals who would not otherwise participate in 16-19 learning.
- Scenario 2 – Recruitment entirely from West London residents. Learners at the Academy are wholly drawn from West London residents at existing institutions.
- Scenario 3 – Wider recruitment. Recruits young people at existing institutions who live further afield.
- Scenario 4 – The Hybrid. Recruits some young people who would not otherwise participate in 16-19 learning and some existing institutions.
- The proposed Academy is likely to increase the number of 16-18 year olds who participate in education and training in West London.
- While the overall impact of the Academy is relatively small, the impact on individual institutions is likely to be highly localised. The loss of small numbers of 16-18 year olds at such institutions may affect the type and range of subjects that they can offer.

7.2 The report was noted and ECOTEC were thanked for their work.

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

8.1 There was no other business

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

9.1 The next meeting of the London West Learning and Skills Council will take place on 21<sup>st</sup> March 2006 at 2.00pm, with refreshments available from 1.30pm.

<b>Meeting chair</b>	Rod Kenyon
<b>Minute taker</b>	Nasir Lakhanpal
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