

Minutes



Leading learning and skills

Minutes of meeting

Date	11 January 2005
Subject	Council Meeting
Location	Bolton Community College, Manchester Road, Bolton
Time	16.00hrs
LSC office	Greater Manchester
Publication intent	Internal

Present	David Page (Interim Chair) Sarah Firth Richard Guy Maggi Harris Richard Hurst John Korzeniewski (Executive Director) Councillor John Merry Mike O'Hare Ray Short Mollie Temple David Tomlinson Chris Woodcock
In attendance	Hannah Roberts (Observer) Anthony Mann (Observer) Paul Holmes, Acting Regional Director of Skills (North West) Steve Dunmore, Regional Director of Finance (North West)
LSC staff	Jane Bracewell, Director of Standards and Salford, Stockport and Trafford John Rawsthorne, Director of Planning, Bolton, Bury and Wigan
Apologies	Apologies have been received from: Abdul Jabbar Dave McCall Fiona Mellett (Observer) Linda Tomlinson (Observer) Julia Dowd, Director of Greater Manchester

Item 1. Welcome and introductions

- 1.1 Chair welcomed members to the meeting and introduced John Rawsthorne who had been appointed as Director of Planning, Bolton, Bury and Wigan.

Item 2. Minutes of last meeting

- 2.1 The minutes of the 2 November 2004 meeting were approved as a true and accurate record.

Item 3. Matters arising

- 3.1 M. 292.2 - Council members to feedback any comments on the Learner Entitlement to JB – cleared.
- 3.2 M.295.4 – Council members enquired whether it would be possible to access the performance scorecard from an external source – JB informed Council that this was a national issue, and would provide feedback at a future meeting.
- 3.3 M.295.6 – JK to circulate a proposal of what should be discussed at future Council meetings – cleared – covered in paper 06/2005
- 3.4 M.296.4- Regional Finance Director to attend all future meetings – Cleared
- 3.5 M.298.1 – If any Council members required a copy of the Reforming the Funding/ Planning Arrangements for First Steps, Personal and Community Development Learning for Adults, then they should see Jane Bracewell – cleared.
- 3.6 M.303.3 – Circulate dates and a possible location for Christmas dinner – cleared.

Item 4. Minutes of the Capital Committee held on 07 December 2004

- 4.1 The Council received paper 02/2005 which was presented to the Capital Committee on 07 December 2004.
- 4.2 The Council held a discussion surrounding the proposed Manchester College of Arts and Technology (MANCAT) Capital project.

Decision: The local Council supported MANCAT's proposal to build a new sixth form centre at Wright Robinson Sports College, at a cost of £3.3m, and recommended that the National Capital Committee's financial contribution to the project be £1.15m (35% of the overall cost).

In addition, the Council has recommended that the National Capital Committee notify MANCAT that:

- The college must develop the sport-related provision at the sixth form centre in partnership with Stockport and Tameside colleges so that the offer to learners in the local area is complementary
- The provision at the sixth form centre must not include hairdressing and that this be provided, subject to learner demand, in collaboration with an existing local provider
- A level provision (AS/A2) be available to learners at the sixth form centre only as a component of an overall sports-related vocational programme.

Action: JD to write to the College principal to inform them of the above.

Item 5. National Statements of Priorities

- 5.1 The Council members had received a copy of the Annual Statements of Priorities booklet, which had been issued by National Office.
- 5.2 The Council watched a DVD on the National Statement of Priorities.

Item 6. Regional and Sub Regional Priorities

- 6.1 Paul Holmes, Regional Director of Skills, attended the meeting to present paper 03/2005. He explained that one regional priorities document had been produced in the North West which covered remits of other partners including Jobcentre Plus and the Regional Development Agency. The final draft of the document would go to the Regional Development Agency for comment.
- 6.2 The Council discussed the paper in some detail and highlighted the difficulty of predicting demand.

Decision: The Council endorsed the regional priorities.

- 6.3 The sub regional priorities was presented by JK.
- 6.4 The Greater Manchester Forum (GM Forum) had played a large part in the production of this document which was at consultation stage. The deadline for the consultation was 20 January 2005, and feedback received so far was of a positive nature.
- 6.5 Council members discussed the priorities identified within the document.

Decision: The Council endorsed the sub regional priorities as a basis for LSC local plans.

Action: Council members were invited to send any further comments to either Paul Holmes (Regional) or John Korzeniewski (Sub Regional)

Item 7. Draft Annual Business Plan

- 7.1 The Council received paper for the 04/2005 plan which outlined the timetable for production of the annual plan. JR informed the Council that the format for the plan was being used throughout all 47 local offices.
- 7.2 The final timetable would be tabled at the 15 March meeting.
- 7.3 JR suggested that a small working group be established to work with the management in order to assist with the development of this plan, and it was suggested that Council members would receive updates by email on a regular basis. Members of the Council were asked to express an interest if they wished to be a part of the working group.

