

**SERP
Action Log****17th February 2010**

Present: Frank Mills Chair Ally Allerson
 John Sutton Cllr Shackleton
 Kim Mocroft Neil Bunch
 Andy Bywater Lawrence Jackson
 John Tew Mel Chillingworth
 Bill Fryer Paul Bradley
 Shirley Woolner Elaine Britain
 Eileen Kibbler Alan Wood
 Kath Hoskisson Minutes

| No. | Agenda Item | Recommendations / Actions from papers and previous minutes | Key Points / Priorities / Future Actions |
|------------|---------------------------|---|--|
| 1. | Apologies & Introductions | - | Ian Coterill Shirley Woolner Gary Eggington Nick Bubalo Lyndon Bracewell Joe Ling |
| 2. | Previous Minutes | | Agreed for accuracy. |
| 3. | Action Log | 1/ Risk Management – Agenda Item No. 7 2/ SERP Membership – Agenda Item 6 3/ Black Country Employment & Skills Group – Shirley Woolner report to this meeting 4/ Performance | To be discussed in Target Setting |

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| | | <p>Improvement SERP BP Q2 Monitoring – John & Chair to Meet with JC+</p> <p>5/ Economic Plan – Andy Bywater to disseminate draft for consultation in December. (Final Sign off due end Jan 2010)</p> <p>6/ SPA's – Andy Bywater / Paul Hayden to meet with Individuals & Business Group to discuss further</p> <p>7/ FJF – Agenda Item 13</p> | <p>To be discussed in item number 9</p> <p>Met with Partners and using information gather to inform business planning process.</p> |
| 4. | Forward Plan | See attached document | Any Issues to be forwarded to JS to be tabled into Future Meetings. |
| 5. | Performance Improvement | <p>a/ LAA / NI progress</p> <p>b/ Progress Against SERP Business Plan (Sub Group Chairs to Report)</p> <p>c/ Discussion on Key Issues arising from Performance Data</p> | <p>Report Given</p> <p>Report Given – members need to ensure that current green performance indicators are replaced with actions that can be seen to be improving matters.</p> <p>Issue around Young People (yp) in the Borough. Currently >25% unemployed with figure likely to rise in May (post school / FJF ending). Many not eligible for JSA and many not likely to achieve uni placements.</p> <p>Young people scheme to be invited to future meeting to discuss project.</p> <p>Birmingham / Aston Uni's have post grad's who are looking to set up business but who require incubation</p> |

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| | | | <p>space. LB to link with Uni's (GGCE will have workspace available from end March 10)</p> <p>Also scheme available regarding Grad Internships / Grad Placements (SPEED – inhouse programme (uni) for self employment) Wolverhampton Uni is developing a 'Business Solution Centre' and McKean Road development in SMBC may be appropriate too.</p> <p>Alternative ideas around 'Business Angels'</p> <p>Map out and make sure Network is in place for a co-ordinated and combined offer of support to people who wish to set up their own business. To include marketing. FinditinSandwell events to possibly go into Uni's.</p> |
| 6. | Revised SERP & Sub Group Arrangements | | <p>Proposal circulated. Smaller board and stronger sub-groups.</p> <p>Board to have a wider audience once a year to assist in Strategy.</p> <p>Need to ensure that Land Issues / Environment Partnerships link to SERP.</p> <p>Employment Group to merge with Skills.</p> <p>Subgroups to concentrate on: Design of Interventions Delivery of Interventions To be held to account by Exec Board.</p> |

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| | | | Chairs to attend SERP Comments to JS by end of March. |
| 7. | Risk Management | Andy Bywater to Update as part of Business Planning Process. | To be completed in conjunction with the Thematic Business Plan. KH to email out new risks for comments. These will be amalgamated and distributed to Subgroups to check whether achievable and to Board for final sign off. |
| 8. | Target Setting 2010/11 | | Discussions took place around the inability to share data. This needs to be escalated up to National Level through MP's & Government Office. JS to raise at the next Government Office meeting. |
| 9. | Local Economic Assessment | Worklessness Review - AB to produce strategy as part of the Economic Plan in next few months. | Statutory requirement. Exec summary is 20 pages and whole document will be a series of smaller documents rather than one. There is uncertainty whether mechanisms exist to co-operate across boundaries (i.e. BC / WM / MAA) To be produced by Nov 2010 Economic Plan will be completed by March 2011 on the back of the LEA. |
| 10. | Partnership Business Plan 2010/11 | | To be completed by April 2010. 18 key actions identified to link to Shared Priority Actions. To be brought to next meeting |
| 11. | Equality Priorities | | Presentation given by Kashmir Singh. AB and KH to meet Kash to discuss way forward. |

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| | | | <p>Need to choose priority and be able to drill down to demonstrate interventions.</p> <p>Audit trail will be required and actions will have to go into Thematic Plan. To be presented to Corporate Board on 13th September 10.</p> |
| 12. | Fit for Work Service | 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>3 referrals from Sandwell. Paper circulated. Offers an alternative to long term out of work issues.</p> <p>Project will go borough wide in April, but only funded until March 2011.</p> <p>Strategically will need to look at this as a priority when funding finishes.</p> |
| 13. | Future Jobs Fund | Kim Mcroft / John Sutton to write to Kevin Griffiths on behalf of partners to highlight issues | <p>KM met with JC+ in Dec. Slow start but series of actions developed which has shown improvement. To date 111 placements across Sandwell. Currently 180 vacancies with either job offers or awaiting interviews. Funding point achieved. 300 placements (6 months only) available from April.</p> |
| 14. | Minutes of Sub Group | | Circulated for Information |
| 15. | Support for Young People | | Discussed under FJF |
| 16. | Employment & Skills MAA | Work to be completed by end March 2010. To be reported at May SERP meeting | <p>1/ Draft E&S strategy and Commissioning plan. Focusses on Employers, Adults in Employment , Adults wanting employment and Young people.</p> <p>Met with DWP on data sharing and looking to them for guidance on how to request information so that it can be shared. KM to feed back when received.</p> |

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| | | | 2/ Single Performance Management Framework which will monitor MAA / LAA. KM to circulate to members. |
| 17. | Economic Downturn Action Plan | | Another meeting due – new interventions being developed. To be circulated out to Members by AB when completed |
| 18. | Any Other Business | 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 | |
| 19. | Economic Prospectus | | Marketing Doc mainly web based aimed at existing businesses and inward investment. 3 key offers around 3 new sectors for the future economy of Sandwell. To be launched in early April. Leader of Council and SERP Chair to sign introduction. |
| 20. | South Black Country ERDF Package Plan | | Brief Report given for Information. JESICA – investment fund of loans for businesses looking to expand. (Match ERDF with AWM land & property assets.) Anyone involved in projects need to ensure they are ready for appraisal for this new pot. |
| 21. | Worklessness Review | | The revision of the Business Plan for SERP, Economic Assessment / Economic Plan and Work & Skills plans will address this review. |
| 22. | Date & Time of Next Meetings | 19 th May 2010 18 th August 2010 17 th November 2010 | |