

Minutes



Leading learning and skills

Minutes of meeting

Date	15 March 2005
Subject	Council Meeting
Location	Holy Cross College, Bury
Time	16.00hrs
LSC office	Greater Manchester
Publication intent	Internal

Present David A Page MBE (Chair)
Sarah Firth
Richard Guy
Maggi Harris
Richard Hurst
Mike O'Hare
David Tomlinson
Chris Woodcock

In attendance Anthony Mann (Observer)
Hannah Roberts (Observer)
Linda Tomlinson (Observer)

LSC staff Jane Bracewell
Chris Cherry
Julia Dowd
Steve Dunmore
John Rawsthorne
Christine Rudge

Apologies Apologies received from:
Nigel Burke (Observer - represented by Anthony Mann)
Abdul Jabbar
John Korzeniewski
Dave McCall
Fiona Mellett (Observer)
Councillor John Merry
Ray Short
Mollie Temple

Item 1. Welcome and introductions

- 1.1 The Chair welcomed members to the meeting.
- 1.2 Chair thanked Mike O'Hare for holding the Council meeting at Holy Cross College, and for the tour provided prior to the Council meeting.

Item 2. Minutes of last meeting

- 2.1 The minutes of the meeting held on 11 January 2005 were amended to record Richard Hurst's apologies. Other than this the minutes were accepted as a true and accurate record.

Item 3. Matters arising

- 3.1 Council members enquired whether it would be possible to access the Performance Scorecard from an external source – **Chair requested an update at the Council meeting scheduled for 03 May 2005**

Action: JB

- 3.2 JD to write to Manchester College of Arts and Technology regarding their Capital Project – **Cleared**
- 3.3 Council members were invited to send any further comments regarding priorities to either Paul Home (regional) or John Korzeniewski (sub regional) – **Cleared**
- 3.4 An Away Day to be arranged to discuss the future committee structures to ensure that the expertise and experience of Council members are used to maximum effect – **Cleared – Away Day held on 18 and 19 February 2005, Chair expressed his thanks to JR and CR for organising the Away Day.**
- 3.5 The Council requested that the Scorecard be reviewed at each Council meeting with comparator LSCs also being referenced, individual Council members could pursue queries with JB as well as indicating to her what information they found essential to have in addition to the scorecard information. – **Covered in paper 12/2005**
- 3.6 Council members to let JK or JD have any comments regarding either Skills City or the Skills at Work events – **No comments received, Chair encouraged Council members to send their comments to JK or JD.**

Action: All

Item 4. Annual Plan

- 4.1 JR presented paper 11/2005. He informed the Council that although this was the final draft of the plan, there were no significant changes since it was last presented to the Council.
- 4.2 The plan as commented by the Council at the Away Day on 18 and 19 February 2005 had been presented to Mark Haysom on 03 March 2005 along with the other North West plans and had received positive feedback.
- 4.3 JR informed the Council this draft plan would be presented to National Council for approval on 16 March 2005. It would be possible to make amendments beyond this date. JR told the Council that the intention was that the activities and targets within the plan would be reviewed by council members through the revised committee structure.
- 4.4 The Council held a discussion surrounding the targets highlighted within the plan. They requested a summary of key targets, which should be circulated to Council members and produced on 1 page of A4 paper.

Action: JR

- 4.5 The Council also expressed concern at the timescale between local Council consultation of the plan and submission for National Council approval. Local Council agreed to approve the plan but wished to confirm that there would still be the opportunity for further amendment if necessary. JR confirmed that this would be the case.

Decision: The Council approved the draft Annual Plan.

- 4.6 JD presented to the Council the regional presentation which had been given to MH on 03 March 2005.

