

**Adult Learning and Skills Strategy Group Meeting  
Minutes of Meeting held 21 May 2009**

**Present:**

John Bridge	Chair
Mel Collins	PCC
Don Lawson	PRC
Sue Churchill	Learning and Skills Council
Julian Sykes	Opportunity Peterborough
Karen Moody	PCC
Sue Rampal	PCC
Andy Wheatcroft	Perkins
Susie Hall	GPP
Richard Astle	GPP
Stephen Compton	Opportunity Peterborough
Linda Jones	University Centre
Louise Batchelor	Cambridge
David Roxburgh	PCAE
Oksana Richardson	Administrator

JB welcomed everyone to the meeting.

**Action**

**Apologies received from** – MC, RA, AS, JK, KN

**1. Minutes and matters arising (not included on the agenda)**

The minutes were reviewed and agreed as true and accurate.

**Matters Arising**

KM reported she has been communicating with Andy Markham regarding the Big Skills showcase event on the 15<sup>th</sup> June. There are still some issues that need to be resolved, and a push on marketing is happening to draw in the crowds.

**2. Adult Learning & Skills Partnership**

JB stated the need to appoint a Chair.

KM updated members that two people have shown interest, one local individual and one from the business solution event. KM reported they are both good and she is working with RA on how we can utilise both. KM is not yet in a position to release names, but will try and resolve this by the next meeting.

**3. Adult Learning & Skills Strategy – Karen Moody**

KM stated this group is now a fully fledged partnership. KM sits on other partnerships and has managed close relations with GPP. We are beginning to have a regional presence.

KM reported she is currently unable to report on a monthly basis as there is no reporting mechanism in place.

KM emphasised the need for a Strategy. Can this group support a strategy with resources to take it to the next level? KM stated that her role is purely strategic and she has not extra time. KM reminded the group that adult learning is rag rated red because we can't report on progress.

JB stated the need to find a mechanism to deliver. JB felt a meeting between himself, KM and Councillor Holdich is necessary.

KM

LJ stated funding is not available and this will hinder progress over the next decade. Targets are not possible with the lack of funding. SC added the government funds directed to skills are being capped. KM felt the focus is more on narrowing the gap, not necessarily the target.

JB felt the group should be looking at what is right for Peterborough, what is realistic. It is crucial to get up the regional ladder. We need to be innovative in our thinking about funding, and find other sources of funding.

KM shared her structure chart and went through it.

JB stated the need to understand exactly where we are then develop the Action Plan.

KM stated she would like to suggest an Away Day for existing members to decide who can contribute and decide who and what is missing. JB approved an Away Day. SC suggested the cabinet holder be included. JB agreed to approach the cabinet portfolio holder. AW felt fundamentals and foundations need to be put into place first.

JULY  
AGENDA  
JB

SH suggested adult learning and skills could be taken to the Solution Centre, and she and KM agreed to look into this.

SH/KM

#### **4. Local Area Agreement - Karen Moody**

##### **Targets**

KM reported additional target data have been created in chart.

##### **Level 2 progress**

DR reported there are a variety of different providers working on level 2 but it is inappropriate to go through them at this meeting. DR agreed to send the information to KM for her to aggregate it. SC confirmed she can provide T2G information to KM as well. KM suggested a monthly narrative on progress.

DR/KM

#### **5. Updates / progress reports**

- **The Skills Pledge**

KM reported the Skills Pledge has been signed. KM sits on the newly formed Working Group.

- **Train to Gain**

DL reported it is looking highly likely that they will achieve their target. DL requested a slot on the next agenda to focus on successes.

DR reported there is an issue around funding as it has been capped. JB stated the Chamber of Commerce is currently pursuing this. At the next meeting the group needs to understand the implications of this.

- **Apprenticeships**

SC reported apprenticeships are in a transition period, and suggested she invite for the July meeting a regional person to give a report our locality.

- **PCDL partnership**

DR reported there is a partnership meeting taking place tomorrow to re-focus on their scope, current representation is not right. DR will update at the next meeting. KM reminded members the PCDL partnership is required due to funding.

- **ESOL**

SR reported they have been successful in 15 funding bids. The Migrant Impact fund is providing funding for people wanting to learn English in the city, this will be rolled out in mid-June.

There is a survey on ESOL funding with Keith at the moment.

- **Funding Calendar**

SC posed the question to members if anything had changed on the calendar? DR asked for clarification of the funding calendar. SC stated the calendar needs missing funding adding to it. KM stated GPP are taking on coordination approach. Stephen confirmed he is meeting with Gillian and Richard soon to put something together on bidding, they are looking into putting together a professional bid writing group.

- **University Peterborough**

LJ reported the new building on PRC site is looking good. The handover is expected to take place towards the end of October.

The government has put a freeze on student numbers which will have many implications.

- **Economic Development**

Stephen reported a number of things have been happening since the 1<sup>st</sup> April in Peterborough relating to economic development. A number of forums are being set up with local businesses regarding business engagement. A small grant scheme targeting smaller businesses is being set up (£200,000 over two years).

AW felt a data warehouse is needed for the city, and Stephen confirmed Cambridge has one.

- **Information, Advice & Guidance**

LB reported the Next Step Contract, a LSC funded contract managed by Suffolk CC, is being delivered by IAG and PCAE across the city. There are three kinds of provision on offer, and they have received 450 adults since September.

LB reported she is also working on a skills health check which is looking at adult skills. It is very early days at the moment, and being piloted in Norfolk, Suffolk and Cambridge.

## 6. Communications

- **Web presence** - KM reported she has now met with the Marketing

DR

Team to look into a potential route to build information system. KM stated she doesn't have the time or resource to take forward at the moment

- **Cross-partnership working**
- **Worklessness & skills** – KM reported she attended a regional event on this area with SH. It was a very confusing event.
- **Jobs for the future** – KM reported work is in progress
- **Volunteering** – KM reported she is looking at the capacity of employers taking on volunteers.

#### **7. Items for future agendas**

JB stated the planning of the away day is next.

#### **8. Any other business**

SC reminded members the East of England Implementation Plan consultation finishes soon.

#### **Date of Next Meeting**

The next meeting date is the 7<sup>th</sup> July 2009 – 9.30am to 11.30am. Venue – Forli room, Town Hall – **PLEASE NOTE THIS MEETING HAS NOW BEEN CANCELLED**