

# Minutes



Leading learning and skills

<b>Date</b>	5 March 2007
<b>Subject</b>	Council Meeting
<b>Location</b>	Princes House
<b>Time</b>	13.30 – 15.30
<b>LSC office</b>	Sussex
<b>Publication intent</b>	Public

<b>Present</b>	Norman Boyland, Nigel Lambe, Phil Wood, Chris Andrews
<b>LSC staff</b>	Michael Nix, Aidan Pettitt, Wayne Wright, Chris Piper, David Smith, Val Koffman, Melissa Slate
<b>Apologies</b>	Apologies have been received from: Keith Conniford, Debra Shandley, Dr Richard Parker

## 1). Apologies

Noted above

## 2). Minutes of last meeting – 5<sup>th</sup> February 2007

Minutes noted but will be taken forward to next meeting for quorate approval (18<sup>th</sup> April).

## 3). Formal matters arising

### STEM agenda

The purpose of the STEM (Science, Technology, Engineering and Maths) agenda is to raise participation in STEM activities to meet employer needs for STEM skills. FE Sussex have been commissioned to pull the agenda together. There will be two phases. Phase one to be completed by end March 07 and phase two by end of July 07. **ACTION: David Smith to circulate details of the Brighton Science festival for info.**

### Update on industrial relations

The PCS took industrial action on 31<sup>st</sup> Jan 07 over industrial relations with the government. PCS members went on strike in a variety of organisations in the SE region and at the LSC, however in Sussex no action was taken by any staff member. A PCS decision was made to run a series of days where PCS members would only work their agreed hours. The first day was on 23<sup>rd</sup> Feb. This did not disrupt any business in Sussex. The next day will be on 30<sup>th</sup> March. The structure for the day will be decided by ballot conducted by PCS across the region.

The other issue is related to the LSC pay offer. The LSC have agreed to pay the award in March 2007, for 06/7 pay year, even though PCS haven't agreed the offer. We await response.

Norman offered thanks to Sussex LSC for handling both situations professionally. The Council also recorded thanks to all staff for their continuing professional approach to duties.

#### **Council dates to July 07**

The following council dates have been organised for 2007:

18<sup>th</sup> April – 4pm

30<sup>th</sup> May – 4pm

7<sup>th</sup> June – 4pm

18<sup>th</sup> July – 4pm

#### **4). Business Plan 07/8 for agreement**

The Business Plan for 07/8 was circulated to council members .It was noted that any changes must be made and the plan adjusted by 7<sup>th</sup> March ready for submission to the Regional Board on 19<sup>th</sup> March.

Concerns were raised over some of the language used around trying to increase apprenticeships.

- **ACTION: Wayne to supply an email address for the clearing house.**
- **ACTION: Agreed the language “Clearing House” should be adjusted**

Other discussion focused on key actions and risks and challenges. The following key risks were identified:

- √ LSC resource
- √ Lack of expertise
- √ Volumes and quality of apprenticeships
- √ Connectivity with local authorities
- √ Engaging with small employers
- **ACTION Val Koffman/Aidan Pettitt to circulate a summary of the discussion with the minutes**
- **ACTION: Val Koffman/Aidan Pettitt to work changes into revised draft**
- **ACTION: David Smith to circulate revised key actions to council members for proxy approval**

**NOTE: By 7<sup>th</sup> March we had received full quorate approval, from Council, for the adjusted plan and key actions.**

#### **5). Capital plan timetable for 2007**

The capital timetable for 2007 was circulated to council members. All the capital proposals on the timetable are 'in principle' apart from HCAT and Plumpton.

- Plumpton College is currently under review. There are a couple of issues that need to be addressed and a way forward is being proposed. It was agreed that, rather than, the report on the Plumpton proposal being

considered by the Capital Sub-Group (possibly by correspondence) it should be circulated to all Council members during the week beginning 19<sup>th</sup> March. **ACTION: Melissa Slate to circulate the report on the Plumpton College proposal to all council members for approval.**

- A meeting was held at Sussex Downs last week. The capital proposal may be delayed until May or later, due to the need to secure outline planning consent.
- Discussions about the education case for the Central Sussex (Crawley Campus) proposal are continuing, and therefore it might not come to 7<sup>th</sup> June council. Discussions are also continuing with SEEDA about how this proposal might tie in with the Gatwick Skills Academy.
- At the 18<sup>th</sup> April council meeting, there will be a presentation on progressing the integration of capital projects in areas B & D. Good progress is being made in developing an integrated education case in both areas
- HCAT will be coming to 30<sup>th</sup> May council meeting.
- **ACTION: Michael Nix to circulate a brief note on examples of sustainability included in the Hastings project**
- It was agreed (subject to the approval of sufficient Council members being received) that the capital sub-group should be given delegated power to respond on behalf of council for capital proposals in certain circumstances. It was expected that larger proposals would normally still be considered by the full Council. The Kent capital sub-group Terms of Reference were circulated to council members.
- **ACTION: Council members to agree delegated powers for capital sub-group. Melissa Slate to circulate relevant papers for approval.**

## 6). AOB

None

<b>Meeting chair</b>	Norman Boyland
<b>Minute taker</b>	Melissa Slate
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