



<b>Title of Report:</b>	<b>Labour Market Partnership Minutes of Meetings</b>
<b>Committee Report Submitted To:</b>	<b>Leisure &amp; Development Committee</b>
<b>Date of Meeting</b>	<b>February 2025</b>
<b>For Decision or For Information</b>	<b>For Information</b>
<b>To be discussed In Committee YES/NO</b>	<b>No</b>

**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	Head of Prosperity & Place/ LMP Manager

**Estimated Timescale for Completion**

Date to be Completed	June 2025
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**Budgetary Considerations**

Cost of Proposal	£458,391.1669 (100% from DfC) £50,000 (100% from DfE) £287,780.00 (100% from DfE Multiply)
Included in Current Year Estimates	Yes
Capital/Revenue	Revenue
Code	1142-30067
Staffing Costs	100% funded £156,681.35

**Legal Considerations**

Input of Legal Services Required	<b>NO</b>
Legal Opinion Obtained	<b>N/A</b>

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

## 1.0 **Purpose of Report**

1.1 The purpose of this report is to inform Council of the minutes of Labour Market Partnership Members Meetings on 17<sup>th</sup> April 2024, 19<sup>th</sup> June 2024, and 18<sup>th</sup> September 2024.

## 2.0 **Background**

2.1 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.’*

2.2 The 2024/25 Labour Market Partnership (LMP) Action Plan was approved by Council on 18<sup>th</sup> 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.

2.3 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

2.4 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

2.5 See minutes of the LMP Members Meeting attached in Annex A.

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## Annex A – Minutes of LMP Meetings

Name of Meeting: First Labour Market Partnership Members Meeting 2024-2025.

Meeting Held at: North West Regional College Campus, Limavady.

Date and Time: Wednesday 17<sup>th</sup> April 2024 at 10.00am.

Minutes Taken By: Chloe Stewart.

Attendees: Chloe Stewart (CS) – CC&G LMP  
Clare McGuckian (CMcG) – Jobs and Benefits Office  
Gabrielle Quinn (GQ) – NRC  
Helen Lynagh (HL) – Invest NI  
Lorinda Bond (LBoN) - Jobs and Benefits Office  
Louise Boyle (LBoY) - Jobs and Benefits Office  
Luke McCloskey (LMcC) – NWRC  
Marc McGerty (MMcG) – CC&G LMP  
Mark Reid (MR) – DfE Careers Service  
Martin Devlin (MD) – Roe Valley Enterprises  
Niall McGurk (NMcG) – CC&G BC Economic Development

Apologies: Anna Egnér (NRC)  
Jayne Taggart (Enterprise Causeway)  
Karen Yates (Causeway Chamber)  
Lindsay Taylor (NHSCT)  
Siobhan McManus (Jobs and Benefits Offices)

Distribution: All Members

Date of Next Meeting: Wednesday 19<sup>th</sup> June 2024 at 10.00am

Date of Issue: April 2024

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Ref No.	Description	Action by
1.00	<b>Welcome</b>	
1.01	The Chair of the LMP, LMcC welcomed everyone including new LMP Member Mark Reid from DfE Careers Service.	
1.02	Apologies were recorded for Anna Egnor (NRC), Jayne Taggart (Enterprise Causeway), Karen Yates (Causeway Chamber), Lindsay Taylor (NHSCT) & Siobhan McManus (Jobs and Benefits Offices).	
1.03	Conflicts of Interest – Conflicts were recorded for Work Ready (NRC & NWRC) and Business Seed Fund (Roe Valley Enterprises) Programmes of the 2023-2024 and 2024-2025 Action Plans.	

