

**SERP  
Action Log**

**18<sup>th</sup> November 2009**

Present:	Frank Mills John Sutton Keith Stanley Kevin Griffiths John Tew Bill Fryer Shirley Woolner Nick Bubalo Kath Hoskisson	Chair         Minutes	Ally Allerson Cllr Shackleton Kim Mocroft Andy Bywater Mel Chillingworth Lyndon Bracewell Kim Rowlands Eileen Kibbler Tony Lear
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In Attendance: Steve Smith  
 Paul Hayden  
 Chaz Johal

No.	Agenda Item	Recommendations / Actions from papers and previous minutes	Key Points / Priorities / Future Actions
1.	Apologies & Introductions	-	Ian Coterill David Warrilow Alan Wood Gary Eggington Val Bailey
3.	Previous Minutes	Mel C to circulate: update on benefits for unemployed; July Claimants	See Report Item 6 (1)
4.	Action Log	1/ See next agenda item  2/ Quarterly performance data  3/ Economic Trend Data	Agenda Item   In Quarterly Report.

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		<p>4/ Risk Management Plan</p> <p>5/ SERP Membership</p> <p>6/ Peer review / Regeneration Strategy</p> <p>7/ Worklessness Review</p> <p>8/ Economic Downturn</p> <p>9/ E&amp;S MAA</p> <p>10/ BC E&amp;S Board</p> <p>11/ Future Jobs Fund</p> <p>12/ SERP BP</p> <p>13/ Future Employment Sectors</p> <p>14/ Visions, Priorities &amp; Key Actions</p>	<p>Andy Bywater to update as part of Business Planning Process. Rolled forward to January Meeting</p> <p>JS to bring report based on LSP review to next meeting. To include option of merging Employment and Skills sub Groups.</p> <p>Being completed as part of the planning process.</p> <p>Agenda Item</p> <p>Agenda Item</p> <p>Agenda Item</p> <p>Shirley Woolner to do report on changes for February meeting</p> <p>Agenda Item</p> <p>Discussed as part of Economic Plan</p> <p>Discussed as part of Economic Plan</p> <p>Discussed as part of Economic Plan</p>
5.	Forward Plan		<p>To be timetabled into future meetings – <b>John Sutton</b></p> <p>Any Items for future agendas to be forwarded to John Sutton - <b>ALL</b></p>
6.	Performance Improvement	<p>1/ LAA / NI progress</p> <p>2/ SERP BP Q2 Monitoring</p>	<p>Reports given.</p> <p>Chair of Employment Group, Frank Mills and John Sutton to meet with JC+ to move forward any issues</p>

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7.	Development Issues	1/ Economic Plan preparation process  2/ Sectoral Development  3/ SPA's	Andy Bywater to disseminate draft for consultation in December. (Final Sign off due end Jan 2010)  Work completed and included in plan.  Workshops completed.  Performance Management Unit to collate responses.  Andy Bywater and Paul Hayden to meet with Business Group to discuss further.  Andy Bywater / Paul Hayden to meet with individuals to drill down identified actions to ensure 'SMART' approach to content and actions.
8	Future Jobs Fund		Kim Mocroft / John Sutton to write to Kevin Griffiths on behalf of partners to highlight issues.
9.	Minutes of Sub Group		Circulated.
10.	Worklessness Review		Group to pick up recommendations through the MAA and economic plan.  AB to produce strategy as part of the Economic Plan in next few months.
11.	Employment & Skills MAA		KM – Work to be completed by end March 2010. To be reported at May SERP meeting
12.	Economic Downturn		Action plan noted.

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13.	AOB		<p>Fit for work pilot operational. Gp's in Sandwell now seeking other projects to which they can refer. Contact Eileen Kibbler for further information.</p> <p>Keith Stanley will no longer be coming to SERP meetings as he is moving on. Chair offered thanks on behalf on the group.</p> <p>Business Link and the Chambers have been asked to champion 'guarantee job interviews' to any Sandwell resident who meets the personal specification of any job they apply for.</p>
14.	Date & Time of Next Meetings		Circulated. All to let JS know if there are any issues.