

LEARNING AND SKILLS COUNCIL GREATER MANCHESTER

Minutes of the twenty second meeting of the LSC Greater Manchester Council held on 02 November 2004, at the Learning and Skills Council Greater Manchester, 9th Floor, Arndale House, Arndale Centre, Manchester, M4 3AQ.

PRESENT:

Council Members: David Page (Interim Chair), John Korzeniewski (Executive Director – ED), Richard Guy, Richard Hurst, David McCall, Chris Woodcock

Observers: Hannah Roberts, Connexions, Fiona Mellett – Business Link, Nigel Burke – Government Office North West

In attendance: Jane Bracewell, Director of Strategy and Quality (DSQ), Julia Dowd, Director of Greater Manchester (DGM), Ian Lever, Director of External Relations (DER), David Tomlinson, Maggi Harris and Mike O'Hare.

Council Secretary: Christine Rudge

APOLOGIES

Council Members: Abdul Jabbar, Ray Short, Mollie Temple

Observers: Linda Tomlinson.

Chair welcomed Maggi Harris, Mike O'Hare and David Tomlinson to the meeting, these were three of the four newly appointed Council members, the fourth being Sarah Firth.

290 1. Minutes of the 07 September 2004 meeting

The minutes of the 07 September 2004 were endorsed as a true and accurate record.

291 2. Matters arising paper 64/2004

291.1 278.13 – collated list of issues to be addressed in the full proposal of the merger of North Area College and Stockport College of Further Education to be circulated to Council members within five working days of the meeting – cleared

291.2 278.14 – Council members to comment on issues within five working days of receiving the item – cleared

291.3 279.3 – Council members' comments about application of the funding and fees framework to WBL, ESF and ETP funding streams to be fed into the consultation – Comments of the Council and Adult Learning Committee fed into consultation as agreed

- 291.4 279.4 - Further comments from the Adult Learning Committee to be fed into the Investing in Skills consultation – Comments of the Council and Adult Learning Committee fed into consultation as agreed
- 291.5 281.1 – Aimhigher Greater Manchester – Council Members to receive an update at a future meeting – Agenda item for September 2005 Council meeting
- 291.6 284.4 – Comments on the new LSC Greater Manchester senior management structure to be fed directly from Council Members to JK – Cleared, further update provided in Executive Director's update
- 291.7 284.4 – Council members to email JK with any comments regarding the format of Council meetings – Cleared
- 291.8 284.6 – Chair to feedback at Chairs' day Council members concern regarding the poor external profile of the LSC – Cleared, Chair reported that he had also written to Chris Banks regarding this issue
- 291.9 288.2 – Further future meetings to be held at colleges and link in with specific topics – Ongoing, Council agreed that the next meeting should be held at another location other than LSCGM.

292 3.1 Greater Manchester Learner Entitlement - paper 65/2004

- 292.1 JB informed Council that this was work in progress and included a copy of the Tomlinson final report.
- 292.2 JB brought page 2 of the Learner Entitlement to the attention of the Council, this relates specifically to work with providers, partners and the ten Local Education Authorities. This information had been shared with the Chief Education Officers, and had been received positively. JB requested that the Council members contact her with any comments.
Action: Council Members/ JB
- 292.3 The Council highlighted a concern that the pre-Tomlinson report highlighted a number of routes for young people. This entitlement, however, was not clear that a young person would have a choice of a combination of routes.
- 292.4 A discussion took place on how this information would be relayed to young people in the future and how the LSC would ensure that young people would be aware of this entitlement. JB responded that as the entitlement was in draft form that there would be discussions with the Chief Education Officers, partners, Local Education Authorities, Connexions and the LSC to decide what would be the best way in which to communicate this information.
- 292.5 There would be a development plan to implement the entitlement for each Local Education Authority.
- 292.6 The entitlement had been built from the bottom up and providers had input to the consultation. Young people had also had an input.
- 292.7 The Council were referred to page 8 of the entitlement, which highlighted flexible provision. There was a discussion on how this would be implemented, Council felt that more specific work was needed locally.

292.8 The entitlement would be taken to the next Young People's Learning Committee for comment. Council were invited to feedback any comments to JB.

Action: All Council Members / JB

293 3.2 PFA Assurance Statement and Annual Report 2004 – paper 66/2004

293.1 Richard Guy declared an interest in this item.

293.2 The PFA Assurance Statement was due to go to September's Audit Committee for agreement and to be signed, however, this meeting was not quorate and as a consequence was cancelled. JK told the Council that in agreement with Ray Short, Chair of Audit Committee, he signed this statement, on the proviso that the local Council agree it at the next meeting.

293.3 The council confirmed the decision to sign the PFA Assurance Statement and Annual Report 2004.

294 3.3 Recommendations from the Capital Committee held on 01 September 2004 – paper 67/2004

294.1 The Capital Committee met on 01 September 2004 and received presentations on Capital projects for Wigan and Leigh College and Manchester College of Arts and Technology; the paper was for local Council to agree the Committee's recommendations.

294.2 Chair declared an interest as a governor of Wigan and Leigh College.

294.3 The Council endorsed the Committee's recommendation that Wigan and Leigh College's project to replace the Pagefield Mill with a new technology centre, to refurbish its Parson's Walk and Linacre sites in Wigan, and to build a new sixth form centre in Leigh be supported at a contribution of 51.11% from the Council. The total project cost is £51,043,000 with the Council's contribution therefore comprising of £29,432,000 over three years.