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1.04	<p><b>Minutes of last two meetings.</b></p> <p><u>Minutes from 17<sup>th</sup> January 2024 – Action Points discussed:</u></p> <ul style="list-style-type: none"> <li>• 3.03 – Chef Academy with Ramore restaurants, some candidates found employment elsewhere after completing the academy.</li> </ul> <p>The members in attendance agreed the outcomes were challenging, and the previous chef academy in 2022-2023 delivered by NWRC was more successful.</p> <p>The members agreed that the hospitality sector remains a key sector for the borough so further academies likely to run in 2024-2025.</p> <ul style="list-style-type: none"> <li>• 3.03 – Non-emergency ambulance academy, MMcG to give further update later in the meeting.</li> <li>• 3.03 – ‘Skills to Propel’ Breakfast to be held in May, LMP team to send out invites once confirmed.</li> </ul> <p>MMcG asked if the members were happy to approve the minutes. MD proposed, HL seconded.</p>	
1.05	<p><u>Minutes from Action Planning meeting 21st February 2024 – Action Points discussed:</u></p> <ul style="list-style-type: none"> <li>• 2.01 – LMP team still to complete survey with CCG LMP Members. MMcG confirmed a survey would be send to Members in Q1.</li> </ul> <p>MMcG asked if the members were happy to approve the minutes. LBoN proposed, LBoY seconded.</p>	LMP Team
1.06	<p><u>Minutes from 20th March 2024 – Action Points discussed:</u></p> <ul style="list-style-type: none"> <li>• 3.01 – LMP team have met with DfC employer services branch to plan the large job fair in June 2024. Final date and time to be confirmed.</li> </ul> <p>MMcG stated that all employers attending must have live job vacancies in the last three months and within the travel to work area. Companies with excellent career progression will take priority too.</p> <ul style="list-style-type: none"> <li>• 4.02 – MMcG asked the members if they are happy with adding Libraries NI, Ulster University and the Education Authority to CCG LMP?</li> </ul> <p>No objections were recorded, MMcG to make contact.</p> <p>MMcG asked if the members were happy to approve the minutes.</p>	MMcG

	LMcC proposed, GQ seconded.	
<b>2.00</b>	<b>LMP Managers Update</b>	
2.01	<p><b>25% funding for Salaries until June 2024.</b></p> <p>MMcG explained DfC have provided a Letter of Offer for LMP salaries spend only until the 30<sup>th</sup> of June 2024. Work is still ongoing on last year's programmes and it is anticipated work will continue in to July.</p> <p><b>Regional LMP Action Plan Presentation and Feedback.</b></p>	
2.02	<p>MMcG &amp; LMcC presented the Action Plan for 2024-2025 to Regional LMP. MMcG supplied the members with the presentation.</p> <ul style="list-style-type: none"> <li>• MMcG reminded the members of the criteria for selection of candidates varies from programme to programme, however, if required and depending on the number of applicants for academies, at least 51% picked for the academy must be from the key target group (this was economically inactive in 2023-24). Considering this the priority groups would be those economically inactive, those unemployed and on benefits, those on zero / part-time / risk of redundancy or precarious employment. Secondary priority could be job changers looking for better employment and also upskilled employment.</li> <li>• MMcG explained that the PLA bursary was raised by Universal Credit and CCG LMP are to examine whether a PLA bursary will adversely affect benefits. After discussion Members believed it would not, especially as it would be declared. MMcG to reply to DfC.</li> <li>• MMcG further explained that Regional LMP were considering the change to paying training companies directly for the PLA fund, but CCG Funding Unit confirmed that this would not be possible as the applicant receives the funding and payment, not a 3<sup>rd</sup> party.</li> <li>• MMcG stated that DfC LMP have requested extra measuring next year, such as asking candidates what benefits they are on and how much income they receive. DfC to follow up with more guidance.</li> <li>• It was recommended by Regional LMP to add in a 'lessons learnt' section to LMP Action Plans.</li> </ul>	MMcG
2.03	<b>Delay in DfC Letter of Offer –</b>	

