



Title of Report:	Labour Market Partnership
Committee Report Submitted To:	Leisure & Development Committee
Date of Meeting:	21 November 2023
For Decision or For Information	For Information
For Discussion In Committee	No

Linkage to Council Strategy (2021-25)	
Strategic Theme	Accelerating our Economy and Contributing to Prosperity
Outcome	Enhancement of skills and job creation opportunities
Lead Officer	Labour Market Partnership Manager

Budgetary Considerations	
Cost of Proposal	£459,843.19 (100% from DfC) £50,000 (100% from DfE)
Included in Current Year Estimates	YES
Capital/Revenue	Revenue
Code	31249
Staffing Costs	£117,050.99

Legal Considerations	
Input of Legal Services Required	NO
Legal Opinion Obtained	NO

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date:
	EQIA Required and Completed:	Yes/No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

1.0 Purpose of Report

The purpose of this report is to inform Council of the minutes of Labour Market Partnership Members Meeting on 10th May 2023 and also on the 21st June 2023.

2.0 Background

Action 27 of the Causeway Community Plan aims to:

‘Support the development of the Labour Market Partnership - supporting educational and skills initiatives within the Causeway Coast and Glens area to match current and future business needs.’

The 2023/24 Labour Market Partnership (LMP) Action Plan was approved by Council on 18th April 2023. It aims to address the employability needs of Causeway Coast and Glens (CC&G) Borough Council area, also building on the achievements of the previous year’s action plan.

The following 3 strategic priorities and programmes have been identified within the LMP Action Plan and are consistent with the labour market activation proposals in the Borough’s economic development strategy.

- **Strategic Priority 1:** To form and successfully deliver the functions of the local Labour Market Partnership for the area;
- **Strategic Priority 2:** To improve employability outcomes and/or labour market conditions locally;
- **Strategic Priority 3:** To promote and support delivery of existing employability or skills provision available either regionally or locally.

Members of the Causeway Coast and Glens LMP are from the following organisations:

- DfC JBOs
- Invest NI
- Causeway Chamber
- Careers Service
- North West Regional College
- Northern Regional College
- Enterprise Causeway
- Roe Valley Enterprises
- NHSCT

Members are asked to note the minutes of the meetings on 10th May 2023 and 21st June 2023 below.

Name of Meeting: LMP Members Meeting

Meeting Held at: Large Committee Room, Cloonavin, Coleraine

Date and Time: Wednesday 20th May 2023 at 10.00am

Minutes Taken By: Marc McGerty

Attendees: Des Gartland (Invest NI)
 Karen Yates (Causeway Chamber)
 Leanne Quigley (Careers Service)
 Luke McCloskey (North West Regional College)
 Marc McGerty (CC&GBC LMP)
 Cheryl Lane (Northern Regional College)
 Jayne Taggart (Enterprise Causeway)
 Martin Devlin (Roe Valley Enterprises)

Apologies: Chloe Stewart (CC&GBC LMP)
 Dearbhaile Hutchinson (CC&GBC LMP)
 Lorinda Bond (Jobs & Benefits Limavady)
 Siobhan McManus (Jobs & Benefits Ballymoney)
 Lindsay Taylor (NHSCT)
 Niall McGurk (CC&GBC)

Distribution: All Members

Date of Next Meeting: Wednesday 21st June 2023 at 10.00am

Date of Issue: June 2023.

Ref No.	Description	Action by
1.00	Conflicts of Interest / Minutes of last meeting	
1.01	MMcG asked the group if there were any conflicts of interest to record. None were stated.	
1.02	MMcG enquired if the members were content with the minutes of the last LMP members meeting. The members agreed.	
2.00	Update of Labour Market Partnership Progress	
2.01	MMcG explained that the agenda for the meeting would not be as previously outlined due to recent correspondence from DfC.	
2.02	MMcG updated members on the correspondence from DfC re 'pausing' the LMP with no more operational spend after June 2023. MMcG explained that meetings with other LMPs and DfC did not provide any further insight. At the meeting with DfC MMcG had asked DfC to	DfC to confirm is 25% funding can be