294.4 JK highlighted to the Council that this contribution was above the normal national contribution.

294.5 The Council confirmed the Capital Committee's decision to ask for further analytical work and consultation for the Manchester College of Arts and Technology capital request to take place and the Committee to reconsider the proposal at the next meeting.

295 4.1 Performance Scorecard – paper 68/2004

295.1 JB demonstrated the Performance Scorecard to Council Members. This includes key performance indicators and was the first set of information of this type to be provided to staff and Council members.

295.2 JB informed Council that this was an online system, which would be used to provide feedback at future Council meetings. The system would be able to show national figures as well as local and cluster figures. JB also

highlighted that not all the information had been fully validated and as such the scorecard was work in progress.

295.3 JB demonstrated a couple of examples to the Council members.

295.4 The Council welcomed the Performance Scorecard in principle; however, Council members expressed an interest in the ability to be able to log into the Performance Scorecard from an external website.

Action: JB to look if this is possible

295.5 Council Members also suggested that the training and development needs of staff should be reviewed.

295.6 A discussion took place surrounding what information the Council members wished to receive in the future, it was decided that JK would circulate a proposal to Council members one month prior to the next meeting.

Action: JK to circulate

295.7 Council enquired whether there would be a way of focusing on measuring on areas of deprivation, HR indicated that Connexions monitored activity in areas of deprivation on a regular basis and would be happy to share this information if the Council thought this would be useful.

296 4.1.1 Finance Report – paper 69/2004

296.1 Council received the finance report.

296.2 JK reported that the administration budget was under spent, however these funds were being held to fund the new director posts and any other necessary staff.

296.3 The LIDF spend was significantly behind profile and the SMT were to discuss this issue to ensure funds would be spent.

296.4 Chair requested that the Regional Finance Director attends all future Council meetings.

Action: JK to feedback to Steve Dunmore

297 4.2.1 Draft Greater Manchester Economic Development Plan 2004/05-2006/07 – paper 70/2004

297.1 This document reported on national, regional and local skills priorities.

297.2 Manchester Enterprises were devising this plan on behalf of the North West Development Agency and were looking at how to fit the plan in with regional skills needs and reports of the Sector Skills Council and others.

297.3 Manchester Enterprises were grateful for the support in this project, and Greater Manchester was close to completion of the Development Plan.

297.4 The Regional Development Agency welcomed this work.

298 4.3 Reforming the Funding / Planning Arrangements for First Steps, Personal and Community Development Learning for Adults – paper 71/2004

298.1 JB stated that if any Council members required a copy of consultation document then they could contact her

Action: For any council members requiring a copy of the consultation document

299 5.1 Chairs update

299.1 Chair gave a verbal update to the Council members; he had attended various awards ceremonies including a food and drink sector awards.

299.2 Chair had attended a Chairs' day on 13 October in London. There were three topics discussed, they were:

- Strategic Priorities for the LSC
- Chris Banks and Mark Haysom gave a presentation about leadership
- Involvement of Council Members from outside the public sector.

Chair informed Council that he felt this was a very worthwhile event.

299.3 Chair informed Council the LSC was under represented by the service and professional sectors nationally.

299.4 The Council held a discussion on the working of the local Council. They agreed that the Council members should partake in more social and team building activities in order to strengthen the relationship.

299.5 The Council expressed concern that the papers for meetings were not reducing in volume. JK reassured the Council that the Management Team was looking into ways of diminishing the length and number of papers.

299.6 Chair introduced Michael O'Hare, Maggi Harris and David Tomlinson to the Council members and gave a short pen portrait of each.

300 5.2 Executive Director's Report – paper 72/2004

300.1 JK told the Council members that they were in the process of interviewing internal candidates for the four Director posts, if these were not filled these would be advertised externally.

300.2 The Council received a copy of the draft advertisement for the Chair's position. Nigel Burke informed council that as the representative for Government Office North West he would keep them informed of any developments on minister's appointments at future Council meetings.

300.3 JK presented on the 'Agenda for Change'. This presentation had been shared with all Principals in the North West.

300.4 The 'Agenda for Change' was also relevant to non-college providers. This would affect anyone funded by the LSC.

301 5.3 Minutes of the Adult Learning Committee held on 13 September 2004 – paper 73/2005

The Council received the Minutes of the Adult Learning Committee held on 13 September 2004.

302 5.4 Minutes of the Equality and Diversity External Advisory Group meeting held on 13 September 2004 – paper 74/2004

The Council received the minutes of the Equality and Diversity Advisory Group held on 13 September 2004.

303 6 Any Other Business

303.1 Chair informed Council that Rachael Charlton had resigned from Council following a new appointment in her job at the NHS. Chair had written to Rachael to ask her to recommend a member of the NHS to apply to join the Council.

303.2 JK informed the Council of the continuing problem with the quoracy of Sub-committees and working groups, in particular the Capital Committee. Chair encouraged all Council members who were also members of sub-committees to ensure they attend wherever possible. The new Council members would also be asked if they wished to be members of any sub-committees or working groups.

303.3 Chair thought the Council members should share a Christmas meal. Chair suggested that CR would circulate dates and a possible location

Action: CR

303 7 Date of next scheduled meeting

The next scheduled meeting would take place on **11 January 2005**, time and location to be confirmed.

304 Chair declared the meeting as closed and thanked everyone for their attendance.