Date: 14 July 2008  
Subject: External Advisory Group Meeting 
Location: Hotel Russell, London  
Time: 10.30 - 1.00  
Publication intent: Internal

**Present**  
Verity Bullough (Chair)  
Carol Bannerman  
Marion Plant  
Stewart Segal  
Graham Hoyle  
Steve Gray  
Andrew Jones  
Julian Gravatt  
Sue Rimmer  
David Lawrence

**LSC Staff**  
Geoff Daniels  
Priya Bali (Minute Taker)

**Apologies**  
Apologies have been received from:  
Adrian Holmes  
Bob Powell  
Caroline Neville  
David Collins  
Di Dale  
Donald Rae  
Elaine McMahon  
Geoff Hall  
Helen Sexton  
Ian Pryce  
John Dallinson  
John Guy  
Judi Baxter  
Lindsey Wharmby  
Malcolm Trobe  
Mark Crawley  
Nick Lewis  
Sue Meyer  
Susan Pember  
Tim Ward
Item 1. Welcome and introductions
1.1 The Chair welcomed everyone to the meeting. The apologies were noted.
1.2 The Chair informed members that this meeting is to provide information regarding
   the proposed 16-18, Adult Learner and Employer Responsive allocation timelines for
   2009/10. The Chair requested members provide their views and comments for
   further iteration to the proposals.

Item 2. Allocation Outcomes 2008/09
2.1 Geoff Daniels provided members with an overview of the 16-18, Adult Learner and
   Employer Responsive allocations as they stand at the moment. GD explained that
   some figures are still being finalised.
2.2 Verity Bullough will be sending a letter to colleges and providers summarising the
   figures provided.
2.3 Verity will also be sending learner numbers and allocation details / figures over the
   last 3 years to each college and provider to support the planning process for
   2009/10. This will be released in September prior to the publication of the SoP.
2.4 Verity asked members if there were additional requirements within the letter or
   September release which members would like to see or would find useful.
2.5 Members informed Chair that the letter needs to contain institutional figures showing
   the full picture.
2.6 Members requested a fuller and transparent publication for September with the
   inclusion of accurate figures and a narrative providing greater detail.

Action: VB to ask RDs to send letter to colleges and providers containing
institutional figures, showing the full picture.
Action: VB to ensure that the September document released to providers contains
accurate figures and a narrative to ensure a fuller and transparent publication is
produced for planning purposes.

Item 3. Allocations Process 2009/10
3.1 GD presented the proposals for 16-18 (SSF and FE), Adult Learner and Employer
   Responsive allocations for 2009/10.
3.2 The proposal stated that schools and colleges would receive their consolidated 16-
  18 baselines on the same day – 19 December, with final allocations for schools on
  28 February and colleges 20 March.
3.3 Members were advised that ministers wanted 16-18 schools and FE allocations to
   be aligned for next year 2009/10, with final allocations given to schools and colleges
   on 28 February.
3.4 Members expressed concern and highlighted that this would mean that F05 data for
   FE would not be used to inform final allocations, as it will not be available in time to
   factor into the process.
3.5 Members, Chair and GD discussed the possibility of omitting F05 data and the
   impact this would have on FE allocations. There were mixed views, members
   supported an earlier date however warned there would be some noise from colleges
   regarding the omission of this data.
3.6 VB stated that she would take members views regarding the omission of F05 data
   and assess further the risk and issues of its removal from the overall allocation
   process/budgets.
3.7 The proposal on Adult Learner Responsive is for final allocations to be given on 31
   March. Members found this acceptable on the basis that there would be ongoing
dialogue from the publication of the Statement of Priorities onwards.
3.8 Members agreed that step 1 within the Adult Responsive narrative allocation process was crucial as its accuracy would ensure subsequent steps would be successful. Members suggested the step 1 Adult allocation process needed to include a statement within detailing its importance and relevance to the overall process.

3.9 Members were not happy with the detail and language used within the Employer Responsive narrative allocations. Members agreed that the Employer Responsive section needed major revision.

3.10 Members advised that the process underplayed many of the changes and therefore provided little clarification. Members explained that we need to remind people that whilst there are no longer employer responsive ‘allocations’ as such, the bulk of TTG and apprenticeships funding is already known upfront and LSC should therefore provide a statement alongside the Adult Responsive allocation of the value of the contracts, to provide a full picture.

3.11 VB agreed and informed members that this process will be revised to exemplify this.

Action: VB to look at the possibility of omitting F05 data (success rate) from the final allocations process, assessing the risks and issues in doing so.

Action: The Adult Learner allocation process, step 1 to contain a statement within detailing the importance of the step in the overall process.

Action: The Employer Responsive allocation to be revised to include a statement alongside the Adult Responsive allocation of the value of the contracts, to provide a full picture.

Item 4. Date of Next Meeting

4.1 The next meeting of the Group will take place on 30 September at National Office Coventry.

Meeting chair: Verity Bullough
Minute taker: Priya Bali
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