

# Minutes



Leading learning and skills

**Date** 14 April 2009  
**Subject** NW Open Forum  
**Location** JKs office, NW Regional Office  
**Time** 10:00  
**LSC office** Greater Manchester  
**Publication intent** Internal

**Present**  
Ann Comiskey  
John Crawford  
June Dickinson  
James Rogers  
Sue Hayward  
Christine Troughton

**LSC staff** Anne Payne

**Apologies** Apologies have been received from:  
Ian Haworth  
Janet Jackson  
Joanne McAllister  
Sheila Smith  
Deborah Woodgate  
Phil Taylor

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

1.1 Chair welcomed Anne Payne to the meeting who was representing in the absence of Deborah Woodgate.

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

2.1 The minutes of the last meeting held on 3 March 2009 were accepted as a true and accurate record.

## **Item 3. Matters arising**

3.1 There were no matters arising.

## **Item 4. Machinery of Government Changes**

4.1 Chair asked the Forum for a update from each office:

### **LSC North West Region**

Greater Manchester Area

9th Floor Arndale House Arndale Centre Manchester M4 3AQ

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- **Lancashire** – Staff are very positive about the 2 years, no changes for staff transferring to the LA however, there are concerns regarding pensions. Most staff felt that the process is fair however, guidance will be needed on how to complete the forms etc. Partnership teams have asked why they haven't been matched to the Skills Account Manager posts in the SFA. There are staff who are concerned about locations and some staff would like to work for another LA because of where they live.
- **Greater Manchester** – There were concerns regarding how current regional posts i.e. H&S, LLDD and PFA etc will be apportioned across Greater Manchester and how the LA will be involved in making the decisions. Staff asked questions about the SFA and YPLA about locations and pay zones. There are 22 Account Manager posts within the SFA structure and the feeling is that Partnership Teams could successfully match to these posts. Staff would like to know who will be matched to the National Employer Service posts.
- **NW Regional Office** – The general feeling is that things will become a lot clearer when the job descriptions are published.
- **Cheshire & Warrington** – Staff are concerned about locations and travel and how current home based staff will be accommodated. Some staff cannot see where they sit in the new structure but some staff can. The briefings went well and there was a lot of scope for questions.
- **Merseyside** – First impressions are that staff are still very reluctant to transfer to the LA. Helen France tried to calm some of fears by informing staff that she had been matched to the LA and she briefed staff on what her thoughts were. Because of over capacity within Merseyside there is scope for the Partnership Teams to move between LAs. Some staff want to apply for positions however, this is not possible at the first stage.

4.2 JK asked the forum for a update on how staff feel about the matching process:

- Staff are concerned about where they are in the structure.
- The biggest concerns are about the LA matching.

4.3 LAs have been asked to visit offices and inform staff of the benefits of working for the LA.

4.4 Anne Payne informed the Forum that the process will start with a fact-finding 1.1 meeting with a band 4 or 5 member of staff. The outputs of those discussions will be loaded onto Oracle and individuals will have the opportunity to see this information, make comments and confirm that it is an accurate record. This information will then generate a detailed report to enable the leadership team to populate structure charts for the 3 destinations. The ultimate aim is to have confirmed to all staff by the end of July of where they will be matched to.

**Item 5. HR Update**

5.1 It is important that staff are aware of the Health & Wellbeing Policy and Learning and Development Agenda that is available to support them both through their own personal development and MOG.

5.2 HR would like to draw your attention to the revised HR policy, link below

<https://thesource/Ask%20HR/Lists/HR%20News%20Item%20Front%20page/DispForm.aspx?ID=79&Source=https%3A%2F%2Fthesource%2FAsk%2520HR%2Fdefault%2Easpx>

**Item 6. Any other business**

6.1 There was no other business.

**Item 7. Date of next meeting**

7.1 The date and time of the next meeting is 11 June 1009 at 11:00am.

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| <b>Meeting chair</b> | John Korzeniewski  |
| <b>Minute taker</b>  | Andy Taylor  |
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