

Employment, Learning and Skills Partnership
Minutes of Performance Management Group Meeting
Monday 11th December 2006, Kingsway Learning Centre

Attendees: Gary Collins (Chair), Diane Sproson (Connexions), Lisa Driscoll (Co-ordinator and Policy Advisor)

Apologies: David Gray (Welfare and Benefits), John White (LSP Development Officer)

1.0 Welcome and Purpose

1.1 It was agreed that the meeting would be kept brief with the main purpose being to consider and implement the recommendations from the November SSP meeting.

2.0 Minutes and Actions from the Previous Meeting

2.1 There were no actions arising from the previous minutes that were not already covered by the agenda except for the proposed review of Benefits, Advice and Welfare projects. This would be deferred to the New Year.

3.0 Terms of Reference

3.1 A Generic set of Terms of Reference for the Operational Groups were being developed by the SSP, however, these were not yet available due to staff sickness.

4.0 Train 2000

4.1 At the November SSP meeting it was agreed that Train 2000 be commissioned to provide a Women's Enterprise project within Halton as part of the overarching Enterprise SLA

4.2 A mini-SLA sitting underneath the main Enterprise SLA had been produced by Train 2000 and was approved by the group. This amounts to £17,975 during 2006-2007 and a similar request for 2007-2008. The

Enterprise funding had been agreed by the SSP in July 2006 and this project falls within already planned expenditure and not underspend.

5.0 Allocation of Underspend

- 5.1 At the November SSP meeting, a projected underspend of £92,544 was identified.
- 5.2 It was agreed at the SSP meeting to allocate additional funding to both the Halton ILM project and the Workforce Development Project to enable them to deliver additional outcomes.
- 5.3 It was also agreed at the SSP meeting that a Floor Laying Course be investigated similar to a model running in Knowsley as there has been a skills shortage identified by Halton contractors in this area.
- 5.4 The SSP gave delegated authority to the Performance group to action these changes.
- 5.5 The Performance Management Group has received a mini SLA for the Floor Laying Course known as 'Halton Treads'. The course could commence on 8th January for 10-12 Halton residents from priority wards and would run for 13 weeks. Full Toolkits were included in the programme costs and the providers have a 70% success rate of moving people off benefits and into employment. The total cost of the project was £32,500
- 5.6 It was agreed to approve the Halton Treads project, with the course being managed as part of the Halton ILM
- 5.7 It was agreed to grant the Halton ILM an additional £40,000 to provide an additional 8 ILM places before March 2007.
- 5.8 It was agreed to grant the Workforce Development Project an additional £19,000 to provide Employer Grants.
- 5.9 The Workshop Project had overspent by £1000 and it was therefore agreed to fund this from underspend.
- 5.10 The possibility of using any remaining underspend to develop Marketing Materials was discussed. The Communications sub-group had discussed producing an e-newsletter and a possible annual review. It was agreed to discuss this possibility, together with costs, at the next SSP meeting with the intention to possibly action some form of newsletter during 2007-2008.

6.0 Any Other Business

6.1 There was no other business

7.0 Date of the Next Meeting

7.1 The date of the next meeting will be set via email as not all members were present