

**Notes of the Hartlepool Skills Partnership  
18 May 2009 at 14:00  
Innovation Centre,  
Queen's Meadow Business Park, Hartlepool**

**Present:**

Andrew Steel	[AS]	Hartlepool College of Further Education
Chris Nicholls	[CN]	Learning & Skills Council
Diane Martin	[DM]	Hartlepool Borough Council
Eddie Costello	[EC]	CFBT
Elaine Hooker	[EH]	University of Teesside
Gillian Brown	[GB]	Learning & Skills Council
Heather McMahon	[HM]	FE+ (Notes)
Jimmy McKenna	[JM]	HVDA
Kay Taylor	[KT]	Housing Hartlepool
Maggie Heaps	[MH]	Hartlepool Borough Council
Mike Lakinski	[ML]	Business Link North East (Chair)
Richard Starrs	[RS]	Hartlepool Borough Council
Tom Argument	[TA]	Hartlepool Borough Council
Tom Sant	[TS]	Community Empowerment Network

**1 Welcome and apologies (agenda item 1)**

- 1.1 Mike Lakinski [ML] welcomed everyone to the meeting and explained that as there were new members to the group introductions would be appropriate.
- 1.2 Apologies had been received from Lesley Monaghan [LM] Learning & Skills Council; Joanne Smithson [JS] Hartlepool Borough Council; Catherine Frank [CF] Hartlepool Borough Council; Laura Woods [LW] University of Teesside; Keith Bayley [KB] HVDA; Paul Marshall [PM] Hartlepool College of Further Education; Wendy Shepherd [WS] JHP Training ; Lesley Cannon [LC] Job Centre Plus; Dane Mills [DM] Flexibility.

**2 Minutes and Action Points from previous meeting (agenda item 2)**

- 2.1 The minutes from the previous meeting were approved as a true and accurate record.
- 2.2 The Action Points had been completed or would be covered on the agenda.

**3 National Apprenticeship Service Presentation (agenda item 3)**

- 3.1 Gillian Brown [GB] Learning and Skills Council [LSC] gave a presentation and overview to the group in respect of the newly established National Apprentice Service [NAS].

- 3.2 GB informed the group that the NAS had been launched in April 2009 with a service dedicated to apprenticeships. GB advised that since April 2009 267 vacancies had been advertised, 62 were available at the present time and over 4,000 candidates had registered to access the service. Half of these candidates were aged 16-18.

#### **4 Working Neighbourhood Fund: Quarter 4 Monitoring 2008/09 (agenda item 4)**

- 4.1 Richard Starrs [RS] presented the Working Neighbourhood Fund [WNF] Quarter 4 report to the group. RS highlighted that £200,320 of WNF funds had been allocated to Lifelong Learning projects during 2008/09. At the end of March 2009 £199,391 had been confirmed as being spent which left £929 to be carried forward into 2009/10 for the Career Coaching Project. RS referred the group to the recommendation and the group noted the progress that had been made.

#### **5 Working Neighbourhood Fund: Programme 2009/11 (agenda item 5)**

- 5.1 RS referred the group to the WNF Programme 2009/11 which had been circulated with the papers. The group were referred to item 2.2 in respect of the amount of funds that had been allocated for 2009/10 a total of £323,765 and also the indicative allocation of £402,034 for 2010/11. RS referred the group to the recommendation and the request for a creation of a sub-group to oversee the commissioning of projects for the unallocated Lifelong Learning & Skills WNF.
- 5.2 Jimmy McKenna [JM] informed the group that KB from HVDA had requested to be put forward as a representative on the sub-group.
- 5.3 It was agreed to discuss this item further at the next group meeting and formally identify the sub-group representation.

#### **6 Feedback on Skills Partnership Evaluation (agenda item 6)**

- 6.1 ML referred the group to the documentation that had been prepared for the meeting. Due to LM's absence it was agreed to discuss this item at the next meeting. ML suggested it would be prudent for the group to forward any comments on the documentation to Heather McMahon [HM] who would collate and inform LM.

#### **7 Business Enterprise North East: Skills Update (agenda item 7)**

- 7.1 ML referred the group to the calculations that had been prepared and circulated prior to the meeting in respect of the performance figures for Hartlepool. ML reminded the group that the figures shown carried a health warning as they did not reflect train to gain activity. ML

reminded the group that there had been an increase in skills in Quarter 3 but unfortunately this had decreased during Quarter 4.

7.2 Chris Nicholls [CN] circulated an additional document which contained train to gain activity which LM had prepared. The group were informed that there had been a significant increase during 2008/09 because of flexibilities being introduced in respect of train to gain interventions. The total Hartlepool starts in 2008/09 were 1559. CN also informed the group that the top three sectors in the North East were:-

- Care
- Manufacturing & Engineering
- Warehouse

7.3 At the present moment in time CN did not have the top sectors for Hartlepool but this information could be obtained and presented at a future meeting.

7.4 ML reminded the group that there was a lack of awareness in Hartlepool of what was available with regard to Business Support and it would be beneficial if the group could help to “spread the word”.

## **8 Report from Hartlepool Economic Forum (agenda item 8)**

8.1 ML informed the group that he had given an update on the skills and business support to the Hartlepool Economic Forum.

8.2 Diane Martin [DM] suggested it would be of benefit if a single side of A4 could be produced to highlight the help that was available, together with any printed literature which may be of assistance. ML agreed that this could be done.

## **9 LAA Delivery Plan 2009/10 (Outcome 6) (agenda item 9)**

9.1 ML referred the group to the LAA Delivery Plan which had been circulated with the papers for the meeting. Due to LM’s absence the group were requested to read the document as this item would be listed on the next meeting agenda for further discussion. The group were requested to forward any comments on the documentation to HM to collate and these would then be forwarded to LM.

## **10 Report from 14-19 Strategic Board (agenda item 10)**

10.1 Tom Argument [TA] referred the group to the two documents that had been circulated in respect of the 14-19 Board. The information contained gave an insight and overview into the progress and present position with regard to the processes and procedures in place for 14-19 across the borough.

- 10.2 TA informed the group that for the start of the 2009 academic year Hartlepool would have 4 Diplomas available, in 2010 9 Diplomas would be available and by 2013, 13 Diplomas would be available.

**11 Any Other Business (agenda item 11)**

- 11.1 DM informed the group that funding was available under the Future Jobs Fund which was aimed at helping to generate jobs for those in greatest need, in particular young people and areas of high unemployment. This was part of the Government's commitment to delivering real help for young people and for those residents who face barriers to employment, ensuring that people stay connected with the labour market and do not suffer the adverse long-term effects of unemployment.
- 11.2 DM informed the group that Hartlepool Borough Council's Economic Development Department would be submitting an application to the Future Jobs Fund. An invitation would be extended to the group representatives to be involved in the joint bid and that further information would be circulated via e-mail to the group.

**12 Date, time and venue of next meeting (agenda item 12)**

- 12.1 The date, time and venue for the next meeting was in the process of being agreed and as soon as this information was available the group would be informed via e-mail.