


**Minutes of the ADULT LEARNING AND SKILLS PARTNERSHIP MEETING
 Held on TUESDAY 15TH MARCH 2011 at BAYARD PLACE ROOM 1.1**



Present:


1.	Iain Crighton	Crighton Motors Chair
2.	Karen Moody	Head of Early Intervention & Prevention and Strategic Lead for Adult Learning & Skills PCC
3.	Allison Sunley	Head of 8-19 Service PCC
4.	Andy Hicks	External Relations Manager Job Centre Plus
5.	Angela Joyce	Principle Peterborough Regional College
6.	Pat Carrington	Principle, City College Peterborough
7.	Cllr Janet Goodwin	PCC
8.	Keith Nelson	Total Coaches
9.	Andy Markham	Skills Funding Agency
10.	Kaylene Rayment	Secretary to Head of Early Intervention & Prevention and Strategic Lead for Adult Learning & Skills Minutes

Item		Action by:
1.	Welcome & apologies	
1.	Richard Astle	GPP Director
2.	Anna Clarke	Employer Services Manager, Skills Funding Agency
3.	Cllr John Holdich	PCC
4.	Mel Collins	Assistant Director, Learning & Skills, PCC
5.	Linda Jones	Project Manager
6.	Karen Prince	Axiom Housing Association
7.	David Nixon	Perkins
8.	Louise Bachelor	Cambridgeshire County Council
9.	Neil Darwin	Director of Economic Development, Opportunity Peterborough
10.	Fiona O'Mahony	GPP Manager
11.	Jawaid Khan	Cohesion Manager, GPP
2.	Minutes and matters arising	
	<ul style="list-style-type: none"> • IC welcomed all as there had not been a meeting since 21st September so this was a catch up meeting. • There was a concern of lack of skills in the Single delivery plan but this has now moved on and will update later in the meeting. • Minutes agreed as a true and accurate record. • IC has met with John Nay from NAS. IC explained the skills vision and how integral the Apprenticeship service is to this. NAS might have some funding to help with this and was a very positive meeting. • IC met with Paul Tonks from PCC and he has agreed up to 10% of procurement can be targeted to support the skills vision. Procurement contracts also to sign the skills vision in year 1. Paul Tonks will pilot this with about 6 businesses first. • PRC have chased the 100 in 100 apprenticeship campaign and very 	

	<p>disappointed that there has been no follow up on this when we had a great opportunity to raise the profile of apprenticeships. Still an opportunity as it finishes in mid May.</p> <ul style="list-style-type: none"> • If we want more apprenticeships we should start shouting about how many we have. Who is responsible for promoting this? This is a work base provider network which NAS are at so could be more proactive. Need to give positive messages to business and young people. NAS has had a restructure in the last few months so this may have affected them. <p>ACTION POINT; KM to e-mail NAS for numbers of apprenticeships that have been recruited</p> <ul style="list-style-type: none"> • Want Peterborough to be one of the best for recruiting apprentices. • Kaylene to collate numbers for NAS apprenticeships. • PRC and CCP are actively recruiting apprenticeships for support posts. • NAS are not standard members of this group and might be a good idea to have them at future meetings. 	<p>KM</p> <p>KR</p>
3.	LAA Action Plan report – March 2011	
	<ul style="list-style-type: none"> • KM distributed the LAA Action plan for ALS • 10 activities were set to work on during the last year and KM reported on this • Decided to continue with the Plan even though the LAA ceased to exist • Some activities are still work in progress • Activity 3 - has now changed its name to Peterborough skills vision. A newsletter has been produced and KM can send this round if anybody would like a copy <p>ACTION POINT – KM to send Cllr Goodwin a copy of the newsletter</p> <ul style="list-style-type: none"> • Activity 4 - PCC set up its own apprenticeship implementation group. Have taken on some but financial situation has curtailed this • Enterprise will now be a large employer and will be looking to take on more apprenticeships and there is a commitment to take on apprentices • E-mails from Go East has stopped requesting numbers of apprenticeship taken on • Activity 5 - Database purchase took place and have built this into the skills vision to take part in an annual survey • Activity 6 - Bench marking of Internal PCC employees skills has been completed in one division and is now with HR training & development. This is to be used for succession planning for the future. It has been set up as an access database so can pull reports. However further work on this is on hold at the present time • FJF employee has complete a large amount of work on the PCC website for ALS, which includes a calendar but the post finishes on 11th April and not sure how this will now be maintained. Who is she liaising with at CCP and PRC to let Pat Carrington know • Don't have a new plan but will be replaced by the Single Delivery plan <p>ACTION POINT – KM to let Pat Carrington know who Lynne Bridger is liaising with at CCP and PRC</p> <p> Plan profile v6.doc</p>	<p>KM</p> <p>KM</p>

