

# Minutes



Learning+Skills Council

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## 36<sup>th</sup> BOARD MEETING

**Date:** 16 March 2004  
**Time:** 17.00 hours  
**Venue:** Lancashire Learning and Skills Council  
**Chair:** John Oliver

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**In attendance:**

**Board Members**

Jeff Cowburn  
Tony Gill  
Derek Hall  
Ray McManus  
Malcolm McVicar  
Hazel Harding  
Steve Palmer, Executive Director  
Greg Turner

**Observers:**

Steve Johnson  
Nancy Cookson  
Charlie Hooper

**Directors:**

Dave Cresswell  
Andy Fawcett  
Viv King  
Sandra Whyte

**Apologies:**

**Board Members**

Neville Chamberlain  
Linda Crabtree  
Alyson Malach  
Janice Parker

**Observers:**

Phil Burgess  
Nigel Burke  
Alan Dick

## ACTION

**1. Chairman's opening remarks**

1.1 The Chairman welcomed all present including Charlie Hooper, Acting Chief Executive representing Connexions, Nancy Cookson, Principal of Accrington and Rossendale College was attending as an observer until approval has been received for full membership, Sue Mulvany, Director of Education and Cultural Services, Lancashire Local Education Authority (LEA), David Lund, Director of Education, Leisure and Cultural Services, Blackpool LEA and Peter Morgan, Director of Education, Training and Lifelong Learning Blackburn with Darwen LEA who were attending for Item 1.

**2. Apologies**

Apologies were received from Phil Burgess, Nigel Burke, Neville Chamberlain, Linda Crabtree, Alan Dick, Alyson Malach and Janice Parker.

### **3. Minutes from previous meeting**

The minutes of the meeting held on 17 February 2004 were agreed as a true record.

### **4. Matters not arising elsewhere on the agenda**

4.3 Tony Gill reported that he had spoken with Jayne Dooley and agreed to engage consultants to help train the Board on Equality and Diversity issues.

5.1 Andy Fawcett reported that he was working through the Self Assessment Reports Equality and Diversity impact measures.

6.1 Steve Palmer advised the Board that he will produce the annual cycle of Board meetings for 2004 in advance of the April Board. Board Members' comments are welcome by Friday 9<sup>th</sup> April.

7.1 Steve Palmer and Steve Johnson gave an update on the arrangements for the 20 April meeting to be held at the Jobcentre Plus Contact Centre, Blackpool commencing at 4pm with a tour of the site for 45 minutes followed by the Board meeting at 5pm.

7.3 Steve Palmer stated that the outcome of Lancashire's Employer Training Pilot bid would be known on Wednesday 17 March 2004.

### **5. Observations on the 14-19 agenda and the relationship between LSC, Lancashire and its three Local Education Authorities**

5.1 Sue Mulvany, Director of Education and Cultural Services, Lancashire Local Education Authority (LEA) had agreed to give a presentation on behalf of all the Directors.

5.2 Sue Mulvany began by explaining that the issues around the 14-19 agenda are complex. As the LEA's have strategic responsibility for 14-16 and the LSC are responsible for 16-19, it is very important that the partnership between the LSC and the LEAs is strong. To assist good partnership working a crucial document, the Memorandum of Understanding, has been drafted for each partner to sign to show their commitment to each other and outline their shared responsibilities within different strands of the agenda e.g.

- 14-19 policy and Area Wide Inspections
- Adult participation and skills, including basic skills
- Strategic Area Reviews and management of proposals for changes in provision
- Quality assurance and improvement
- Promoting equality, diversity and inclusive learning.

5.3 Sue Mulvany stressed how important good communication and the sharing of data was between the LSC and LEAs. It was noted that Steve Palmer and Viv King meet bi-monthly with the Local Education Authorities to discuss funding and quality issues.

5.4 Sue Mulvany pointed out some big issues from which an action plan will be based for access and participation, which included: - post 16 participation rates, low retention and NEET numbers.

5.5 Sue Mulvany highlighted some challenges that are affecting the partnership for 14-19 agenda. These include: -

- Need for an overarching strategic planning framework.
- Planning and evaluation mechanisms across each strand that draw the LEA and LSC together.

- Quality of teaching and continuity of curriculum.
  - Need to take strong positive action on inspections.
- 5.6 It was noted that to make the partnership more learner focussed strong leadership would be required.
- 5.7 Sue Mulvany confirmed that the partnership would give 14-19 learners a broader curriculum route to encourage them to stay in learning whether in FE, HE or WBL.
- 5.8 The Board requested to see performance data at a future meeting. Andy Fawcett agreed to prepare such data.
- 5.9 John Oliver asked the three Directors' of Education if there was any tension between the LEAs and the LSC. It was noted that both organisations are at different stages and have somewhat different priorities that impact on communication but to date there has been no major issue reported.

**AF**

## **6. Executive Director's Report**

- 6.1 Steve Palmer gave the Board an update on the current proposals in respect of the restructure plans for Lancashire LSC. He reported that he was continuing with four Directors' and was putting in a new post alongside himself to manage Corporate Coherence/Business Excellence and ways of working issues.

Steve Palmer explained that the initial plan was to create two Learning Groups one to cover the North and East the other to cover the South and West. After discussion with Directors' it was decided to amend this to one Group to cover the North and West and another to cover the East. Both groups will deliver youth and adult training together with associated quality improvement activities but the North and West Group will lead on adult policy and the East Group on 14-19 policy.

Steve Palmer explained to the Board that the proposed structure had been developed with affordability being one of the main factors. It was noted that the structure was affordable by LSC Lancashire and £50K had been put in reserve for Lancashire's proportion of the North West Regional Director's costs.

Steve Palmer informed the Board that the proposed structure had been forwarded to Nigel Holt, Assistant Director of Human Resources at National Office and John Korzeniewski, Regional Director for their comments. No adverse comment had been received.

Steve Palmer advised the Board that he had held an All Staff meeting earlier in the day to unveil Lancashire's new structure. He explained to the staff that there was enough room to accommodate everyone and that those individuals affected by the restructure would go through the national job match process. Collective consultation began with staff following the All Staff Meeting and individual consultation will commence on 5 April and the new structure should be implemented by the end of April. Positive feedback was received from some staff groups.

- 6.2 Steve Palmer informed the Board that Steve Johnson would be taking over from Jeff Cowburn as Chair of the Lancs LSC Board Sub Group for Adult Learning.

**7. Any Other Business**

- 7.1 John Oliver announced that this meeting was Derek Hall's last one as he was standing down. John thanked Derek for his support and contribution to the Board during the past three years and wished him well for the future.

Derek stated that he had enjoyed his time on the Board and felt that LSC, Lancashire was making good progress towards its targets despite going through a difficult embryonic stage.

- 7.2 Dave Cresswell reported that National Office had approved a pilot in Leadership and Management that will be focussed on supporting Managing Directors' in small organisations of 20 plus employees. There will be 12 in the country and £1M will be available over a 2 year period. It is hoped that 600 or more organisations will be supported with 200 Managing Directors' being involved.

**8. Date and time of next meeting**

Tuesday, 20 April 2004 at Jobcentre Plus, P O Box 1127, Mythop Road, Blackpool commencing with a tour of the Contact Centre at 4pm for 45 minutes followed by the Board meeting at 5pm - 7pm.