

## Employment, Learning & Skills SSP

### Minutes of Executive Group Meeting 17<sup>th</sup> May 2010

9.30 am, Marketing Suite, HBC Municipal Building, Widnes

**Present:**

Wesley Rourke  
Nick Mannion  
Jo Lomax  
Siobhan Saunders  
Hitesh Patel  
Gerry Fitzpatrick  
Matthew Roberts  
Cllr Eddie Jones  
Simon Clough  
Madeleine Hamadonian  
Cleo Pollard  
Helen Woollacott  
Alan Graham

**Organisation:**

Economic Regeneration (HBC)  
Strategic Policy & Partnership (HBC)  
Riverside College Halton  
Adult Learning & Skills (HBC)  
CAB  
Enterprise & Employment (HBC)  
HVA  
HBC  
14-19 Partnership (HBC)  
Adult Learning & Skills (HBC)  
Halton Parents & Carers  
SFA  
Communications & Marketing (HBC)

#### 1. Welcome/Apologies

- 1.1 Wesley Rourke welcomed everyone to the meeting and the Group provided introductions.
- 1.2 Apologies had been received from:
- |                   |                        |
|-------------------|------------------------|
| Claire Bradbury   | YMCA                   |
| Claire Tierney    | External Funding (HBC) |
| Diane Sproson     | Connexions             |
| Debbie Dalby      | HVA                    |
| Colin Billingsley | Job Centre Plus        |
- 1.3 WR invited Helen Woollacott to introduce herself in terms of the newly formed SFA and her terms of remit. Her responsibility is for the provision of funding of adult skills, working for local learner services and ensuring all provider services meet local area needs. She will send some briefing notes to go out with the Minutes.
- 1.4 HP queried whether there will be more discretion re funding for people wishing to change career due to the downturn. SS advised this is covered by Response to Redundancy through Riverside College or HEP.

#### 2. Declarations of Interest

- 2.1 There were no personal or pecuniary declarations.

#### 3. Minutes of last meeting and Matters arising

3. Structure
- 3.1 New HBC structure – **NM to circulate details of the new structure with these minutes.**
5. Local Transport Plan 3

- 5.4 Local Transport Plan – **HP to follow this up and email the Group with Steve Eccles' response.**
6. Ecotec Presentation
- 6.6 SS advised that a copy of the raw data is awaited when further analysis can be made.
- 6.8 **Press release to be made. SS to liaise with Alan Graham**
- 9.1 14 – 19 Partnership Strategy – **SC to circulate the terms of reference to the Group and the appropriate sub-group.**

#### **4. Partnership Risk Register**

- 4.1 NM outlined possible amendments to the partnership's Risk Register in the light of suggestions received from task group leads and the need to reflect changes in personnel since the register was last reviewed in Spring 2009.
- 4.2 Persons responsible were agreed. **NM to forward updated register to WR and sub-group chairs when amended.**

#### **5. Development Session 12 July 2010**

- 5.1 The Group agreed the above date. WR outlined his vision for the session and it was suggested that nominees have a prior conversation with him and provide an outline preview.
- 5.2 Group members expressed their views on what the session may provide including:
- It may be beneficial for the sub-groups to attend so they can understand this SSP's workings and representation. WR stated that he believed SSP sub groups should take greater ownership of the relevant WNF funded projects that sit within their remit.
  - A discussion could be beneficial in terms of what success looks like and the indicator sets and requirements this SSP needs to have.
  - How the Group would operate were there no future capital funding from government and should there be a focus on link funding to performance. A discussion on how partners can understand meeting targets may be beneficial.
  - Consideration of how new government policies will enable this SSP to fulfil local people's needs.
- 5.3 It was noted that Halton is to write a new sustainable community strategy and it is hoped that this session will help towards this.

#### **6. Finance Update**

- 6.1 NM outlined the report attached to the Agenda; 2009/10 out-turn and 2010/11 budget.
- 6.2 HP queried the CAB project figure. May require amendment. **HP to liaise with HSP.**
- 6.3 The amount for SFL from LPSA grant to be reviewed.
- 6.4 Points of clarification required regarding Neighbourhood Employment Officers and Links to Work. **GF to resolve and feedback.**

#### **7. Partnership Communications – Alan Graham**

- 7.1 Alan Graham introduced himself and informed that he is responsible for the Council's partnership working marketing & communications. He requested members to contact him if they have any item/event within the partnership that they would like to be publicised.

#### **8. Sub-Group Updates**

##### **8.1 Enterprise**

- GF outlined his report that had been circulated with the Agenda.
- He informed there are two new members of the Enterprise Board from the private sector.
- MR asked if the Enterprise Board needed a member from the voluntary sector. **GF to discuss with MR/DD.**

- The varying types of start-up businesses who have received support outlined.  
**GF to email the Group when the BIZ directory is up and running, hopefully by end May.**

## 8.2 Skills

- SS outlined the Skills Group Update.
- Regarding LAB a commitment will be required from existing partners for long term partnership working. Members will be kept updated.

## 8.3 Employment

- Concern that the Employment sub-group not met since December 2009. **WR to raise with CB**

## 9. Future Jobs Fund

- 9.1 Verbal update from GF. FJF focuses on 18-24 YO JSA claimants. Jobs need to be in the public, voluntary or community sector. 32 started programme to date, with 30 more being recruited.
- 9.2 Halton had been allocated further 213 jobs from 1<sup>st</sup> April 2010 to 31<sup>st</sup> March 2011. In addition 500 more jobs have been allocated across the City Region, with Halton provisionally gaining an additional 30 jobs. This number awaiting confirmation from DWP.
- 9.3 No indication yet whether the new Government will continue the FJF beyond March 2011. However, 18-24 'Backing Young Britain' programme likely to remain largely unchanged, although 'Welfare to Work' likely to see some changes.  
**NM to draft a note for the July Event setting out incoming Government's evolving strategy and policies on the ELS agenda.**

## 10. Any Other Business

### 10.1 Financial Inclusion Strategy

A draft Financial Inclusion Strategy has been received from Halton and Warrington Trading Standards service. **NM to circulate to members for their comments and return.**

- 10.2 WS pointed out that each of the other SSPs currently receive assistance with the collection, Collation and analysis of performance data etc for the HSP/LAA quarterly returns/reports. The ELS partnership currently does not. Therefore, felt that a more robust system needs to be in place to feed into the LAA/LSP.  
**Sub-group chairs to remind project managers of need to respond promptly to requests for performance data and commentary.**  
**NM to look into partnership receiving greater support for this key area of work.**

- 10.2 HP provided a CAB update. Funding has been received for the kiosks which have now been delivered, although there are some issues with health & safety. CAB is doing a lot of work with PCT, particularly in the area of mental health and especially with employees, also making use of GP surgeries. During 8 weeks of this pilot scheme, there have been 32 referrals and NHS data has shown an immense drop after CAB intervention.

## 11. Calendar of Meetings

- 11.1 NM circulated the proposed calendar of meetings. This document will also be attached to the Minutes.

**Agreed and adopted at ELS SSP Exec meeting on 12<sup>th</sup> July 2010.**