	<p>confirm that the 25% of funding (£115k) could be utilised until March 2024 and not June 2023 as indicated in the correspondence.</p>	<p>utilised until March 2024</p>
2.03	<p>MMcG informed Members that £115k would not cover the full administration and salary costs and that he was working with Council to see if any other opportunities could be given to staff during the pause.</p>	<p>MMcG to work with Council to see if staff can be re-assigned</p>
2.04	<p>MMcG discussed a number of 2022/23 programmes which are still ongoing and will conclude in 2023/24. These included:</p> <ul style="list-style-type: none"> • Work Ready (Q1) • Business Seed Up Fund (Q1 and Q2) • Retrain Plus HGV Academy (Q1 and Q2) • Apprenticeship Alert (Q1 and Q2) • Personal Learning Account (Q1) 	
2.05	<p>MMcG informed the Members that in addition to the programmes and subsequent budget that would be accrued into the new financial year, that DfE funding for the Personal Learning Account will also be accrued, subject to DfE approval. Depending on the claims submitted to the Funding Unit this could be £50,000 which could be used towards skills projects.</p>	<p>MMcG to get approval from DfE to accrue remaining PLA budget</p>
2.06	<p>MMcG discussed ‘low cost – no cost’ projects that were being planned in anticipation of a delay in the LoO. He informed Members that if funding was to be secured until March 2023 towards secretariat costs then the model for the LMP would be ‘low cost – no cost’ projects. This would be where the LMP work with other partners to design academies, to support when required, and promote and recruit candidates with the majority of delivery being by other partners and non-LMP funding. Additionally, projects could be developed where other revenue is generated including private sector, sponsorship or service users making a small financial contribution.</p>	<p>MMcG to explore ‘low cost – no cost’ options further</p> <p>MMcG to explore limitations to other (non-public sector) revenue streams</p>
2.07	<p>‘Low cost – no cost’ projects discussed included:</p> <ul style="list-style-type: none"> • Work Ready (Q2 and Q3) (using LMP Staff) • Business Seed Up Fund (Q1, Q2 and Q3) (using LMP Staff to support existing enquiries) • Retrain Plus Academies (Q1 to Q4) • Apprenticeship Alert (Q1, Q2 and Q3) • Personal Learning Account (Q1) • Jobs Fairs • Careers Events 	
2.08	<p>MMcG informed members that the 2023/24 Action Plan had been submitted to L&D committee. This Action Plan was approved and endorsed across all parties.</p> <p>MMcG circulated copies of Action Plans which had been emailed to all members previously. A number of queries were raised with statistics detailed in the Strategic Assessment. MMcG explained that all stats had</p>	

2.09	<p>been checked by the Consultant, the LMP Secretariat and also DfC and that all statistics stated the source.</p> <p>Issues and statistical data discussed further included:</p> <ul style="list-style-type: none"> • The very high level of economic inactivity: <ul style="list-style-type: none"> • Economic inactivity rate is 30.0% in CCG, compared to the NI average of 27%. • There are 26,000 economically inactive people in the Causeway Coast and Glens Borough Council area. • Youth NEET 16 to 24 years has risen sharply from 15.2% in 2016 to 18.2% in 2022. • The large decline in the number of people self-employed <ul style="list-style-type: none"> • The number of people who are self-employed in the Council fell from 12,000 in 2018 to just 6,280 in 2022. • 91.4% of businesses are micro-businesses and employ less than 10 people. <p>MMcG circulated the End of Year Change Control summary document. This document details the changes made to outputs and budget agreed at the LMP Members meeting in February.</p>	
2.10	MMcG concluded the meeting by thanking all Members for their work since June 2022 and that he hoped that the LMP would continue well beyond June 2023. Members agreed to submit a EQIA response to the cuts. MMcG said they will circulate a draft response to Members in early June.	MMcG to circulate NISRA link for decline in self-employment
2.11		MMcG to send members draft EQIA response
3.00	Date of Next Meeting	
	10.00am on Wednesday 21 st June 2023 at Cloonavin, Coleraine.	

