

**Notes of the Hartlepool Skills Partnership  
12 October 2009 at 09:00  
Enterprise Centre, Brougham Terrace, Hartlepool**

**Present:**

Andrea Fletcher	[AF]	HVDA
Andrew Steel	[AS]	Hartlepool College of Further Education
Chris Nicholls	[CN]	Learning & Skills Council
Heather McMahon	[HM]	FE+ (Notes)
Joanne Smithson	[JS]	Hartlepool Borough Council
Laura Woods	[LW]	Teesside University
Lesley Monaghan	[LM]	Learning & Skills Council (Chair)
Lisa Lindo	[LL]	CFBT
Maggie Heaps	[MH]	Adult Education
Patrick Wilson	[PW]	Hartlepool Borough Council
Peter Clark	[PC]	Job Centre Plus
Tom Argument	[TA]	Hartlepool Borough Council

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

- 1.1 Lesley Monaghan [LM] welcomed everyone to the meeting.
- 1.2 Apologies had been received from Keith Bayley; Tom Sant; Mike Lakinski; Eddie Costello; Diane Martin; Dane Mills and Lesley Shepherd.

**2 Minutes and actions from the last meeting (agenda item 2)**

- 2.1 The group agreed that the minutes from the last meeting were a true and accurate record.
- 2.2 LM informed the group that the Action Points had either been completed or would be covered under the Agenda.

**3 Level 3 Progression WNF Project (agenda item 3)**

- 3.1 Kirsty Llewellyn had not been able to attend and it was agreed to add this item to the next group meeting agenda.

**4 Future Jobs Fund & Employer Gateway (agenda item 4)**

**Future Jobs Fund**

- 4.1 Patrick Wilson [PW] gave an update to the group on the Future Jobs Fund [FJF] which was aimed at targeting the long term unemployed and those aged 18 to 24 years. A bid had been submitted by Hartlepool Borough Council [HBC] together with a number of partners including Hartlepool College of Further Education [HCFE] and Job Centre Plus [JCP]. The bid had been successful and the roll out of the targets for jobs between now and March 2010 had begun. The target for up to March 2010 was to create 500 jobs and as the system had gone live last week a total of 170 jobs were aimed for by the end of November. An induction programme would take place on 26 October. It was noted that there had been good feedback from customers so far to the FJF.

## **Employer Gateway**

- 4.2 PW informed the group that this was linked to the Jobsmart Employment Shop in particular for areas of Hospitality and Tourism and was a type of “one stop shop”. A named specialist lead professional was available to offer guidance and assistance with regard to skills and training issues and there had been considerable support for employers during the current economic downturn. Business Enterprise North East [BENE] are also involved and can offer a “wrap around” type of service for the Hospitality and Tourism sector.
- 4.3 LM also mentioned to the group the e-mail correspondence that had been circulated in respect of the Child Poverty Strategy which had a deadline of 30 September 2009. LM did not receive any comments from group by the deadline but requested that partners sign up to the pledge.
- 4.4 PW informed the group that a meeting had taken place last week Children’s Services in respect of the strategy and a working group had now been established to drive forward this task. An invitation had been extended to lead representative from each partnership theme to attend.
- 4.5 PW agreed to discuss this further with Joanne Smithson [JS] from HBC.

## **5 Business Enterprise North East Skills update (agenda item 5)**

- 5.1 Due to Mike Lakinski’s [ML] absence LM agreed to contact ML to discuss this further.

## **6 Local Area Agreement Quarter 2 Review (agenda item 6)**

- 6.1 LM referred the group to the Outcome 6 document that had been circulated with the papers. The group were reminded that there were important targets in respect of Levels 1-3 and these were priority areas. The deadline for submission of the document was 22<sup>nd</sup> October 2009 and the group were requested to forward to LM by no later than 22<sup>nd</sup> October any additional information in respect of activities from April to September 2009. This will therefore ensure that all activities that have taken place have been fully reflected upon.

## **7 Future Agenda Items (agenda item 7)**

### **National Apprenticeship Service**

- 7.1 After a brief discussion the group agreed that the National Apprenticeship Service [NAS] should be invited to attend the next group meeting and that it would be useful if the NAS could attend future meetings on a six monthly basis.

### **Drug Treatment Referral Routeway**

- 7.2 Peter Clark [PC] gave the group a brief update as to the Drug Treatment Referral Routeway. PC agreed to give a presentation on the routeway at the next group meeting and the group agreed to this suggestion.

## **8 Results of the Skills Partnership Evaluation (agenda item 8)**

- 8.1 LM referred the group to the paper that had been circulated with the papers. LM informed the group that no clear views or trends had been identified. Although it was noted with regard to one of the questions posed in respect of the correct representation on the group the responses received had been mixed. It was agreed that this would be left for the time being as there were a number of other issues that would be impacting on the group in the next few months.
- 8.2 LM informed the group that the Learning and Skills Council [LSC] would cease from next year and that LM would undertake a new regional role and would therefore be resigning as Chair of the Hartlepool Skills Partnership.
- 8.3 It was agreed to discuss this further at the next group meeting.

## **9 Local Areas Agreement Delivery Plan 09/10 (agenda item 9)**

- 9.1 This item had been covered earlier in the meeting.

## **10 Working Neighbourhood Fund 2009/10 (agenda item 10)**

- 10.1 This item had been covered earlier in the meeting.

## **11 Comprehensive Area Assessment (agenda item 11)**

- 11.1 JS informed the group that a document in respect of the Comprehensive Area Assessment [CAA] would be published in early December. The CAA would focus on the joint working of local councils and their partners in their delivery of the priority areas, including information on how the quality of individuals' lives had improved and how challenges facing local communities had been addressed. Attention would be paid to best practice and innovation and would include positive comments about working with partners.
- 11.2 JS informed the group that the work being done on lifelong learning was regional and not just Hartlepool and that Tees Valley Unlimited had also been involved.

## **12 Any Other Business (agenda item 12)**

- 12.1 Maggie Heaps [MH] requested two items to be added to the next meeting agenda, these were ESOL and PCDL.
- 12.2 Laura Woods [LW] requested an item to also be added to the next agenda in respect of the Economic Challenge Investment Fund.

## **13 Date and time of next meeting (agenda item 13)**

- 13.1 The next group meeting will take place on 8 December 2009 at the Innovation Centre, Queens Meadow Business Park, Hartlepool at 2 pm.