

Employment, Learning & Skills SSP

Minutes of Executive Group Meeting 22 August 2011

2.00 pm, Marketing Suite, Municipal Building, Widnes

Present:

Nick Mannion
Kevin Smith
Simon Clough
Hitesh Patel
Madeleine Hamadianian
Cleo Pollard
Mariangela Hankinson
Cllr Peter Lloyd-Jones
Cllr Eddie Jones
David Gray
Sally Yeoman
Neil Maguire
Claire Bradbury
Sue Baxendale
Barry Fletcher
Emma Palmer
Jayne Smith
Claire Tierney

Organisation:

Strategic Policy & Partnership (HBC)
Riverside College Halton
Children & Young People (HBC)
Halton CAB
Employment, Learning & Skills (HBC)
Halton Parents & Carers Forum
Jobcentre Plus
Vice-chair of Halton BC ELC Policy & Performance Board
Portfolio Holder, Halton BC
HBC Welfare Rights Team
Halton & St Helens VCA
Skills Funding Agency
Power in Partnership
Halton Housing Trust
Ingeus
A4E
Riverside College Halton
External Funding (HBC)

Apologies had been received from:

Wesley Rourke
Siobhan Saunders
Ian Graham
Cllr Sue Edge

Economy, Enterprise & Property (HBC)
Employment, Learning & Skills (HBC)
Communications & Marketing (HBC)
Chair of HBC ELS Policy & Performance Board

1. Welcome/Apologies

- 1.1 Kevin Smith welcomed everyone to the meeting and informed the Group that he would be acting as Chair for today's meeting on behalf of Wesley Rourke. Group members provided introductions.

2. Declarations of Interest

- 2.1 There were no personal or pecuniary declarations of interest.

3. Minutes of last meeting and matters arising

The Minutes of the meeting on Monday 9th May 2011 were reviewed and confirmed as accurate.

- 3.1 Matters arising not covered elsewhere on today's agenda;

Item 4 - Review of Halton Enterprise Board – **WR to feedback on outcome at next meeting.**

Item 6 – Apprenticeship Scheme – Is there a way for the voluntary sector to access the scheme.
NM to investigate and feed-back directly to HP.

Item 7 - Welfare Reform Bill – This has been slightly delayed. Now likely to receive Royal Assent in the autumn. May also be some changes in response to criticism of certain elements.
NM to keep group informed.

4. Governance Update

- 4.1 A draft 'Role Description' for members of the group was circulated with today's agenda. NM explained the purpose of the document as a guide to the level of seniority, commitment and standards of behaviour expected from members of the group.
- 4.2 Consensus that pitched at about the right level.

Any suggested amendments to be forwarded to NM in time for the Role Description to be formally adopted at next meeting of Exec Group.

5. ELS SSP Action Plan

- 5.1 The latest draft of the partnership's Action Plan had been circulated with agenda after review by theme leads.
- 5.2 Chair thanked theme leads for their input and invited comments from the meeting.
- 5.3 Comments from members included:
- Plan is light on what we will do to ensure appropriate provision for the Borough's young people. Needs to be more specific on this aspect.
 - Agreed that 'Primes' (see agenda Item 6) be included as appropriate.
 - Some content in the "*some things we will do*" column needs to be more specific. Suggested that logistics skill training and our local 'Redundancy Response' should be included.
 - Halton Housing Trust to forward to NM where it can contribute to Objective 4.
- 5.4 Chair drew the meeting's attention to the draft high level PIs at the back of the Action Plan. Comments and suggestions to NM within next fortnight.
- 5.5 Also made a request that members make a final check of the plan and feed back any 'last minute' additions/amendments to him or NM by mid-September, after which final version will be circulated electronically for sign-off and adoption.

6. Single Work Programme Update

- 6.1 Barry Fletcher of Ingeus and Emma Palmer of Action for Employment ('A4E') introduced their respective organisations and outlined the aims of the Single Work Programme. They also outlined their plans and services for Halton. A key local delivery partner for both organisations is Halton BC's Halton People into Jobs Team.
- 6.2 A lively question and informative answer session followed.

BF & JP to send electronic copies of their organisations respective delivery models to NM ASAP for onward circulation to the group.

7. WNF Project Progress Updates

- 7.1 Progress reports on four of the five continuing WNF-supported projects had been circulated with the Agenda.
- 7.2 Overall spend is in line with the respective SLAs and also progress towards outcomes.
- 7.3 At the recent Chairs' meeting it had been agreed that any projects not spending or delivering risked being terminated early and the funding redistributed elsewhere in the Partnership.

NM to distribute the delayed in the fifth project update to the group as soon as it was received

8. Sub-Group Updates

- 8.1 Updates had been circulated with the Agenda.

9. Enhanced Partnership Project Update

- 9.1 NM outlined the background to this piece of work to identify and remove duplication and waste in service delivery in Halton amongst partners.
- 9.2 One of the three topics identified is that of 'Developing a Stronger Local Workforce (the two others are reducing harm from alcohol abuse and improving social responsibility).
- 9.3 There has already been a well-attended workshop to map service provision by partners, and they have now been asked to apportion spend at each key stage in their service delivery.
- 9.4 Claire Tierney is co-ordinating the Council's return on this and outlined how she has identified activities, their costs and where they fit in. Happy to share her methodology with external partners.
- 9.5 There is a follow-up workshop on 9th September 2011. Details can be obtained from NM

10. 2011 Meeting Dates (all start at 2 pm)

- 10.1 24 October – **venue to be advised** (Marketing Suite no longer available)
- 05 December – **venue to be advised** (Marketing Suite no longer available)

11. Any Other URGENT Business.

- 11.1 There was no other urgent business.