Name of Meeting: Labour Market Partnership Members Meeting Number 2 (2023/24)

Meeting Held at: Microsoft Teams

Date and Time: **Wednesday 21st of June 2023 at 10.00am**

Minutes Taken By: Chloe Stewart

Attendees: Cheryl Lane (Northern Regional College)
 Chloe Stewart (Causeway Coast and Glens Labour Market Partnership)
 Clare McGuckian (Jobs and Benefits Office, Northern Region)
 Dearbhaile Hutchinson (Causeway Coast and Glens Labour Market Partnership)
 Leeanne Quigley (Careers Service, DFE)
 Lindsay Taylor (Northern Health and Social Care Trust)
 Luke McCloskey (North West Regional College)
 Marc McGerty (Causeway Coast and Glens Labour Market Partnership)
 Nial McGurk (Causeway Coast and Glens Economic Development)

Apologies: Des Gartland (Invest NI)
 Jayne Taggart (Enterprise Causeway)
 Jo Smyth (Jobs and Benefits Office, DFC)
 Karen Yates (Causeway Chamber)
 Martin Devlin (Roe Valley Enterprises)

Distribution: All Members

Date of Next Meeting: 10.00am on Wednesday 20th September 2023 in Cloonavin

Date of Issue: June 2023

Ref No.	Description	Action by
1.00	Welcome and Apologies	
1.01	MMcG welcomed the group and read out the apologies. The apologies recorded were from Des Gartland, Jayne Taggart, Jo Smyth, Karen Yates, and Martin Devlin.	
2.00	Conflicts of Interest	
2.01	MMcG asked Members if any items on the agenda would cause a conflict. No conflicts were declared.	
2.02	MMcG stated that he will return to Conflicts if Interest later in the agenda as this was raised by the Auditor.	
3.00	Minutes of Last Meeting and Actions	
3.01	MMcG advised that the minutes from the last LMP Members Meeting have been emailed to all the members.	
3.02	Action points from last meetings minutes –	

3.03	<ul style="list-style-type: none"> • 2.02 – DFC have confirmed that the 25% budget allocation can be used until March 2024. • 2.05 –The £50,000 for skills from DfE can be carried over to this financial year spend if expenditure is on skills. MMcG advised that he is unsure what amount of money is left as some of this budget has been spent in the previous financial year. DfE confirmed a proportion of this could also be allocated towards salary costs. • 2.06 – DFC have received the no cost and low-cost options for the area. LMP are considering many avenues including academies with the private sector. • 2.09 – MMcG to share the NISRA link showing the decline in self-employment figures for the area. • 2.11 – Dearbhaile shared the EQIA response with the members. A letter was sent from council CE to DFC, MMcG to share with members. MMcG added that Elected Members were fully in support of the letter. A revised low-cost plan will need submitted to members of the L&D committee in September. <p>MMcG questioned if any of the members had any challenges to the minutes. None were recorded.</p>	MMcG MMcG
4.00	DFC Funding Update	
4.01	MMcG advised the group that the budget is approximately £115,000 for the year which can be used on salary costs and also project cots. This amount is based on the 25% of the Action Plan.	
4.02	MMcG added that £50,000 from DfE will be accrued in to the 23/24 year. This funding must be spent on Skills Based Projects.	
4.03	MMcG explained that as the budget doesn't cover all salary and admin costs that unfortunately there would be adjustments to the LMP team. MMcG added he is working with HR to see if staff can be reallocated within Council. Council will not allow LMP staff to be retained unless they have adequate duties and are working at capacity.	
4.04	MMcG also explained there would be less claims, admin, reporting and marketing to undertake as there are less projects.	
4.05	MMcG stated that LMP model this year will be to help other organisations with different funding to deliver in CCAG and to promote their programmes.	
4.06	MMcG added that Council will be presented with an options paper in September 2023.	
5.00	2022-23 Programmes Concluding	
5.01	MMcG explained to the members that some of last financial year programmes are still being wrapped up in Quarter 1 and Quarter 2. Salary costs from the 23/24 budget are permitted to be used against these programmes. Programmes still being delivered include:	

