

# Minutes



Leading learning and skills

**Date** 1 March 2006  
**Subject** 31st Board meeting  
**Location** Foliot House  
**Time** 17:00  
**LSC office** Devon and Cornwall  
**Publication intent** Internal

**Present** John Bull  
Jonathan Burnett  
Geoff Hale  
John Lander  
Paul Lucken

**In attendance** Bob Dow  
Jenny Rudge  
Phil Weeks

**LSC staff** Cathy Campbell  
Rob Corfield  
Chris Roberts

**Apologies** Apologies have been received from:  
Richard Bayly  
Hazel Bennett  
Nick Buckland  
John Crownshaw  
Isobel Down  
Helena Freeman  
Phil Stamp  
Graham Stirling

## **Item 1. Welcome and Introductions**

1.1 The Chairman welcomed everyone to the meeting and introduced Philip Rowe from BMG.

## **Item 2. Minutes of Last Meeting**

2.1 The Minutes of the previous meeting held on 23 November 2005 were approved and the Chairman was authorised to sign them as a true record.

### **Item 3. Matters arising**

- 3.1 *Annual Plan* – the Supply Sub-group have considered and amended the draft Annual Plan. The final draft will be reviewed under Item 6.
- 3.2 *Schools White Paper* – the Supply Sub-group considered the policy implication of the White Paper at their meeting of 16 January 2006.
- 3.3 *Any other Business* – the Board Away-day scheduled for 17 May 2006 will be discussed at Item 10.1.

2006 meeting dates have been redistributed.

The recent round of Task and Finish Group dissemination events had been supported by Nick Buckland, Isobel Down, Phil Stamp and Graham Stirling.

### **Item 4. Task and Finish Research Findings**

- 4.1 Cathy Campbell introduced this item. She explained that following the establishment of six pilot Sector Task and Finish Groups by the local LSC, a detailed research programme has now been completed to identify skills needs, barriers that prevent skills needs being addressed and possible solutions for each sector. Dissemination events have been held to review the research findings and to engage employers and training providers in the production of sector action plans.
- 4.2 Philip Rowe from BMG, the organisation commissioned to carry out the research programme, gave an overview of the research findings. Copies of the slides from his presentation are attached at Annexe 1.
- 4.3 The Board discussed in detail a number of the issues presented by BMG's research and noted the important messages for both the LSC and suppliers of learning, in particular the FE sector.
- 4.4 Much of what employers are saying is consistent with research carried out over many years and it is clear that the opportunity remains for the supply side to become more responsive to employer need, better at communicating their offer, and more flexible in how employers are engaged.
- 4.5 The Board asked to be kept up-to-date with developments in response to these findings and in particular the action plans that will arise in each of the Task & Finish Groups.

**Action: Directors**

### **Item 5. FE Allocations 2006/7**

- 5.1 Rob Corfield introduced this item and briefed the Board on progress with the allocations for FE providers for 2006/7.
- 5.2 He talked the Board through the comparative figures for this year and next, and the Board noted the growth in funding for 16-18 year old learners and the significant reduction in funding for 19+ learners.
- 5.3 The Board recognised the impact that such reductions will have on learning opportunities for adults and potentially on the learning infrastructure and whilst accepting the need to prioritise the 16-18 opportunities within the limited funding available they were particularly concerned around the continued reduction in funding for other learners.

5.4 The Board asked that they should be kept advised of the strategic impact of these funding changes as the allocations process moves forwards.

**Action: Rob Corfield**

5.5 The Board noted that the introduction of Train to Gain would bring between £3m - £4m of additional resource into Devon and Cornwall, which would help to reduce the impact of the adult funding reductions.

#### **Item 6. Annual Plan**

6.1 Cathy Campbell introduced this item. She advised the Board that the draft Plan had been reviewed and amended by the Supply Sub-group and would shortly be considered by the Regional Board.

6.2 The Plan follows a nationally prescribed template and had a number of entries that were common to LSCs in the SW Region.

6.3 She issued the Board with a two-page summary of the Plan detailing local challenges and key risks, the local targets and the key actions for the coming year. A copy of this summary is attached at Annexe 2.

6.4 Paul Lucken advised the Board that the Level 2 targets look to be the most challenging of the range of targets set for the coming year and that progress on the SfL targets puts us in a strong position for 2006/7.

6.5 The Board asked that future monitoring arrangements of the Plan should be linked directly to the key actions contained therein.

**Action: Paul Lucken/Cathy Campbell**

6.6 It was noted that the equality and diversity measures contained in the text of the Plan did not flow through into the tables containing the specific actions that the LSC plan to take and the Executive were asked to address this.

**Action: Cathy Campbell**

6.7 Board Members expressed concern that the planning cycle did not properly align financial and target information within the timescales necessary for providing this draft for approval. They accepted that at their July Board meeting they would receive copies of the complete final version of the Plan, which would contain funding and targets and that in the interim the Executive would populate the Plan with the necessary information as it became available. In the meantime, they were being asked to approve the drafting of the Plan rather than the budgets and targets. The Board agreed subject to the amendments listed.

#### **Item 7. Theme 7**

7.1 Paul Lucken provided an update on the progress of the restructuring activity.

7.2 He advised the Board that we have been re-recognised for liP against the new, more demanding standard.

7.3 He advised that the Consultation Period of the Theme 7 proposals had now ended, and that the final numbers have been confirmed, and are in line with those originally indicated.

7.4 PCS (the trade union) have lodged an appeal against the consultation process with an employment tribunal.

- 7.5 The process of appointing to Band 5 positions has now commenced and will be completed by about 20 March 2006.
- 7.6 Paul Lucken said that he was delighted to confirm that all three Band 4 Directors had flowed-through into new posts in Devon and Cornwall LSC.
- 7.7 He said that 1:1 meetings for all staff are underway and that pre-assessment training is being provided for those going through the selection process. He advised the Board that the target date for introducing the new structure is 1 June 2006.
- 7.8 The Board thanks the Executive for the update and offered their continued support during this difficult time.

#### **Item 8. Reports from Sub-Groups**

- 8.1 *Audit Committee – 22 November 2005* – John Lander asked for clarification with regard to paragraph 4.3 and it was noted that the sentence concerned should read 'interim stage'
- 8.2 The Minutes of the Supply Sub-group and the Capital Projects Committee were taken as read.

#### **Item 9. Any Other Business**

- 9.1 There was no other business.

#### **Item 10. Date of Next Meeting**

- 10.1 The Chairman advised the Board that the planned Away-day on 17 May 2006 now clashes with a National Chairs' event. In the light of this diary clash and the significant changes in process due to Theme 7, the Board agreed that they would defer the away-day until September, and that they would next meet on the scheduled July date (12 July).