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:
- 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

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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.