4.	Peterborough Skills Vision	
	<ul style="list-style-type: none"> • IC updated on the Peterborough Skills Vision • Over 100 businesses are now signed up to the Skills Vision and want to be involved and support it • This is about the business community becoming more involved. Would like business to go into schools to talk about their business to 14-16 yrs olds • 16-18 year olds would go to the business for 6 weeks paid internships branded as internship apprenticeships • Looking to create clear career pathways • This is a 2 year programme with 6 weeks paid internships, and at the end there should be an opportunity for full time employment on an apprenticeship. Businesses get youngsters being trained in that business who are much more skilled in the specific sector. Currently looking at different sectors such as environment, media, food, IT and internet based marketing which Microsoft are interest in being a partner • ND at Opportunity Peterborough is currently looking at a formal structure for this • There is some funding for Environment studies and Pat Carrington will forward to IC via KR • If we can get this right for the city then other sectors may wish to move into the area • Sue Addison has produced a draft document about the Peterborough Skills vision which is going to Gillian Beasley and Marco Cereste • How do you engage with employers as we don't want every school contacting businesses • Opportunity Peterborough will co-ordinate this and the details are still being sorted out • Current standard practice of work experience will not continue and there will be reduced funding and schools will have to manage this through their own budgets • Can switch internships if not happy with the choice made • Can post 16's opt into this programme – need to find ways in which they can, currently there is no rule book but if this is a need then we need to find a way to deliver it and incorporate it • Very important to get into schools and let them know what business/opportunities are out there • Business don't want to waste their time and need to ensure that the dynamics are changed so that it is interesting for the student and the business • IC needs to talk to AJ at PRC as they have funding pots to do this and have secured some funding for 14-16 years for work experience and pre-apprenticeship • Wolf review to understand the headlines. Work base learning providers meet in the city and maybe worth presenting at this meeting. Sue Forsythe chairs this meeting 	
5.	Skills Funding Agency – National/Regional update	
	<ul style="list-style-type: none"> • AM gave a brief update on the skills Funding Agency • 50 million pounds annually for the growth agenda • 3 specific activities over 2 years • Best market solution to drive innovations • SFA and NAS involved in a joint investment programme • Prospectus on www.ukces.org.uk/qif • SFA have been adhoc about giving out data and not very consistent nationally. The only data available is through the data service. New starts, enrolments, apprenticeships, core FE offerings, Skills for life data are drilled down to LA area. The idea is to give a more consistent approach to data. Data will be updated every 2 months; the next update is due in middle of March. There is an alert service and can be alerted to any changes. 	

	<ul style="list-style-type: none"> Launched 'ACTOR' 'Approved College and Training Organisation Register'. Preparing LEP packs for all LEP's. All Information is publicly available and this is the basis for the LEP. Currently working on Peterborough and should be finished by 8th April. Will be sent to ND when completed Table of top 3 providers operating in this area. AM to send a copy to KR SFA is currently under going a reorganisation and will be smaller 	AM
6.	Job Centre Plus – Update on services, functions and opportunities	
	<ul style="list-style-type: none"> AH gave an overview on Job Centre Plus which is also going through a re-organisation Norfolk has joined Cambridge & Suffolk and now called East Anglia Region, Bedfordshire and Hertfordshire are now in London and our central area is now Lowestoft to Wales Operating with 3 grade 7 managers and one leader per county. Kevin Raffety will take up post from 1st April sand he will now be responsible for External relations and may attend these meetings or Liz Johnson Still have a local representative who will engage with training etc Work Clubs have been advertised nationally since October. Currently have 3 work clubs in Peterborough. Work Together was launched in October which was voluntary work using existing skills i.e. charity shops and can now volunteer full time Job centre plus are co-ordinating this Work Experience aimed at 18-21 yrs old, employers offer 2 – 8 weeks work experience Service Academies looking at sectors and providing training in those sectors. Not launching until the autumn Training have been engaging with SFA and local colleges to identify skills needed in the local areas. This was launched on 1st March Work programme should be operational by June and aimed at long term unemployed  <p>Provision Services & Support 15032011.ppt</p>	
7.	Single Delivery Plan	
	<ul style="list-style-type: none"> KM handed out the Single Delivery Plan template dated 2 March ND is project manager and Karen Moody's name is their as a contact point only If we can get skills right can get better businesses, economy, housing etc Skills are at the top of the list and are very important. Each of these sections will have a plan which is the next stage Will keep the group updated when there is more information to share  <p>SDP template, 10 March version.doc</p>	
8.	LEP	
	<ul style="list-style-type: none"> ND was to give an update but was unable to attend Neville Reyner CBE has been named chairman of the Greater Cambridge Greater Peterborough Enterprise Partnership and will take up the role March 1. The board has been oversubscribed Very much in its infancy 	
9.	Learning Pathways	
	<ul style="list-style-type: none"> AS handed out presentation 'So what's happened to the 14-19 Curriculum?' Diploma has 3 lines of learning pathways 	

	<ul style="list-style-type: none"> AS gave an update on the 14-19 agenda Clear pathway and schools will need to offer English Bac  <p>14-19 Curriculum 150311.PPT</p> <p><u>Peterborough University</u></p> <ul style="list-style-type: none"> Not met as a steering group for some time but lots of activities behind the scenes Decision on the Single Delivery Plan 	
10.	Informal Adult Learning/Lead Accountable Body	
	<ul style="list-style-type: none"> David Roxburgh used to report back on this CCP still nominated lead body and PC happy to report back on this 	
11.	Date and time of next meeting	
	<ul style="list-style-type: none"> The group is of great value for networking and information and should still continue This group will not be held to account what goes into the single delivery plan KM proposed to set a date for September and will then be clearer where we are with the Single Delivery plan and all agreed Could this be a skills sub group for the LEP? IC closed the meeting at 16.05pm and thanked everybody for attending 	