

**Adult Learning and Skills Strategy Group Meeting  
Minutes of Meeting held 26<sup>th</sup> October 2009**

**Present:**

Karen Moody	PCC
Iain Crighton	New Chair
David Roxburgh	PCAE
Don Lawson	PRC
Mel Collins	PCC
Suzanne Stone	Administrator

Action

**1. Welcome/introductions/apologies**

Karen Moody officially welcomed everyone to today's meeting and introductions were made.

**Apologies received from -**

JB, KN, SH, RA, JK, AS, RG, DN, TC, SC, LB

**Minutes and matters (not included on the agenda)**

The minutes were reviewed and agreed as true and accurate

**2 & Roles & responsibilities of the partnership &**

**3 Partnership membership**

KM informed the group of the current review being undertaken of the Local Strategic Partnership. Further discussions then took place regarding the membership, roles & responsibilities of the Adult Learning and Skills Partnership. A revised model was discussed involving the set up of a small executive group, with the opportunity to widen membership of the full partnership as and when appropriate. KM informed the group of her forthcoming visit to Suffolk County Council to look at structures and accountabilities of this agenda in a neighbouring authority. KM agreed to report back on this at the next meeting as part of the review process of this partnership.

**4. Brief summary of 6<sup>th</sup> October workshop**

The group thanked KM for her support of the day. KM thanked Val & Suzanne for typing up the notes.

**5. Continuation of workshop activities**

**A, what is our vision**

**B. timeline: milestones/aspirations**

Due to the small number of members in attendance, it was agreed not to pursue the above activities at the partnership meeting.

**6. Updates/progress reports**

**a CAA Outcomes**

There are still some concerns over results and capacity to improve; this was noted as a concern, although there were improved results in level 2.

**b Future Jobs Fund**

A meeting confirmed funding of 167 positions. A large number of organisations were taking candidates on. Interview process is over the next 3 months, interviews start early November, variety of jobs. Anthony Davis will be leading the briefing session.

**c PECT Transformation Fund Project**

Successfully obtained funding from transformation fund. KM to be kept informed of their progress.

**d Economic Participation Programme (EEDA funded)**

KM sits on this subgroup that reports into the Neighbourhood and Regeneration Partnership. Updates to be provided to the Adult Learning and Skills Partnership as deemed appropriate.

**e ESOL**

Require to have an action plan for the City. David, KM and Jawaid have already met and an action plan will be ready by the end of December.

**f PCDL Partnership**

22<sup>nd</sup> May meeting to set action plan for PCDL partnership, a website to be set up or a leaflet drop to all homes reminding people about adult learning

**g ALS Calendar**

KM reminded the group about the calendar, national events are put on the calendar, such as Adult Learners Week.

**7. ALS Action Plan**

KM gave the group a copy of the action plan. KM seeking support in the setting of local, proxy indicators on these targets.

**8. Date of Next Meeting**

The next meeting date is the 21<sup>st</sup> January - 9.30am to 11.30am. Venue - Bourges Room, Town Hall