Item 5. Performance Update

- 5.1 JB presented paper 12/2005. The paper provided the Council with an update in local performance against the target measure level 2 and level 3 achievement for young people, in particular performance drivers:
- number of learners starting/ completing Apprenticeships / Advanced Apprenticeships
 - success rates for young people on work-based learning.
- 5.2 CC informed the Council that the final draft data and emerging outcomes of the Work Based Learning Review had been presented to stakeholders.
- 5.3 The paper also provided a summary analysis of local outcomes within the DfES achievement and attainment tables for 2004, published in January 2005. These outcomes contributed to same target measures as mentioned above, through the performance driver of success rates for young people in schools and FE.
- 5.4 SD provided an update on underpinning financial measures. He informed the Council that there had been a £3 million overspend on the Employer Training Pilot as a result of the success of the take-up of ETP in Greater Manchester.
- 5.5 The Council discussed the Work Based Learning budget and the issues surrounding the £2million deficit. SD reported that this resulted mainly from an increase in the note of funding which had not been incorporated with original planning assumptions. JD and SD assured the Council the LSC was seeking national consistency on implementation of clawback.

Item 6. Proposal for Committee Structures

- 6.1 JR presented paper 13/2005 to the Council. This paper detailed revised terms of reference for the five committees, which had been proposed at the Council Away Day held on 18 and 19 February 2005.
- 6.2 At the Away Day the Council members agreed that:
- a. The Audit Committee should be retained
 - b. The Capital Committee should be retained but its terms of reference extended to include consideration of the implications of the strategic area review process
 - c. The Search Committee terms of reference should be revised to include consideration of council development, corporate governance and the evaluation of Council. The Search Committee should be renamed the Development Committee.
 - d. The terms of reference of the Young People's Learning Committee and the Adult Learning Committee should be revised to take into account the activities within the annual plan relating to young people and adults.
 - e. There should be a committee covering the Agenda for Change activities within the plan.
 - f. Equality and Diversity issues should be considered by the Young People's Learning Committee and the Adult Learning Committee.

6.3 JR informed the Council that further review of the Agenda for Change section of the Annual Plan indicated that they related largely to areas already included within the terms of reference of other committees. Therefore, it had been decided, not to include an Agenda for Change Committee as part of the revised structure.

6.4 Council members were requested to register their preferred choice of committee to JR or CR by Friday 18 March.

Action: All council members

6.5 Chair encouraged observers of the Council to be members of the committee, after a discussion it was decided that Connexions (HR) should sit on the Young People's Learning Committee and that Job Centre Plus (LT) should sit on the Adult Learning Committee. Further to this the Chair requested the observers registered their preferred committee to JR or CR.

Action: All observers

6.6 The Council requested clarification on the status of observers on committees.

Action: JR/CR to review terms of reference to provide clarity

6.7 JR requested for additional specialists for the areas highlighted within the committees terms of reference, be co-opted onto the Council, in order to ensure the committees are as effective as possible. JR asked for nominations of specialists from Council members and Observers.

Action: All

6.8 Chair asked for members or observers who would wish to Chair the committees to let JR or CR know by Wednesday 23 March.

Action: JR/CR to review with DP

Decision: The Council agreed the amended terms of reference and the proposed committee structure.

Item 7. Chairs Update

7.1 DP reported that he had nothing to report since the last Council meeting.

Item 8. Directors' Update

8.1 The Council received the Directors' report. JD reported that this would be supplied on a monthly basis to Council members and would provide details of key underpinning activities at LSC Greater Manchester.

Action: CR to email directors' report and annexes referred to within the report

8.2 Chair requested that if Council members had any queries regarding the report to refer them to the director with the lead for the specified query.

8.3 JB informed the Council that Oldham College had become the fourth college within the Greater Manchester area to receive the Beacon status.

Item 9. Any other business

9.1 JD read advice for the general elections. The guideline stated that if Council members are involved in an election in a personal capacity, they should make sure they are clear that anything they speak about is in their private capacity and not on behalf of the LSC, and that no LSC resources are used to further any activities.

9.2 Chair informed that Councillor Richard Leese had expressed an interest in becoming a Council member. Council agreed the Councillor Leese should attend Council meetings as an observer.

Item 10. Date of next meeting

10.1 The next meeting of the Committee will take place on 03 May 2005, and will take place at Hopwood Hall College, Middleton.

Publication no.**Meeting chair**

David A Page MBE

Minute taker

Christine Rudge

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