	MMcG explained competition for budgets within DfC may result in a reduced CCG LMP budget in this financial year.	
<b>3.00</b>	<b>2023-24 Progress Report</b>	
3.01	<p><b>SP 2 Updates-</b></p> <ul style="list-style-type: none"> <li>• <u>Work Ready</u> – programme nearing completion but extended until end of June to review activity and outcomes. Once satisfactory report complete final invoices to be paid.</li> </ul>	LMP Team
3.02	<ul style="list-style-type: none"> <li>• <u>Business Start Up and Seed Fund</u> – 44 grants issued, more to be scored. Target to reach is 52 new businesses supported through the grant.</li> </ul> <p>The members queried the geographical spread of the new businesses, LMP Team to share the broad geographical data on applicants with the members.</p> <p>MMcG reminded members the LMP will fund part of CCG Funding Unit Officers salary due to the large quantity of time spent dealing with LMP grants.</p>	
3.03	<ul style="list-style-type: none"> <li>• <u>Retrain Plus</u> – <ul style="list-style-type: none"> <li>i) MMcG explained that HGV driving had the most interest out of all suggested academies. Transport Training Services are working with candidates to select final 36 to undertake driver training and testing.</li> <li>ii) MMcG explained that the team are working on the beach lifeguarding academy but are having issues securing dates and times that suit all the applicants and the trainer. MMcG also mentioned working towards the pool lifeguarding course to be delivered in the leisure centres.</li> <li>iii) SIA – MMcG explained there were 35 people interested in security training. LMP have funded many in the borough already to complete their security training through the PLA fund. MMcG explained the LMP team are still looking into finalising this academy.</li> <li>iv) Non-emergency ambulance academy – 44 people are interested currently, MMcG explained the team are looking at a full time 4-week academy with a work placement for about 24 people. Details are still being finalised with possible delivery partners.</li> <li>v) Taxi Academy – 18 interested. Will need to complete Access NI &amp; advanced driver test.</li> <li>vi) Care – Childcare and Health &amp; Social Care – 18 interested.</li> <li>vii) Work from home academy – MMcG explained the difficulty in finding employers who are hiring for this</li> </ul> </li> </ul>	

