

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

**Present:**

Andrew Steel	[AS]	Hartlepool College of Further Education
Chris Seabourne	[CS]	National Apprenticeship Service
Eddie Costello	[EC]	CFBT
Joanne Smithson	[JS]	Hartlepool Borough Council (Notes)
Lesley Monaghan	[LM]	Learning & Skills Council (Chair)
Maggie Heaps	[MH]	Hartlepool Borough Council
Peter Clark	[PC]	Job Centre Plus
Petrina Lynn	[PL]	Learning & Skills Council
Tom Argument	[TA]	Hartlepool Borough Council
Tom Sant	[TS]	Community Empowerment Network

**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 [HVDA]; Dane Mills [Flex-ability]; Melanie Shee [CCAD]; Laura Woods [Teesside University]; Chris Nichols [LSC]; Paul Marshall [Hartlepool College of Further Education]; Mike Lakinski [BENE]; Kirsty Llewellyn [HCFE] and Heather McMahon [FE+].

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

- 2.1 It was agreed to amend the minutes of the last meeting to show Lisa Lindo from CFBT and not EFBT. Tom Sant [TS] apologised for not submitting his apologies for the last two meetings. LM informed the group that the Action Points had either been completed or would be covered by items on the agenda.

**Items for decision**

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

- 3.1 As Kirsty Llewellyn [KL] had not been able to attend, Andrew Steel [AS] presented the item. AS emphasised that the project was working well and total delivery had significantly exceeded targets. AS explained that project was currently being delivered by three partners working together: Hartlepool College of Further Education [HCFE], Hartlepool Sixth Form College [HSFC] and Cleveland College of Art & Design [CCAD]. However, as CCAD had moved their Level 3 courses from the Hartlepool campus to Middlesbrough, there had been a dramatic drop in the number of students supported in the WNF area. CCAD had

signalled their intent to withdraw from the project as they were unable to contribute sufficient outputs.

- 3.2 There was support from the Skills Partnership for the project continuing with HCFE and HSFC as joint deliverers.
- 3.3 Further information on outputs was requested in relation to numbers of students and which wards/neighbourhoods they are from, and the sectors that their courses were in.
- 3.4 It was agreed that a report showing the performance monitoring of all Skills Partnership funded WNF projects be brought to the next Skills Partnership and that the additional information requested from this project be included as part of this.
- 3.5 There was a brief discussion on targets, and Joanne Smithson [JS] asked that targets for the final year of the project be revised to ensure they are challenging, yet deliverable.
- 3.6 The group agreed to the suggestion.

#### **4 National Apprenticeship Service (agenda item 4)**

- 4.1 Chris Seabourne [CS] outlined progress nationally on the apprenticeship service and complications in availability of data. CS explained that as new contractual arrangements come in for next year, it should be easier to establish the number of vacancies and active apprenticeships being offered/taken up.
- 4.2 Tom Argument [TA] gave details of a meeting that had taken place with Helen Radcliffe and Helen Rainbow, and the development of a sub-region memorandum of understanding.
- 4.3 There was a discussion about the transfer of responsibility for apprenticeships from the Learning & Skills Council [LSC] to the Local Authority and the exceptionally challenging targets that had been set nationally for this area of work.
- 4.4 Partnership members expressed concern that if there was an insistence that these were employed status apprenticeships, it would be practically impossible to achieve.
- 4.5 Petrina Lynn [PL], LSC emphasised the significant increase in funding for apprenticeships that was being made available nationally to support this development. PL outlined the development of new employment sectors, including energy and renewables, carbon capture and storage, wind energy, electric cars, etc that will provide opportunities for apprenticeships.

- 4.6 There was a discussion as to the extent to which public sector partners were supporting the apprenticeships programme. It was agreed that this was an area that should be explored in a future meeting.

## **5 ESOL and PCDL (agenda item 5)**

- 5.1 Maggie Heaps [MH] provided background information on Personal and Community Development Learning [PCDL]. The LSC has asked all learning authorities to prepare an Adult Safeguarded Learning Development Plan. The aim of the plan is to show how ring fenced monies for PCDL would be spent in Hartlepool. The Plan was developed by the Adult Providers Group and has been considered by the Culture, Leisure and Community Learning Partnership. Copies of the plan were circulated to members with the request that comments be fed back to MH by the end of December. It was also suggested that MH could provide an electronic version of the plan to Heather McMahon [HM] for onward circulation to the group representatives who had been unable to attend the meeting.
- 5.2 MH outlined the new requirements relating to ESOL – English for Speakers of Other Languages. She drew members attention to two recent publications from BIS (the Department for Business, Innovation and Skills) - [a new approach to ESOL](#) and how to implement the new approach by ESOL.
- 5.3 MH explained that the Local Authority has responsibility for coordinating ESOL provision in the locality. It was hoped that the funding secured from the Migration Impact Fund to employ a worker would enable the research needed for this work to have been carried out. Unfortunately, due to the Council's recruitment freeze, there have been significant delays in appointing the worker.
- 5.4 To progress the work, it was agreed that an ESOL group be brought together, initially including HBC, HCFE, LSC, Jobcentre Plus, representatives from the Salaam Centre, and NDC. This group would oversee the development, monitoring and review of the Local Area ESOL plan.

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

- 6.1 LM thanked the group for their contributions to the recent performance monitoring report. Progress was discussed and noted.

## **7 Drug Treatment Referral Routeway (agenda item 7)**

- 7.1 Peter Clark [PC] provided an overview of Jobcentre Plus' [JCP] work supporting service users with chaotic lifestyles. He highlighted how many users are unemployed and claiming welfare benefits, but are not currently accessing treatment services. The development of a single point of contact for JCP referrals is working well and currently there is

no waiting list for referral to treatment services. A reciprocal arrangement is being developed with staff at Whitby Street so drug treatment staff can refer users into employment and training.

- 7.2 There was a discussion on access to next step careers advice and it was agreed that this should be included within the “tool” available to staff.

**Items for information**

**8 Update on future of Skills Partnership (agenda item 8)**

- 8.1 It was agreed to defer this item to a future meeting.

**9 Any Other Business (agenda item 9)**

Lifelong Learning Theme Assessments Neighbourhood Action Plans

- 9.1 LM outlined that these had been prepared for Burn Valley/NDC and Dyke House Stranton Grange areas, but as a result of the tight timescales set by the Council, it had not been possible to circulate this information to the Partnership in advance of submission

- 9.2 It was agreed that copies of these reports would be circulate to group members.

**10 Date and time next meeting (agenda item 10)**

- 10.1 The next meeting of the group is scheduled for 1<sup>st</sup> March 2010 at 2pm Hartlepool Enterprise Centre, Brougham Terrace, Hartlepool.