

**Minutes of Employment & Skills Partnership Board
Wednesday 15th July 2009
St Vincent College, Gosport**

Present:	Steve Wain (Chair)	St Vincent College
	Lynda Dine	GBC, Economic Prosperity
	Liza Smith	GBC, Economic Prosperity
	Debby Miller	ESSU/St Vincent
	Mike Stoneman	LSC
	Jane Lamer	Fareport Training Organisation Ltd
	Sharon Baird	Gosport Job Centre Plus
	Gill Bland	Gosport Job Centre Plus
	Philip Mirner	Train to Gain (Business Link)
	Tim Wills	HCC Library Services
	Joe Cavalla	Portsmouth University
	Lauren Stevens	Brune Park Community College
Apologies:	Steve Dixon	Business Link
	Carol Holloway	HCC
	David Miles	GVA

Attending: Christine Threlfall (minutes) GBC, Economic Prosperity

1. Welcome

1.1 SW welcomed all to the first Employment & Skills Partnership Board.

2. Presentation by the LSC on existing and future investments in adult learning in Gosport, including data on learner provision and uptake

2.1 Learner Residency Information (attachment with minutes)

MS passed round handouts detailing a summary of Learner provision in Gosport. SW asked if the information could be provided in spreadsheet format and with a more comprehensive breakdown. MS said he would check if this information was available and let SW know. **Action: MS**

SW felt that Gosport is underfunded for Adult Learning would be interested in further breakdown of figures and expenditure. SW also asked for details by providers as well as funders and residency. MS to forward this info to SW if it is available. **Action: MS**

2.2 PUSH occupational distribution & skills (attachment with minutes)

SW asked how PUSH are using the information. MS said that it formed part of a data annexe that had been used to develop the PUSH Adult Skills & Employability Strategy and Implementation Plan.

2.3 Summary of LSC adult funding streams (attachment with minutes)

Additional comments were provided, as follows:

- Skills for Jobs
JCP offer to existing providers – delivery by JCP and others.
To fund LSC have to contract with a range of providers to deliver provision. Board unable to apply for funding. 17 providers in the South East area – MS to check who is delivering for Gosport. **Action: MS**
Employability Skills Programme (ESP)
- Skills Accounts
These can be over subscribed and entitlement doesn't necessarily mean funding will be available.
- Employer Responsive Provision
Demand far outstrips supply regarding apprenticeships in Gosport. MS said it is not a funding issue more of an availability of places. Employers tend to look for older apprentices rather than young people straight out of education. Apprenticeship opportunities via the Rowner Regeneration Scheme – GBC has spoken to apprenticeship providers and once Taylor Wimpey have signed up they are in a position to approach them.
- Information, Advice and Guidance (IAG).
FastForward are in place in St George's Barracks offering practical advice on getting into work; career changes and upskilling, JCP liaise with them regularly.

2.4 Summary of LSC funded key programmes available

SW would like more information on linkages between learner residency and LSC funded programmes. MS to see if info was available and forward it on.
Action: MS

DM said that in a relatively wealth county Gosport can get lost when it comes to allocating funding.

MS to send an e:version of all documents circulated at the meeting to send out to members.
Action: MS

LSC to look at the needs of the local area in more depth; with the caveat that funding is provider based. MS said that flexibility in relation to discretionary funding was likely to increase and encouraged the Board to provide evidenced based priorities to the LSC, which could be used to inform future funding specifications.

3. **Borough Profile – July 2009 update** (copy attached)

- 3.1 LD circulated some headline data and encouraged partners to identify information that their services could make available to develop a framework for quarterly updates.

- 3.2 JCP can provide a register and vacancy updates.
- 3.3 Portsmouth University has in the past provided information on engagement with employers. Joe said that there had recently been some re-organisation and he would introduce Lynda to the team who would be able to provide this information. **Action: JC**
- 3.3 SW asked what percentage of graduates from Portsmouth Uni don't go directly into employment. St Vincent pupils will often go on to Portsmouth Uni. SW asked if Ports Uni and St Vincent could work together to find positions for undergraduates. Joe suggested the Board invite a representative from Purple Door to the next Board meeting to discuss this further. **Action: JC/LD**
- 3.4 SW asked if JCP found that there were more people going down the volunteer route. JCP said the numbers had increased significantly recently and they are currently working with GVA (Gosport Voluntary Action). GVA pass volunteers to employers and it is recognised as a good route into the working environment.

4. Terms of Reference

- 4.1 Draft Terms of Reference were handed round for comments. These had previously been circulated and discussed at the Partnership meeting held on 7th May 2009 and have been updated to reflect comments.
- 4.2 TW still to provide extra wording on adult learning priorities.
- 4.3 If anyone has any comments please forward them to lynda.dine@gosport.gov.uk with the next week in order that Terms of Reference can be finalised for agreement and circulated.
- 4.4 MS said he would look through them to make sure there was no overlap with the 14-19 Consortium.

5. Key Priorities and Proposals for Action

- 5.1 SW asked the Board whether they agreed that Priorities (a) and (b) were the key priorities for the Board. All agreed that subject to any additional/amended wording being suggested, these were the key priorities.
- 5.2 DM asked the Board members to identify 2-3 actions for Priorities A and B in order to help develop and progress an action plan. The Board needed to be action focused and deliver tangible results within a 1-2 year time-frame.
- 5.3 DM passed round sticky pads for Board members to write down their ideas and to place under the relevant priority. DM to collate information and circulate at a later date. **Action: DM**

6. Business Representation

- 6.1 It was agreed that representation on the board from the business community would be a good idea. Actions from the priorities could help determine which sector/employers to approach and it may be business involvement will occur at the “action” level; particularly if there is a reluctance to commit to regular Board meetings.
- 6.2 Board members were asked if they had any recommendations for any business leaders to join the Board. PM suggested Gary Lang at Vector which would be relevant for apprenticeships. TW suggested forming a business panel along the lines of a focus group to tap into for opinion/advice etc.
- 6.3 Representation by the Chamber and FSB was also discussed. The FSB has a greater number of members and the chamber more members that were major employers; particularly from the public sector.

7. Any Other Business

- 7.1 N/A

8. Date of Future Meetings

- 8.1 It was agreed to coordinate Board meetings with meetings of the LSP (The Gosport Partnership).
- 8.2 The next meeting was agreed to be held on Thursday 8th October at 2pm at St Vincent.