

COMMERCIAL IN CONFIDENCE

MINUTE NUMBER 03/341 TO 03/352

**MINUTES OF THE LEARNING AND SKILLS COUNCIL GREATER MERSEYSIDE
MEETING OF 16 DECEMBER 2003**

PRESENT: Roger Hoyle (Chair), Paul Holme (Executive Director), David Atkin, Gordon Burns, Dr Martin Carey, Sue Carmichael, Claire Dove MBE, John Firr, Heather Hardcastle, Phil Round, Dr Maureen Williams

APOLOGIES: Kath Boullen, Richard Marbrow, John Swain, Sir George Sweeney

OBSERVERS: Kieran Gordon (GM Connexions), Jayne Wylde (GONW), Peter Redmond (GME)

IN ATTENDANCE: Sue Wood, Dave Brennan, Richard Merritt, Elaine Bowker, Bob Cooney and Vicky Sinclair (Council Support).

APOLOGIES: Mike Scott, Rob Burn

03/341 CHAIRMAN'S OPENING REMARKS

The Chair welcomed attendees to the meeting and gave an overview of the agenda highlighting major items to be discussed. Members were particularly asked to note the item on future Council working. The Chair further asked Members to note that, as Deputy Chair, Claire Dove had been asked to join bi-monthly meetings with the Chair and Executive Director to co-incide with planning for future Council agendas. Members were also asked to note that the Chair had asked that he meet with Members twice yearly in small groups to consider key issues. These meetings to be arranged early in the New Year.

03/342 MINUTES OF THE COUNCIL WORKSHOP 12 NOVEMBER 2003

The Minutes were AGREED as a true and accurate record with the addition of Sir George Sweeney's title and of Elaine Bowker's addition to those present for the meeting.

03/343 SUMMARY OF THE COUNCIL WORKSHOP 12 NOVEMBER 2003

The Summary was AGREED subject to the same additions as the Minutes.

03/344 MATTERS ARISING

There were no matters arising.

03/345 FUTURE COUNCIL WORKING

The Executive Director introduced the paper for Council discussion. Members AGREED:

- To note the background of the paper (in paragraph 3)
- Council Meetings should take place six times a year in 2004
- Council Support would circulate dates for 2004 Council Meetings to all members

- Sub Committees should continue to meet in their present form four times a year
- A place as observer should be allocated by the Executive Director to a member of the staff Employment Consultative Forum (this representative should operate under the same rules of confidentiality as other Council Members and Observers).

Sue Carmichael advised Members that as the Equal Opportunities Champions group had met immediately before the Council Meeting a full report on future working would be given at a future date.

Members AGREED that the meeting of the 4 February 2004 would begin at 3.30pm.

03/346 ANNUAL PLAN

Dave Brennan gave members a presentation for information and to update them on current progress on the previously circulated draft plan.

Members noted the issues identified in the presentation relating to priorities and activities for addressing along with timescale for production of the final plan.

Members AGREED:

- that the responses given within the report were correct
- the additions of further work on worklessness, low aspirations, Equal Opportunities and Social Inclusion and stronger focus on partnership working should be made
- that a copy of the draft Annual Plan should be forwarded to Observers
- the final plan would be discussed and agreed at the next Council meeting.

03/347 PERFORMANCE AND BUDGETS

In the absence of Rob Burn, the Executive Director introduced the paper and Members noted the background for discussion and the detailed description of Performance contained in the Appendices of the paper and their context.

Members noted this report focussed on Young People and Adult Programme Performance and that updates on Quality and Workforce Development would be presented to a future meeting.

Members further noted:

- that LSCGM's administrative budget would come in under budget
- currently forecast was full spend against programme budgets
- the discussion with National Office to develop more realistic targets, especially in relation to Young People and the Greater Merseyside demographic context.

Members particularly noted the progress made against targets.

03/348 EXECUTIVE DIRECTOR'S REPORT

The Executive Director highlighted the key issues from his report including:

- recent Investors in People assessment; Members registered their pleasure at a recommendation for recognition and asked that staff be congratulated
- Members requested further information on Education Maintenance Allowance

- as it was felt that this could have substantive future impact for LSCGM. Members were advised that information would be circulated and the item would return to Council for further discussion at the next meeting
- Update on Reshaping and particularly local senior management restructuring.

The Executive Director noted Members' concerns regarding work with the NWDA in the development of a new Greater Merseyside sub regional partnership and delivery body.

Members were also pleased to hear that the Sefton Area Wide Inspection Report had been agreed by Ministers and added their congratulations.

The Chair expressed his and Members' support for the work undertaken to ensure LSCGM had embedded in aims and objectives of the Capital of Culture preparations.

03/349 UPDATES FROM ADVISORY COMMITTEES

Performance Quality and Audit Committee

The last meeting had consisted of some in depth discussion of the Terms of Reference which members felt could not be finalised until proposed changes relating to Reshaping had taken place. Members advised that the last Audit Report had been approved and signed off and that future work should concentrate on specific LSCGM risk assessment.

Young Peoples' Advisory Group

Members were advised that 2 meetings had taken place which had been helpful and constructive, minutes would be circulated on receipt by Council Support.

Adult Advisory Committee

Martin Carey advised Members that though the Committee had a very important ongoing agenda, attendance at the last Committee meeting had been quite low and that strong continued representation was required. Members were asked that those who were interested contact Richard Merritt as soon as possible. For information future dates for the Committee in 2004 were:

- 25 March (emerging issues)
- 14 May (options and actions)
- 13 July (implications and choices)

Workforce Development Advisory Committee

Members had been updated on the last Meeting at the Workshop. Equal Opportunities and Social Inclusion Champions.

Members were updated on key discussion from the previous Champions Meeting. Key issues discussed were:

- Next meeting would focus on the local action plan
- A representative from GME would be invited to discuss joint agenda and share good practice
- The next edition of LScene would concentrate on successes / actions regarding EOSI and would be circulated for information
- Bullet points on issues would be circulated for Council to use externally.

03/350 UPDATES FROM OBSERVER ORGANISATIONS

Government Office for the North West

Members were advised that the Regional Working Group on Learning Communities in which the LSC were involved had met today and feedback would follow on the submission of proposals from the sub-regions. The Council were also updated on a meeting with Ivan Lewis who had demanded that current delivery of Information Advice and Guidance be improved. Members were also updated on current work on the Skills Strategy.

GM Connexions

Members discussed the update paper circulated along with copies of the organisation's Annual Report. Members congratulated GM Connexions on their Ofsted inspection results and on their recent achievement of Investors in People.

Greater Merseyside Enterprise

No major issues were reported.

Jobcentre Plus

No Observer was present.

03/351 ANY OTHER BUSINESS

Heather Hardcastle advised Members that with effect from 1 January she would be known by her married name of Akehurst.

The Chair wished Members a Happy Christmas and a prosperous 2004.

3/352 DATE AND TIME OF NEXT MEETING

The next Meeting would take place on 4 February 2004 at 3.30pm at Tithebarn House.