

**County Durham Economic Partnership
Learning and Skills Working Group
10 July 2007, LSC, Belmont**

MINUTES

Attendees:

Nick James (Chair)	CDEP LSWG Chair (Learning & Skills Council)
Richard Smith	CDEP - Secretariat
Joanne Willey	CDEP - Secretariat
John Russell	CDEP – Single Programme
Murray McClaren	One Voice Network
Joanne Dalton	LSC
Nick Brewster	Bishop Auckland College
Sally Hudson	East Durham & Houghall College
Catherine Bleasdale	County Durham PCT
Christine Caine	Job Centre Plus
Kelly Al-Sundukchi	NECC
Paul Taylor	CDLP
Ginny Williams	DCC – CYPS
Margaret Bell	14-19 Partnership
Peter Coe	Easington District Council

Apologies

Apologies were received from Karen Marshall – One NorthEast

Welcome and introductions

Nick James welcomed everyone to the second LSWG since the restructure.

Conflicts of Interest

Nick Brewster and Margaret Bell declared they might have conflicts with potential projects to be discussed later in the agenda.

Minutes of the last meeting

Nick Brewster made a note of accuracy under item 5, page 5 'Sedgefield Borough training' and felt his concerns expressed under this item had not been adequately recorded. The chair requested Nick provide some wording which better reflected. Nick agreed to provide this wording to Richard Smith.

Action: Nick Brewster

Matters Arising

Page 1. Nick James to request that the CDEP Board agree to include a 14-19 Team representative on the LSWG. Carried Forward.

Action: Nick James

Page 1. Nick James to request that the CDEP Board agree to include EBLC representation on the LSWG. Carried Forward

Action: Nick James

Page 2, CDES item to be brought back to agenda if agreed by Board. Not yet agreed by Board. Carried Forward. **Action: Secretariat**

Page 3, IFF to bring County Durham Skills Survey findings to the meeting. See item 4.

Page 3, Additional work items to be forwarded to the Secretariat. See item 3.

Page 3, Margaret Bell to follow up the Sedgefield Borough Vocational Skills Centre Project. Margaret and Nick Brewster have met, however there is an omission on the SPROG application. Carried forward.

ACTION: Margaret Bell

Page 3, Discussions with other parties once Raising Employer Demand for Skills' project had been approved. Discussions with other parties still needed to take place. Carried forward.

ACTION: Nick James

Page 3, Reducing Worklessness business case to be circulated to the group. Carried forward as project only recently went live.

ACTION: Secretariat

Page 4, Secretariat to look into the Newts problem at the ILC. This issue has now been resolved.

Page 4, Secretariat to bring the ILC business case to the working group. The business case will be circulated when available.

ACTION: Secretariat

Page 5, Further info to be brought to the group on the East Durham Engineering and Technology Centre. Richard Smith noted that he and Joe Armstrong had discussed this and he felt that a meeting should be set up, involving the chair and the secretariat, to focus on how to take the project forward. Nick Brewster requested a copy of the feasibility study be sent to him.

ACTION: Secretariat

Page 5, Further information to be brought to the group on discussions with Durham Logistics College. The Secretariat noted that they were still waiting to hear of progress from Nick Brewster. Nick noted he had not yet been in touch with the college but intended to.

ACTION: Nick Brewster

Page 5, Secretariat to bring back information on the skills summit to the LSWG. See item 5.

Chairs Report

Nick reported that the LAA and CDSP had merged together to create a single Strategic Partnership. Since the CDEP restructure Nick had attended the following working group meetings:

- Knowledge Economy Advisory Group – chaired by John Anstee. The group looked at broadband access over County Durham and wi-max enablement.
- Business and Enterprise Working Group – chaired by Sue Parkinson. Group looked at how to take forward the enterprise agenda and discussed BLCD issues.
- Economic Regeneration Working Group – chaired by Richard Prisk. This group has responsibility for big capital projects but there are issues over deliverability.
- Rural Advisory Group – chaired by Phil Hughes. Yet to attend.

Nick also attended the Education and Enterprise group, which looks at ways forward into enterprise activity in schools. Nick updated the group on developing employability projects with the 3 prisons in Durham, Low Newton and Deerbolt. The prison service have been asked to provide the secretariat with a completed application form for projects in the prisons.

Single Programme Report

John Russell spoke to the SPROG report, which was circulated in advance of the meeting. No financial information could be given at this stage as the first claim was not due until 14th July. A tender was put out in June to seek project management assistance for those projects which are experiencing difficulties in development or spend. He reported that One NorthEast had approved the worklessness project.

Future Programme of Work

Following ideas put forward by group members at the last working group, Richard Smith put together a work programme for 2007/08. This was presented to the group and the group were asked for comments:

Ginny Williams suggested that the consideration of the Commissioning Framework should be brought forward to start discussions sooner. This was agreed. The group also agreed to think about exit strategies/continuation arrangements for existing project activity. It was agreed that this would be added to the work programme.

ACTION: Secretariat

The group agreed with the main elements of the work plan but agreed that more work was needed on what actions should be taken under each individual item. It was agreed that Nick James and Richard Smith would look at the programme in greater detail.

ACTION: Nick James and Richard Smith

IFF County Durham Skills Survey

Nick James presented to the group findings from the IFF County Durham Skills Survey. He noted this had already been presented to the SAP and an open group of providers/stakeholders at 2 events on 21st May.

A discussion took place around barriers to gaining qualifications and also differences between spatial areas. Catherine Bleasdale highlighted that evidence from the County Durham Health Observatory would provide a deeper understanding of some of the issues discussed. Catherine agreed to put together a report using public health data in collaboration with Christine Caine.

ACTION: Catherine Bleasdale

Skills Summit

Richard Smith informed the group that the CDEP were planning to hold a Skills Summit. The Summit would be a focussed event, or series of events, that would establish 5-10 key skills aims for County Durham. Partners will be consulted in greater detail once the CDEP Board has agreed the funding for the event. The CDEP Board will discuss the Summit at its next meeting.

Date and time of next meeting.

Tuesday 11th September, 10am.