

CUMBRIA LEARNING AND SKILLS COUNCIL

**Minutes of the meeting held on Wednesday 5 September 2001 at the office of
Cumbria Learning and Skills Council WORKINGTON, commencing at 10.00 a.m.**

Present: Rob Cairns, Chair
Mick Farley, Executive Director
Maggie Chadwick
Paul Hafren
Chris l'Anson
Peter Irving
Graham Lamont
James Lusty
John Nellist
Jack Stopforth

Observers: Nigel Burke
Sue Chester
Brian Lightowler
Siân Rees

In attendance: Lindsay Harford
Craig Ivison (for item 4)
Elspeth Smith
Madeleine Warren

Invitee: Steve Hook

	ACTION
<p>1. INTRODUCTIONS/APOLOGISES</p> <p>The Chair began by welcoming Siân Rees, Chief Executive of Connexions Cumbria, to her first meeting and Steve Hook from the TES who would be spending two days in Cumbria.</p> <p>Apologies – Tricia Calway, Cath Clarke, Anne Diss, Cath Fare, Mike Smith and Mike Thorpe.</p> <p>Declarations of Interest – Chris l'Anson and Peter Irving declared an interest in any items covering the training sector.</p>	
<p>2. MINUTES OF THE MEETING HELD ON 27 JULY 2001</p> <p>Chris l'Anson had declared an interest in items 6 & 7 on the agenda and this was noted. There being no other amendments, the minutes were accepted and signed as a true record.</p>	
<p>3. MATTERS ARISING</p> <p>Role of Council – carried over.</p> <p>The Chair urged Council members to raise any concerns with Bryan Sanderson at the dinner on 11 September 2001.</p>	MF

<p>James Walker – activity about to begin.</p> <p>Quorum – 50% attendance accepted.</p> <p>Dinner with College Governors and Principals at Sellapark. The Chair and Executive Director to follow up.</p>	MF/RC
<p>4. AUDIT COMMITTEE MINUTES</p> <p>Minutes of the meeting of 29 August were distributed. Peter Irving then reported on the meeting. He thanked the staff involved for all their assistance during the recent internal audit. Craig Ivison joined the meeting and updated the Council on the progress made by the two providers who had been causing concern. Action plans had been drawn up. He went on to explain that the systems for auditing colleges were slightly different to those used for other providers. However, he felt that, in time, these would be harmonised. It was suggested that if any systems used by colleges could be transferred to training providers, this would prevent duplication of work, along with using the same computer software to process claims and reduce confusion.</p> <p>The Council was reassured that the level of administrative support within the Learning and Skills Council is sufficient.</p> <p>An Audit Focus Group is to be formed.</p> <p>The Executive Director pointed out that many matters had been inherited from the FEFC and other predecessor bodies. It must be remembered that the Learning and Skills Council has a responsibility to ensure proper probity.</p> <p>Thanks were recorded to Madeleine Warren and Craig Ivison for all their hard work during the recent internal audit.</p> <p>The minutes were duly noted.</p>	
<p>5. EXECUTIVE DIRECTOR'S REPORT</p> <p>The Executive Director outlined his report.</p> <p>Summer Learning Programme – the Council agreed that funding from TEC legacy money should be allocated for next year.</p> <p>The Council recorded its thanks to Jon Power for his work whilst acting as Chief Executive of Connexions Cumbria.</p> <p>The Executive Director informed the Council that the PAG Committee was due to meet on 5 September and the result of ESF Co-Financing activity should be announced shortly.</p> <p>Council members were asked to put 1 November in their diaries as John Healey M.P. was due to come to the County.</p>	

<p>The Executive Director announced that Robin Goddard had been appointed as the Project Coordinator for the Colleges' Collaborative Project. He has been seconded from ALLI, where he works as an Inspector. Jack Stopforth asked for a copy of his Terms of Reference.</p> <p>Disability Two Tick Symbol – thanks recorded to all those involved in the achievement of this award.</p> <p>Meeting with Lord Haskins – Nigel Burke reported that the visit had been very positive and he was pleased that the Council now has an opportunity to provide an annex to the report going to Lord Haskins.</p> <p>The report was duly noted.</p>	MF
<p>6. PRESENTATION BY BRIAN LIGHTOWLER</p> <p>Brian Lightowler gave a short presentation on the work of Business Link in the County.</p> <p>He confirmed that the Small Business Service was a Department of Government within the DTI. The Small Business Service contracts with Activ8 to deliver Business Link Services in Cumbria.</p> <p>The Executive Director explained that there was a single Workforce Development Plan for the County. The local Learning and Skills Council contracts with Activ8 to deliver services to SMEs.</p> <p>Brian Lightowler agreed to come back at the end of the year to give the Council an update.</p>	BL
<p>7. THE ADDITIONAL COSTS OF RURALITY</p> <p>The Executive Director outlined this paper. It was acknowledged that the chances of extra funding were very slim but the Council agreed that the Executive Director must keep pressing the point home. It was also acknowledged that Cumbria was not primarily a rural county but the problems of sparsity and peripherality also came into play.</p> <p>All in agreement and the report was duly noted and recommendations agreed.</p>	
<p>8. COUNCIL STRUCTURE</p> <p>The Executive Director outlined this paper. All in agreement and the report was duly noted and the recommendations agreed.</p> <p>Council members to let the Executive Director know their preferences.</p>	ALL
<p>9. OPERATIONAL PLAN</p> <p>3.15 – should read colleges rather than college – noted.</p> <p>It was agreed that, in future, the operational plan would be sent electronically to Council members.</p>	MF/ES

<p>It was also agreed that the nomination of College Governors be included in the plan.</p> <p>The report was duly noted.</p>	<p>MF</p>
<p>10. COMMENTS FROM OBSERVERS</p> <p>Sue Chester gave an update of the work of the Employment Service. She informed Council that she was now responsible for the whole of Cumbria.</p> <p>She also highlighted the new employment opportunities brought about by the proposed new call centres and the Sainsbury's supermarket due to be built at Cockermouth. Jack Stopforth said that there would be training implications when the call centres became operational and he agreed to give a presentation to a future Council.</p> <p>Nigel Burke reported that the Learning and Skills Council had taken on full responsibility for hitting the Adult Basic Skills targets (in conjunction with partners).</p> <p>Siân Rees added her personal thanks to Jon Power for leaving Connexions in such good order. She also thanked Mick Farley for his positive support and looked forward to working with colleagues on the Council.</p>	<p>JS</p>
<p>11. ANY OTHER BUSINESS</p> <p>None.</p>	
<p>12. DATE OF NEXT MEETING</p> <p>An additional meeting will be held on Tuesday 25 September at the Low Wood Hotel, Windermere, commencing at 6.00 p.m.</p> <p>The next Council meeting will be held on Wednesday 7 November at 10.00 a.m. and will be in the Barrow area (location to be confirmed).</p>	