

Minutes



Leading learning and skills

Date 6 October 2008
Subject NW Open Forum
Location Conference Room A & B
Time 11:00
LSC office Greater Manchester
Publication intent Internal

Present Ian Haworth
Susan Hayward
Ann Comiskey
James Rogers
Phil Taylor

In attendance Ted Noone
Greg Reide

Apologies Apologies have been received from:
Deborah Woodgate
John Crawford
Sheila Smith
John Korzeniewski
Janet Jackson
June Dickinson
Christine Troughton

Item 1. Welcome and Introduction

1.1 Chair welcomed Greg Reide to the meeting who was representing the PCS in the absence of John Crawford and Ted Noone who was presenting item seven 7, Internal Communications.

Item 2. Minutes of the last meeting

2.1 The minutes of the last meeting held on 8 August 2008 were accepted as a true and accurate record.

Item 3. Matters arising

3.1 There were no matters arising

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Greater Manchester Area

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Item 4. Machinery of Government Changes – Update

- 4.1 IH updated the Forum on MOG and the main points were as follows:
- Mark Haysom sent out a letter to all LSC staff on the 25th September 08 which included two documents on the progress of the Young People Learning Agency and the Skills Funding Agency.
 - There needs to be further work, which has been described as a six week period, for the Skills Funding Agency with regards to structures.
 - There has been a commitment from both JK and from Mark Haysom to visit staff at the Local and Regional offices to update on MOG.

Item 5. Learning & Development Feedback

- 5.1 Sally Stuart and Phil Quinn briefed Mark Haysom on the changes that have been made to the draft Corporate Learning & Development plan with regards to the feedback from staff.
- 5.2 Mark is very please with the consultation and he would like to thank everyone who has contributed.
- 5.3 The comments from the NW Region feature strongly in the feedback.
- 5.4 The next step is to brand and launch the 2008 Strategy & Plan and Mark is keen to lend his support to the launch with a key message from him to staff.
- 5.5 Mark has taken a keen interest in the Individual Learning Grant and wants to see parameters for expenditure.
- 5.6 There are a number of Learning & Development activities being held in the NW Region over the next few months and staff are encouraged to enrol via Oracle.
- 5.7 The Forum had a number of questions regarding the NW L&D Budget Commitments and Allocations up to the 30th September 2008.
- More information on the total forecast and draft costs
 - More information on the total commitment and the remaining
 - Mindstore will cost more than the £219 quoted?

Action: IH to seek further clarification from DW re the above questions before the next meeting

Item 6. Band 4 / 5 Event

- 6.1 The event was originally planned for earlier in the year however, it was postponed because they were not clear about future structures.
- 6.2 The event started with a discussion on what our priorities are and what are the challenges that face us.
- 6.3 There was session on leadership and communication that included feedback from the Forum.
- 6.4 From the event a paper titled Delivery and Leadership through Transition was created that has been circulated to all staff and it includes the following principals:
- Transparency

- Choice
- Flexibility
- Reputation
- Performance
- Values

Item 7. Internal Communications

- 7.1 There was a list of specific actions from the feedback received from the Forum about the way that communications should be handled in the region.
- 7.2 Staff are reminded that the all staff conference will be taking place on the 25th November 08.
- 7.3 TN asked if the Forum would like to be included on the agenda at the staff conference.

Item 8. Open Forum Representation through MOG

- 8.1 The Forum voted in favour of the members continuing to represent as long as they did not move from their current location to another.

Action: AL to draft paper

Item 9. Procedure for Consultation requests to the Forum

- 9.1 The Forum agreed that when they receive a consultation request the Chair will email the proposal to the Forum and ask if they think a extraordinary meeting will need to be arranged to discuss it, or if the Forum can deal with the issue via other means i.e. teleconference, email etc.

Action: AL to provide a copy of the letter received from John Crawford re this item

Item 10. Printers and copiers not working on floor 10

- 10.1 This item was resolved before the meeting.

Item 11. Development opportunities for staff question 2

- 11.1 Jane Cowell provided a response to this item.
- 11.2 IH reminded the Forum that the LSC was not automatically filling vacancies and there has to be a business case for each application.
- 11.3 The Forum asked if all development opportunities or job vacancies should be advertised on Oracle or can staff be informed by an all user email.

Action: DW to confirm the policy

Item 12. Development opportunities for staff question 3

- 12.1 Jane Bracewell provided a response to this item

Item 13. Any other business

- 13.1 It was agreed that a deputy can attend any future meetings in the absence of a Representative from the Forum.

13.2 Ted Noone informed the Forum that if requested a member of the Marketing & Communication would attend any future meetings of the Forum.

13.3 AT will arrange and communicate the 2009 dates for the meetings of the Forum.

Meeting chair	Adrian Leach
Minute taker	Andy Taylor
Date created	23 October 2008
Document ref.	\\Lsc.local\sites\$MAN\site\NORTH WEST REGION\NW MEETINGS\Open Forum\NW Open Forum\Meetings\OCT 08\man-nwopenforum-minutes-06oct2008.doc