

**SERP
Action Log**

19th May 2010

Present:	John Sutton (JS)		Sue French (SF)
	John Tew (JT)	Chair	Simon Smith (SS)
	Joe Ling (JL)		Neil Bunch (Neil B)
	Kath Hoskisson (KH)	Minutes	Nick Bubalo (NB)
	Andy Bywater (AB)		Christine Seaton (CS)
	Gary Bowman (GB)		

No.	Agenda Item	Recommendations / Actions from papers and previous minutes	Key Points / Priorities / Future Actions
1.	Apologies & Introductions	-	<p>Kim Rowlands, Gary Egginton Cllr. Jones, Lindsey Richards, Kevin Griffiths Frank Mills</p> <p>Please note – Cllr Shackleton has now taken over another portfolio on the Cabinet and Cllr. Jones is taking over her position for Jobs & Economy.</p>
2.	Revised SERP & Sub Group arrangements	<p>Need to ensure that Land Issues / Environment Partnerships link to SERP.</p> <p>Comments handed in</p>	<p>Nick Bubalo now attending to ensure environment and land issues are linked to SERP.</p> <p>Terms of Reference amended to reflect the emerging Government position on Jobs and Skills.</p> <p>Agreed – Chairs of Sub-Groups to attend all SERP Board meetings to ensure two way communications between the board and group members.</p> <p>3 original sub-groups now taken down to 2. These will focus on delivery, whilst the Board will focus on the strategic direction and give</p>

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			<p>direction to the sub-groups.</p> <p>It was felt that the Board should be flexible in the meeting arrangements, so that extraordinary meetings could be arranged at short notice to address any changes the government proposes. SERP must be in a position to react quickly and positively to any changes including any new opportunities that may arise.</p> <p>Key Dates for note: 24th May – Efficiency savings to be announced. 25th May – State opening of Parliament. 22nd June – Emergency Budget.</p> <p>Report on Spending Review due out early Autumn.</p> <p>Also noted that SERP may have to include other members as a result of emerging government priorities, such as more Business Representatives.</p>
3/4	Previous Minutes / Action Log	1/ Forward Plan – Agenda Item 9 2/ Performance Improvement : a/ Young people to be invited to future meetings to discuss project b/ LB to link with Birmingham / Aston	<p>Agreed this would occur as and when necessary.</p> <p>Lyndon Bracewell is following this up. Sub-groups to drive forward and</p>

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		<p>Uni's (GGCE will have workspace available from end March 10)</p> <p>c/ 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> <p>3/ SERP & Subgroups – Agenda Item 2</p> <p>4/ Risk Management – Completed by Andy Bywater / Kath Hoskisson & Robin Powell</p> <p>5/ Target Setting-inability to share data – JS to raise at next Government Meeting; Agenda Item 6</p> <p>6/ Local Economic Assessment - To be produced by Nov 2010</p> <p>7/ Partnership</p>	<p>ensure relationships are made with uni's in the area. Noted that funding for graduate programmes are available but that Sandwell does not do well with accessing these.</p> <p>Sub-groups to ensure this work is completed and reported back to SERP.</p> <p>AB to ensure this is covered in the thematic plan.</p> <p>Workshop around LSP risk due on the 20th May. KH to attend on behalf of SERP. Occasional reports to be submitted as necessary to SERP.</p> <p>Discussions with Government Office have been held.</p> <p>Ongoing.</p>

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		<p>Business Plan 2010/11 – Agenda Item 8</p> <p>11/ Equality Priorities – KH / AB met with Kash and Surrinder – Way forward devised in plan.</p> <p>12/ Employment & Skills MAA – sharing information – KM to feedback when guidance received;</p> <p>Single Performance Management Framework – KM to circulate to members.</p> <p>13/ Economic Downturn Action Plan – To be circulated out to members by AB when completed.</p> <p>20/ South Black Country ERDF Package Plan – JESICA Project – everyone to be ready for appraisals.</p>	<p>Data sharing has been discussed, but the method by which this will be completed has not yet been determined.</p> <p>Still to be circulated.</p>
5.	2009 / 2010 outturn :	a/ Progress against LAA & NI targets:	Issues were raised around the collation of data. It was recognised that Mel Chillingworth does a good job of collating material despite not having up-to-date data.

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		<p>b/ Progress against SERP Business Plan (Subgroup Chairs to report)</p> <p>c/ Discussion on Key Issues arising from performance data.</p>	<p>Agreed – Any reports that use locally collected / collated data should be forwarded to the skills group so that they can use this in their determination of future figures.</p> <p>Submitted for information. Need to consider how actions are recorded for future. i.e. actual targets rather than being subjective.</p> <p>Noted that NVQ levels 3 & 4 are now on a downward trend, and needs a higher focus.</p> <p>Noted that sub-groups need to consider how to capture the training that is provided by Employers in the Borough as this will impact on figures.</p>
6.	Target Setting 2010/11		<p>Internal Targets explained.</p> <p>Targets reflect those agreed across the partnership, and were achieved through looking at past figures and reasons some were achieved and some were not.</p> <p>SERP needs to challenge partners to assist in hitting these targets, and future reports need to demonstrate figures rather than % along with confidence levels.</p> <p>Noted that new Government may change NI's, so that the partnership may have to look at local data that is relevant to the borough.</p>
7.	Sandwell Economic		Presentation given.

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	Prospectus		<p>Sets a vision for the Borough, building on what is already here.</p> <p>Built on three principles:</p> <ul style="list-style-type: none"> a/ Unique Selling Point b/ Priorities for Sector Growth; c/ Offer that Sandwell has for Businesses, which demonstrates that land, premises and skills are most important for businesses relocating here and enterprise support for existing local business and business start ups.
8.	Partnership Business Plan 2010/11		<p>Presentation given.</p> <p>Work being done on promoting and gaining Business Ambassadors.</p> <p>Focus on Business sectors is linked with the SEP (above).</p> <p>Agreed –</p> <ul style="list-style-type: none"> a/ to accept the high level actions contained in the Plan b/ to Challenge sub-groups to expand the actions into more detail for each group. c/ to look for quick wins and big wins (longer term) for sub groups to concentrate on. d/ Chairs of Sub-Groups to report on real performance. e/ to come up with 3 lead priorities for each group from the actions in the Thematic Plan. <p>AB to look at strengthening the wording around the Site Allocation Document.</p>

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			<p>AB/NB to ensure that predictions of future skill requirements around future developments in the Borough are included in the Site Allocation Document and Joint Core Strategy.</p> <p>AB to follow up lead around Black Country Housing Consortium and job opportunities due to expansions.</p> <p>GB to assist Kim Mocroft in giving the Young People Issues a stronger emphasis.</p>
9.	Forward Plan		<p>Issues to be sent directly to JS for inclusion in the Plan.</p> <p>Report on NESP's due in August.</p>
10.	Minutes of Sub Groups		For Information
11.	Update on Worklessness Inspection		<p>Most recommendations have been incorporated into the thematic / Economic Regeneration & Skills Business plans.</p> <p>Audit Commission has asked to look at what has been done to address their recommendations. SERP will be advised as to the input they would have in this process.</p>
12.	Any Other Business		<p>Question arose over how the Local Economic Assessment will be developed. Template now available which has been agreed regionally. Rolled out to the Black Country to ensure wrap around issues are included.</p> <p>JS to send Template to SS, and bring update to next SERP meeting.</p>

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13.	Date & Time of Next Meetings	18 th August 2010 17 th November 2010	9.30 – Hawthorns House 9.30 – Hawthorns House