

# Minutes



Leading learning and skills

## Minutes of meeting

<b>Date</b>	19 July 2005
<b>Subject</b>	Council Meeting
<b>Location</b>	Training 2000 Ltd
<b>Time</b>	17:00
<b>LSC office</b>	Lancashire
<b>Publication intent</b>	Internal

**Present**

Mike Collier, Chair  
Jeff Cowburn  
Tony Gill  
Steve Johnson  
Ray McManus  
Iqbal Memon  
Clive Memmott  
Peter Neill  
Ekwaaju Ohwoisi  
Karen O'Donoghue  
Janice Parker  
Khalid Saifullah  
Greg Turner

**LSC staff**

Dave Cresswell  
Andy Fawcett  
Viv King  
Steve Palmer  
Sandra Whyte

**Apologies**

Apologies have been received from:  
Nigel Burke  
Nancy Cookson  
Margaret Dudley  
Hazel Harding  
Alyson Malach  
Malcolm McVicar  
John Moverley

## Item 1. Welcome and introductions

1.1 Mike Collier welcomed all present. Matthew Hirst, NW Regional Property Adviser attended for item 4. Dr Michelle Lawty-Jones attended for item 5. Ekwaaju Ohwoisi attended on behalf of Nigel Burke.

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

2.1 The minutes of the meeting held on 21 June were accepted as a true record.

## **Item 3. Matters arising**

All actions from the previous minutes were cleared.

## **Item 4. Capital Strategy**

- 4.1 Andy Fawcett talked the Board through his paper that detailed the process which had begun to develop National and Regional Capital Strategies together with the production of Local Capital Plans.
- 4.2 A national working group has been established, with representatives from each region, to ensure a consistent approach to the development of Regional Capital Strategies. These strategies will be endorsed by the National Capital Committee and underpinned by local Capital Plans. The North West Strategy will be put forward to the National Capital Committee in February 2006.
- 4.3 Matthew Hirst, the North West Regional Property Adviser, introduced himself and gave the Board some background information on his role and how it fits in with the development of Capital Plans.
- 4.4 The deadline for Lancashire LSC's capital plan is end of September. The Plan will be brought back to the Board for approval.

**Action: AF/MH**

## **Item 5. Connexions Service**

- 5.1 Karen O'Donoghue and Michelle Lawty-Jones gave the Board a presentation on the Connexions Service, how it works with the LSC, its key achievements and the future of the service.
- 5.2 The Board found the presentation very informative and thanked Karen and Michelle for their input.
- 5.3 Steve Palmer agreed to put together a response for Lancashire LSC with regard to the national consultation on the Green Paper and bring to the October Board for approval prior to 4 November deadline.

**Action: SP**

## **Item 6. Update on Skills**

- 6.1 Dave Cresswell talked to his paper that followed on from his presentation at the June Board meeting. The paper highlighted the 5 challenges ahead of Lancashire LSC with regard to skills. It was noted that a number of issues still needed agreement at either national level; by the DfES or the Treasury therefore reviews would be continuous.
- 6.2 Preparation for National Employer Training Pilot (NETP) roll out in April 2006  
At present a regional delivery and development plan is being produced and will be available at the end of September 2005. This plan will secure £1.1M of development funds already identified for the North West. A local area plan will be produced in conjunction with the regional plan and will be ready by the end of October. We will consult with our main learning providers during the preparation of our local plan.
- 6.3 Develop an Independent Brokerage Service by April 2007

The details of this service will be included in the local area plan that will be brought back to the Board for approval between December 2005 and March 2006.

- 6.4 Developing Local Responses to Sector Skills Agreements  
Lancashire LSC will continue to support the Regional Sector Skills and Productivity Alliance by attending the meetings and sharing discussions and developments with sub-regional LSC colleagues.
- 6.5 Produce an Adult Skills Strategic Area Review by the Autumn 2005  
An internal steering group has been formed to ensure the work is completed in time.
- 6.6 Influence the 3 Year Development Plans of Our Main Providers for 2006/07  
We will develop a simple process so that the ETP advisers can feed common and recurring skills issues in so the planning process is informed.  
We will obtain the same type of information and feedback from other intermediary organisation that are in receipt of LSC funds such as TUC, Asian Business Federation etc.  
We will encourage CoVE's to engage more with employers and respond flexibly to employers needs.

**Action: DC**

### **Item 7. Executive Director's Report**

- 7.1 Steve Palmer recommended to the Board that the September Board Awayday be themed around the Agenda For Change. More details with regard timings of the event will be issued shortly.

**Action: BF**

- 7.2 Steve Palmer briefed the Board on the 2005/06 Work Based Learning Funding allocation process. A paper will be brought to the October Board.

**Action: SP**

### **Item 8. Any other business**

- 8.1 Mike Collier thanked Jeff Cowburn for his hospitality in hosting the meeting at Training 2000 Ltd.

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

- 9.1 The September meeting will be an Awayday over Tuesday 20 and Wednesday 21 September at Preston Marriott, Garstang Road, Broughton. Details to follow.
- 9.2 The next full meeting of the Board will take place at 5pm on 18 October 2005 at LSC Lancashire.