Decision: RG and MH expressed an interest in being a part of this group.

Action: JK and JR to approach Council members to ensure the expertise and experience of Council members are used to maximum effect.

- 7.4 The Council discussed the possibility of using an away day to be held in February to involve the whole of the Council in the annual planning process.

Action: CR and DP to arrange away day and liase re. locations and dates.

Item 8. Performance Scorecard

- 8.1 JB presented paper 05/2005 to the Council which identified targets and measures for of performance to date on Apprenticeships, basic skills and 16-18 participation.

8.2 Council voiced their concern over the Apprenticeship target measure and the Greater Manchester Performance rate for period 3. JK assured the Council that the North West's achievement was greater than the national average. He assured the Council that this was being looked into internally and would be discussed at a future Management Team meeting.

Action: The Council requested that the Scorecard be reviewed at each Council meeting with comparator LSC's also being referenced, individual Council Members could pursue individual queries with JB as well as indicating to her what information they found essential to have in addition to the scorecard information.

Item 9. Proposal for Reviewing the work of Council

9.1 The Council received paper 06/2005, which outlined a proposal to reassess the structure of the Council and committees, in response to recent structural changes, e.g. new directorates, the Performance Scorecard and Business Cycle.

9.2 JR supported a working group to look at the current structure of the committees and evaluate the requirements of the local Council against recent developments, he informed the Council that the structure had not been reassessed since 2001.

9.3 Chair suggested that this should be looked at during the previously mentioned away day.

Action: The Executive Team to provide the Council with suggestions for change at the away day.

Item 10. Chairs update

10.1 DP informed Council that he had attended Skills City and the Skills to Work conference. He thought these had both been very well organised and worthwhile.

10.2 He requested that any Council Member who had any comments on the events to forward them to JK or JD.

Action: Any comments to JK or JD

10.3 DP and JD written to Ruth Kelly following her appointment Minister for Education, inviting her to visit the Learning and Skills Council Greater Manchester, as her constituency area was Bolton West.

10.4 DP had also written to Chris Banks following the rebranding of the LSC. He had highlighted in his letter that he felt that Council members should be consulted in such decisions.

Item 11. Regional Director's Update

11.1 JK stated that the majority of his regional work had been linked to the development of the Regional Priorities presented to Council previously in this meeting.

11.2 He was expecting a regional budget allocation from National office and when received he would be meeting with the five local Executive Directors and Chairs to discuss their local allocations.

11.3 He informed the Council that two regional appointments had been made; Paul Holme as Regional Director of Skills and Marmoud Ahmed as Regional Director of Planning and Performance.

Item 12. Executive Director's update

12.1 JK informed the Council that much of the local work at management level had been implementing the local structure along with strengthening relationships with the Local Education Authorities and MPs.

- 12.2 Chris Cherry had been appointed as the Director of Skills, Oldham, Rochdale and Tameside. Chris' former role was leading the Skills pilot at Sussex LSC. The interview panel had decided to readvertise the post of Director of Learning and Manchester.
- 12.3 The executive team had been setting up a number of meetings with MPs to discuss work taking place within their constituencies. It was suggested that Council members could become involved in future visits.

Item 13. Finance Report

- 13.1 SD attended the meeting to present paper 07/2005. This paper informed the Council of expenditure over period 4.
- 13.2 The current programme budget indicated £1.1million overspend for Greater Manchester; which was subject to further review.

Item 14. Minutes of the Young People's Learning Committee held on 23 November 2004

- 14.1 The Council received paper 08/2005 and noted the completion of the Learner Entitlement and 14-19 Strategy documents.

Item 15. Minutes of the Audit Committee held on 07 December 2004

- 15.1 The Council received paper 09/2005, and noted the input of the Regional PFA Manager to the audit committee meeting.
- 15.2 DP wished to congratulate the Regional PFA team on the large amount of Learning and Development undertaken within the team.

Item 16. Any other Business

- 16.1 RG told the Council about a project underway within Manchester Enterprises and the VSO following the Asian Tsunami disaster. They are looking into sending some staff into the areas affected to rebuild small and medium sized businesses.

Action: JK and RG to discuss if the LSC would like to take part in this

- 16.2 The ED stated that they were awaiting Bolton Community College to submit a Capital Bid.
- 16.3 It was decided that future Council meetings would be held at colleges and it was suggested that some meetings could be held at LEAs or training providers. MH said that Holy Cross College would be happy to host the next meeting.

Item 17. Date of next meeting

- 17.1 The next meeting of the Committee will take place on 15 March 2005.

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Meeting chair David A Page MBE
Minute taker Christine Rudge
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