

**Adult Learning and Skills Strategy Group Meeting
Minutes of Workshop afternoon held 21st January 2010**

Present:

Karen Moody	PCC
Iain Crighton	Chair
John Holdich	Councillor
Richard Astle	GPP
Jawaid Khan	GPP
Allison Sunley	PCC
Rod Gilchrest	Go East
Stephen Compton	Opportunity Peterborough
David Roxburgh	PCAE
Don Lawson	PRC
Keith Nelson	Total Coach Solutions
Sue Churchill	LSC
Mel Collins	PCC
Oksana Richardson	Administrator

Apologies received from - Jaz Sergeant

Action

IC welcomed everyone to the meetings.

1. Minutes & matters arising

No discrepancies with the minutes were reported.

KM updated members on her visit to Suffolk in October with her counterpart, Suzanne. It was a positive meeting and showed that Pboro has many similarities as Suffolk despite the difference in size. KM will keep contact with Suzanne.

A discussion followed on data and the lack of a data service in Pboro. Cllr Holdich stated the importance of getting the data right.

2. Local Strategic Partnership

a. Partnership Development

RA updated members on partnership development and reported on the drive to have a total or one place agenda across Pboro. GPP are asking the Partnerships to look at starting to steer in this direction.

DL highlighted how we should be moving from relationship working to business working.

RA stated each Partnership needs to now develop a robust Action Plan, that should be reviewed annually by GPP, and reported on by each Partnership every quarter. GPP will be determining the three or four priorities for Pboro shortly.

Cllr Holdich stated the need to know what Pboro wants.

KN stated learning sits at the heart of all agendas.

b. Roles and Responsibilities

The group confirmed membership of the Partnership. Ian White, John Bridge, Julian Sykes and Cllr Goldspink to be removed from the distribution list. Jaz Sargeant to be added as per SCompton's request. Representatives from Job CentrePlus and the National Apprenticeship Service are needed.

JK also suggested someone to represent the two local prisons. MC asked the group if the Partnership should invite someone from the Prison to come to a meeting to do a presentation, and IC agreed.

Future agenda

MC also felt someone from the voluntary sector should be a member and KM agreed to contact Sarah Fletcher for a nomination.

KM

3. 6th October workshop follow up

KM reported that she has already started to input items for the workshop in to the Action Plan.

4. Adult Learning & Skills Strategy and Action Plan

KM brought everyone's attention to the ALS Action Plan Activities (draft) that was distributed with the agenda papers. We need to pick our priorities and decide what impact can be made.

KM shared a LAA action planning document with members and stated she wanted to bring together a small working group to help produce the action plan. It was agreed that KM, AS, Jaz Sargeant, DR, DL, SC and JK would be on this group. KM will contact people to arrange a mutually convenient time to meet. The Partnership will need to approve the action plan. Action plan to be operational from 1st April 2010

KM

A discussion followed on how this Partnership can achieve the targets and move the rag ratings to the next colour. RG agreed to confirm which year the data should be from.

RG

Steve shared his Overarching Themes documents and went through them.

FIRE ALARM AND MEETING FINISHED.

Meeting reconvened on the 4th February at 4pm. In attendance: Mel Collins, Iain Crighton, Karen Moody, Don Lawson, Cllr Holdich, Allison Sunley and Steve Compton.

5. Learning & Skills Council / Skills Funding Agency updates

KM met with Sue Churchill earlier as Sue was not available to attend today. KM shared three documents from Sue regarding the Skills Funding Agency. A discussion followed on what is best for Pboro.

AS asked if we have contributed to the Regional Skills Strategy and KM stated she didn't know.

KM informed the group that she attended the Review of ESF and Mainstream Provider to Support Workless Clients in the East of England meeting on Tuesday. The research gathered will be used to inform future funding. A discussion followed. KM agreed to ask for the first draft of research to share with members. IC requested KM to forward contact details for him to write a letter asking for information.

KM
KM

SC asked if we can bid for funding from the SFA and KM stated no.

KM showed an A3 document from Sue that shows funding in Pboro, and agreed to email it to members.

KM

The group agreed to invite Robbie O'Driscoll (Central Funding Unit) and a representative from EEDA to a future meeting.

Future meeting

6. Updates / progress reports

a. CAA/LAA – since the meeting on the 21st January KM now has the templates ready for the Action Group to work on. The deadline is April and KM will be in contact soon for the Action Group to meet.

b. ESOL Action Plan – the ESOL Operations Group has been running now for two years. The Action Plan has been submitted to the LSC. The Operation Group is committed to revisiting the plan regularly. The plan has now been sent to the Learning and Skills Council and has been approved at the Community Cohesion Board.

c. PCDL partnership – still evolving

d. ALS calendar – 26th February is the closing date for apprenticeship nominations, KM will send IC the weblink.

e. Worklessness – discussed previously

f. Employer Engagement:

Skills Pledge – there have only been a few businesses that have signed the Skills Pledge. There has not been a big push from the LSC. KM felt a Code of Practice from our employers is a better route. IC stated we should have a Peterborough version of the Skills Pledge. KM reminded members Gillian Beasley signed the Skills Pledge last April. KM is a member of the Skills Pledge Focus Group with the council who monitor progress against the action plan produced.

KM

Apprenticeships – there is tremendous pressure on the local authority to drive the Apprenticeship Agenda forward. The group agreed the next

NEXT

partnership meeting should have a focus on apprenticeships. It was suggested Colin Wilson from PCC should be asked to attend along with representatives from the National Apprenticeship Service (Matthew Fletcher & Phil Selwood).

Date of Next Meeting

The next meeting date is the 18th May 2010 - 9.30am to 11.30am. Venue - Bourges Room, Town Hall

MEETING