	<ul style="list-style-type: none"> • Work Ready – 20 people still on programmes receiving support. • Business Start Up Fund – 33 grants issued at first stage of grant. 10 more available grants to be issued next week. Second stages of mentoring for candidates would likely be wrapped up by September. • Retrain Plus – HGV academy still ongoing. DH explained that wait times for licences and theory tests played a role in slowing the programme down. MMcG explained about 9 of the trainees have found new employment but the target is 24 people. Taking on some new people may help to reach the target. • Personal Learning Account – Funding unit have managed the grants; target is 200 people. MMcG explained it will likely be completed by Sept 2023. • Apprenticeship Alert – MMcG advised that the website is close to being released. MMcG to send website link to LMcC & CL to have a look and check the content is correct. The LMP team are considering events to launch it. 	MMcG
6.00	Proposed 2023/24 Low Cost No Cost Action Plan	
6.01	MMcG advised that a low cost and no cost paper has gone to DFC for local LMP activities. This includes salary costs in Quarter 3 and Quarter 4 for the LMP Manager and Development Officer, but unfortunately no budget is available for the Admin Officer.	
6.02	MMcG went through the Low Cost No Cost Spreadsheet which had been emailed to Members. This included a £4,800 budget for marketing academies which other training partners would deliver, and also a small budget of £1,600 for Business Start Up, Work Ready and Apprenticeship Alert.	
6.03	<p>MMcG explained about a number of ‘low cost no cost’ academy options to further explore including:</p> <ul style="list-style-type: none"> • Chef Academy (People 1st) • Front of House Academy • Electrical Installation Academy NWRC • Advanced manufacturing NRC • Construction Academy / Dry Lining • SEN Teaching Assistant Academy (Local schools and NWRC / NRC) • Childminder Start-Up Academy • Butchery Academy • Women Returners Academy • Causeway Software and Cyber Academy • Health Trust Academy NRC • Domiciliary Care Academy • Customer Service (Contact Centre) Academy (AXA and Sensee) • Veterinary Nurse Academy 	

6.04	MMcG explained that a meeting was held with People 1 st and local Job Centre staff to discuss a training programme for local chefs, with the aim of increasing apprenticeship numbers in the area. MMcG stated one local large restaurant are hoping to employ 20 chefs and need more front of house staff too so they may be interested in the training academy.	
6.05	MMcG explained that training company will not charge LMP for the delivery as this helps them recruit apprenticeship candidates and they generate income via this route. This however, means candidates who are under 25 and meet the Apprenticeship eligibility criteria will be prioritised.	
6.06	DFC Work Experience Programme funding can be used to pay for PPE and to cover some employer costs. MMcG added that he would explore other academies using this model.	
7.00	Internal Audit Observations and Recommendations	
7.01	<p>MMcG explained to the group that the internal auditor had 3 key observations –</p> <ol style="list-style-type: none"> 1. Considering the pausing on LMPs and the 25% budget, that an options paper on funding should be brought to Council. 2. Concern whether LMP support for the Air Show helps to sufficiently tackle employment and skills issues locally & concern the AirShow wasn't detailed as an event in the Action Plan 3. Concern over conflicts of interest not being fully disclosed among members. <p>MMcG explained that once a chair is elected, they will have the responsibility to flag up any deemed conflicts. Conflicting parties may be asked to leave the room for example. Additionally, conflicts of interest training will be carried out for the members going forward.</p> <p>MMcG also explained that more reporting from the members on their organisational outputs is recommended going forward. Some members suggested verbal updates.</p> <p>MMcG to discuss with Community Planning Manager to consider best practice.</p> <p>Finally, MMcG added that the auditor was very encouraged by the LMP approach to several programmes, in particular with the LMP's wrap around support for the GoForIt programme.</p>	MMcG
8.00	Marketing and Good News Stories	
8.01	MMcG stated that many good news stories will be planned and produced from the programme successes in the upcoming months.	
9.00	Any Other Business	
9.01	MMcG thanked the members for their commitment to date.	
9.02	NMcG raised that nominations for a Chair and Vice Chair are still required. To be discussed and actioned at the next LMP members meeting.	LMP Members
10.00	Date of Next Meeting	
	Next meeting will be held at 10am on Wednesday 20 th September 2023.	