

**Hartlepool Skills Partnership meeting on
1st March 2010 at
Brougham Terrace, Hartlepool**

Present:-

Andrew Steel	[AS]	Hartlepool College of Further Education
Diane Martin	[DM]	Hartlepool Borough Council
Heather McMahon	[HM]	FE+ (Notes)
Joanne Smithson	[JS]	Hartlepool Borough Council
Lesley Monaghan	[LM]	Learning & Skills Council (Chair)
Maggie Heaps	[MH]	Hartlepool Borough Council
Mike Lakinski	[ML]	BENE
Paul Marshall	[PM]	Hartlepool College of Further Education
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 Eddie Costello [EC]; Wendy Shepherd [WS]; Chris Nicholls [CN]; Laura Woods [LW] and Karen Milburn [KM]. It was agreed to extend a further invitation to KM to attend the next group meeting.

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

- 2.1 The notes from the previous meeting were agreed as a true and accurate record.
- 2.2 The Action Points had either been completed or would be covered under the agenda. It was noted that:-

Action Point 2: Produce a report on all Skills Partnership funded WNF projects
- 2.3 This matter was on-going and Joanne Smithson [JS] confirmed that a report would be produced at the end of the year.

Action Point 4: Add to future agenda an item on Apprenticeships
- 2.4 It was agreed to add this item to the next group meeting agenda

Action Point 5: Forward copy of the PCDL plan to FE+ Operations for onwards circulation to group representatives
- 2.5 Maggie Heaps [MH] agreed to action this after the group's meeting had taken place in March 2010.

3 Local Area Agreement Quarter 3 update (agenda item 3)

3.1 LM referred the group to the documentation that had been circulated with the agenda for the meeting. The group were requested to note the contents of the documentation which reflected the areas and themes the group representatives had previously discussed and supplied information on.

3.2 Mike Lakinski [ML] informed the group that there was now a Tees Valley Support Package in place to provide specific support to businesses affected by the Corus situation. ML outline the programme of activity that would help those wishing to start a business, and established businesses, deal with the economic shock that the mothballing of Corus will cause within the Tees Valley area. Some changes had been made to the current products for customers in the Tees Valley as shown below:-

3.3 Intensive Start-up Support

Additional funding would be made available to Tees Valley residents, business starting up in Tees Valley, and Corus employees at risk of redundancy or recently made redundant.

- 90% funding for TV residents, or those setting up a business with a TV post code
- 90% funding, for a Corus employee at risk of redundancy, or being made redundant within last 6 months from date application is submitted

3.4 Innovation Vouchers

Pre-starts setting up businesses within Tees Valley are now eligible for support provided they fall under one or more of the Tees Valley priority sectors.

- Pre-Starts now eligible if in one of the following sectors
 - Chemicals
 - Digital and Creative
 - Engineering
 - Logistics
 - Low Carbon Economy
 - Leisure and Tourism

3.5 Innovation Advice and Guidance

For SME's based in Tees Valley support for successful applicants will be 50%

North East SME's based outside Tees Valley are also eligible if they are part of the Corus Supply Chain.

- 50% funding for SME's in TV postcode

- NE SME's eligible if in Corus supply chain
- 3.6 ML informed the group that a new product has been launched called Business Mentoring which provides SME's based in the Tees Valley area with mentors, to help owners and senior managers develop skills and competence.
- 90% funding is available
 - 1 application permitted in 12 month period
 - Maximum of 10 mentoring sessions
 - Maximum investment value £2700.00
- 3.7 ML informed the group that the RDPE Micro enterprise eligible postcode area had been extended to include the Tees Valley area and this meant that additional micro enterprises can now apply.
- 3.8 If group representatives wished to obtain a further insight into the fund ML suggested that they should contact Business Enterprises North East [BENE] advisors who would be able to provide assistance.
- 3.9 Diane Martin [DM] informed the group that the New Futures Fund was now available to 2011 with priority funding available for 800 interventions in Hartlepool. A launch event would be taking place in April at Navigation Point.
- 3.10 DM also informed the group that there had been some excellent publicity carried out in respect of the Future Jobs Fund [FJF] including a recent visit by a Government Minister. Hartlepool Borough Council [HBC] had been tasked with creating another 500 jobs in the next year. DM requested the group to forward any ideas in respect of FJF and how these could be achieved direct to her.

4 Comprehensive Area Assessment: Jobs & Skills inspection (agenda item 4)

- 4.1 JS informed the group that the Jobs & Skills inspection will be taking place soon in respect of the Comprehensive Area Assessment [CAA]. JS agreed to forward a document to Heather McMahon [HM] for onward circulation to the group representatives. The group were requested to identify two to three themes that could be shown to the inspection team when visits were arranged.

5 2010/11 Local Area Agreement Delivery & Improvement Plan (agenda item 5)

- 5.1 JS informed the group that work would be starting on a 2010/11 delivery and improvement plan. The group were requested to forward any actions that relate to Hartlepool to HM for collation. These would then be forwarded to JS. JS requested the group submit 5 or 6 actions to HM within the next few weeks which JS would then put into a plan and which would be discussed at the next group meeting.

6 Skills Funding Agency Briefing (agenda item 6)

- 6.1 LM informed the group that as at 31 March 2010 the Learning Skills Council [LSC] would cease and would be replaced by three new routeways, 14-19 (to be looked after by Local Authorities); Young Peoples Learning Agency (YPLA), which would report to the Department for Children School and Families [DCSF] and the Skills Funding Agency [SFA] (who will be responsible to Business Innovation & Skills [BIS]).
- 6.2 LM circulated a copy of the SFA document which highlighted what the agency will do, what it will carry out as its role and the successes that BIS expect it to achieve.
- 6.3 LM outlined the priorities for the Adult Learner Responsive [ALR] which include full Level 2 and Level 3; Level 4; Skills for Life; Foundation Learning; Learning for Learners with a disability; 19+ learners with entitlement; Trade Union provision and initial teacher training.

7 Any Other Business (agenda item 7)

- 7.1 DM informed the group that a Working Skills Plan was being put together and informed the group that further information would be circulated. The plan had a number of areas that it wished to focus on including worklessness and Neighbourhood Action Plans [NAP's].
- 7.2 MH informed the group that the first meeting of the ESOL group would take place on 2 March 2010 and a number of group representatives from the group had already confirmed that they would be attending the meeting.

8 Future Meetings (agenda item 8)

- 8.1 JS thanked LM for carrying out the role as Chair for the last 2 years. JS advised that Petrina Lynn [PL] would be taking over as Chair from the next group meeting and that DM would be taking over from JS as the Theme Lead Officer.
- 8.2 A meeting was in the process of being organised prior to the Easter break to formally handover the two roles and at this meeting the four meeting dates for 2010/11 for the Hartlepool Skills Partnership [HSP] together with venues would be agreed. Once these had been decided HM would circulate the information to the group.