

Date	2 June 2010
Subject	REGIONAL PLANNING GROUP
Location	YPLA, Mercury House, 4 Manchester Road, Bradford BD5 0QL
Time	14:00
Publication intent	NOT PROTECTIVELY MARKED

Present	Edna Sutton (Chair), Barnsley Helen McMullan, GOYH Alison Michalska (East Riding) Denis Grainger (Kirklees) David Kent (NE Lincs) Anthony Evans (Rotherham) Meryl White (SY SRG) Mike Lowe (Leeds) Anthony Knowles (NAS) Chris McGee (North Yorks) David Anderson (Calderdale) Anne Craven (Calderdale) Cindy Peek (Bradford) Jo Moxon (North Lincs) Jane Lyon (SFA) Tony Tweedy (Sheffield) Mil Vasic (Doncaster) Michelle Parker (Wakefield) Alison Birkinshaw (rep from RPPG) Cristina George (YPLA) Andy Brown (YPLA) Carol Graves (YPLA)
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Apologies	Apologies have been received from: Ruth Adams, Yorkshire Forward Joyce Thacker (Rotherham) (alternate Karen Borthwick) Nick Wilson (NAS) (alternate Anthony Knowles) Judith Harwood (Hull) Cheryl Hobson (Wakefield) Nick Jarman (Doncaster) (alternate Mil Vasic)
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Item 1. Welcome and apologies

- 1.1 Alison Birkinshaw was welcomed to the meeting as the Provider representative and introductions were made.

Item 2. Minutes of last meeting (21st April 2010) and matters arising

- 2.1 The minutes were agreed as a correct record other than the omission of Cheryl Hobson from the apologies list.
- 2.2 It was agreed that RPG minutes should be posted on the YPLA website in the interest of transparency.
- 2.3 All future RPG meetings will be held at Government Office Y & H in Leeds.
- 2.4 **Item 2.3:** Rotherham's approach to allocations will be discussed at the September meeting.
- 2.5 **Item 4:** Data protocols will be circulated to all LAs which must be signed and returned as soon as possible to enable access to the Provider Gateway.

Item 3. ESF

- 3.1 There had been discussion at the previous meeting about ESF spend across the region and how to maximise its utilisation. An update had been included in the papers and Cristina George, explained the content.
- 3.2 After lengthy discussion it was agreed to re-profile to the end of December 2011 (in negotiation with the Skills Funding Agency) to enable more flexibility.
- 3.3 The commissioning for academic year 2011/13 will begin in February 2011.
- 3.4 It was noted that the Skills Funding Agency are the contract managers.
- 3.5 Local Authorities will be able to claim ESF administration costs (not exceeding 5%). Details will be circulated on how to claim.
Action: YPLA & Skills Funding Agency
- 3.6 The importance of representation on the Co-financing Board was re-iterated. YPLA are currently covering this but a volunteer from the RPG was requested. YPLA will continue to represent the RPG at this stage.
Action: Anyone willing to represent RPG on the Board should contact Cristina George.
- 3.7 Clarification was sought on the relationship between the Skills Funding Agency and the local authorities in wider relationship management.
Action: Jane Lyon

Item 4. LLDD placement budget and plans

- 4.1 Andy Brown went through an update included in the papers which contained budgets for the financial year and for the academic year.
- 4.2 It was noted that the region is on target with a small contingency.
- 4.3 The Group agreed that local authorities could confirm places to individuals where these places were in line with the agreed report and individual costs were agreed by the LA and YPLA.

- 4.4 In case of urgency an addition to the LLDD sub group remit was agreed to enable them to make emergency decisions about commissioning of LLDD provision, subject to later confirmation by the Regional Planning Group.
- 4.5 The work of the LLDD sub group was commended by RPG.

Item 5. Revised remit, annual business cycle and key risks

- 5.1 The remit of the RPG was agreed with 3 small changes
 - 1. Addition to LLDD sub group remit of “Where necessary to make emergency decisions about commissioning of LLDD provision subject to later confirmation by the Regional Planning Group”
 - 2. Addition to data group remit of “Ensuring that no added burden in terms of data requests is made of providers”
 - 3. Addition to main group remit of “Agreeing the use of any funding available for RPG distribution as a consequence of in year reconciliation”

A copy of the finalised remit will be circulated with the minutes.

Action: Carol Graves

- 5.2 With regard to the Commissioning Statement it was agreed that the SRG Chairs would coordinate issues. A common template was suggested and this will be developed by liaison between YPLA and the SRG Chairs.

Action: Andy Brown/SRG Chairs

- 5.3 The Group were asked to review the risk document included in the papers and develop methods of reducing and managing the risks.

Action: All

Item 6. Implications of any statements made by the new government for the Regional Planning Group

- 6.1 The recent changes in government policy were noted.
- 6.2 It was agreed that this will be a standing item on the RPG agenda for the near future.

Action: Carol Graves

Item 7. Academies

- 7.1 From September there will be a significant number of new academies opening and it was agreed that Sara Ford, Head of Academies, should be invited to the next meeting

Item 8. Date of next meeting Monday 19th July 2010, 2.00 pm at GOYH (Skipton/Knottingley Room)

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