<p>3.04</p> <p>3.05</p> <p>3.06</p> <p>3.07</p> <p>3.08</p>	<p>academy to run. It was suggested to query why people are interested in home working. LMP team to enquire.</p> <p>viii) Retail – Discussions with local shops/ spars needed to progress this academy.</p> <p>ix) Hospitality &amp; Butchery academies have had little interest.</p> <p>x) Advanced Manufacturing - 28 interested.</p> <p>xi) Chef Academy only had 13 interested and a Cleaning Academy had 14 interested.</p> <ul style="list-style-type: none"> <li>• <u>Personal Learning Account (PLA) –</u></li> </ul> <p>Causeway Coast and Glens LMP have spent around £115,000 on PLA grants in 2023-2024. 244 people were approved out of a total of 316 applications. The grant continues to be a great success to help in upskilling those who live in the borough. An additional 3 cohorts of candidates are being supported on a Female Leadership Programme so the total PLA candidates is 267.</p> <p><b>End of year documentation</b></p> <p>Quarter 4 claim due Friday 19<sup>th</sup> April 2024.</p> <p><u>Accrued activities &amp; expenditure –</u></p> <p>MMcG explained that the LMP team are working with accrued activity on ‘Work Ready’, ‘Business Start Up and Seed Fund’ and ‘Retrain Plus’. There is approximately £190,000 accrued money to be spent, however, we will work with DfC to include as much of the Q1 payments in Q4 and reduce the accruals.</p> <p>MMcG added that in addition to the Q4 Claim LMP submit an Annual Statement of Income and Expenditure as well as the Audit Report and Annual Report.</p> <p><u>Annual Report-</u></p> <p>MMcG to complete annual report of LMP for DfC.</p> <p><u>Audit-</u></p> <p>LMP to be audited by external body in upcoming months. £4,000 has been allocated for audit costs.</p>	<p>LMP Team</p>
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<b>4.00</b>	<b>Multiply Funding</b>	
4.01	<p>Multiply is a UK Shared Prosperity Fund programme based on numeracy upskilling (both accredited and nonaccredited).</p> <p>CCG LMP have received a Letter of Offer for a ‘Multiply Officer’ salary cost and that a regional plan needs to be completed and returned by the end of April 2024.</p> <p>MMcG explained that local colleges and universities as well as the LMP’s can apply for funding. Applications are sought for projects across 6 themes for pathway non-accredited courses, and also accredited course, including:</p> <ul style="list-style-type: none"> <li>• Numeracy Boot Camps</li> <li>• Bring Your Grown Up Parent and Child Numeracy</li> <li>• Counting on You – Industry Upskilling</li> <li>• Engaging Mature Learners - Making It Count</li> <li>• Supporting Previous Offenders and Those in the Prison System</li> <li>• Maths for Speakers of Other Languages</li> </ul> <p>MMcG explained that considering the challenges of qualification attainment highlighted in the Strategic Analysis that he wants to ensure accredited courses are available in CCG as well as the pathway and non-accredited courses.</p> <p>MMcG confirmed to members that he is going to liaise with colleges and universities to determine what themes and projects they are submitting applications for, with LMP submitting where gaps exist.</p> <p>LMP team to find out more information from colleges and university themes and projects for their applications.</p>	LMP Team
<b>5.00</b>	<b>AOB</b>	
5.01	<p>LMP Project Development Officer resigned in April 2024. MMcG considering steps forward for filling the position again and also filling the Multiply Project Development Officer position.</p> <p>MMcG encouraged the members to promote the job once it is out for applications. MMcG added that if suitable staff are not recruited then the LMP will explore procuring Project Management contracts for external organisations to coordinate delivery of the programmes in the Action Plan.</p> <p>MMcG also mentioned restructuring current LMP Admin officer to better reflect the duties (CS).</p>	MMcG

5.02	GQ mentioned the upcoming opening of NRC's Coleraine campus in September and will invite the LMP members to go for a tour.	
5.03	Replacement for LBoy - LMP Team to confirm with Coleraine JBO.	GQ  LMP Team
<b>6.00</b>	<b>Date of Next Meeting</b>	
	Wednesday 19th June 2024 at 10.00am in the Large Committee Room at Cloonavin, Coleraine.	

**END**

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**Name of Meeting:** **Second Labour Market Partnership Members Meeting 2024-2025.**

**Meeting Held at:** Cloonavin, Council Headquarters, Coleraine.

**Date and Time:** Wednesday 19<sup>th</sup> June 2024 at 10.00am.

**Minutes Taken By:** Chloe Stewart.

**Attendees:** Chloe Stewart (CS) – CC&G LMP  
Gabrielle Quinn (GQ) – NRC  
Helen Lynagh (HL) – Invest NI  
Lindsay Taylor (LT) - NHSCT  
Lorinda Bond (LB) - Jobs and Benefits Office  
Marc McGerty (MMcG) – CC&G LMP  
Mark Reid (MR) – DfE Careers Service  
Siobhan McManus (SMcM) -Jobs and Benefits Offices

**Apologies:** Anna Egnor (NRC)  
Annette Deighan (Causeway Chamber)  
Jayne Taggart (Enterprise Causeway)  
Luke McCloskey (NWRC)  
Martin Devlin (Roe Valley Enterprises)  
Niall McGurk (CC&G BC Economic Development)

**Distribution:** All Members

**Date of Next Meeting:** Wednesday 18<sup>th</sup> September 2024 at 10.00am

**Date of Issue:** June 2024

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<b>Ref No.</b>	<b>Description</b>	<b>Action by</b>
<b>1.00</b>	<b>Welcome</b>	

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<p>1.01</p> <p>1.02</p> <p>1.03</p> <p>1.04</p>	<p>MMcG welcomed everyone to the meeting. Apologies were recorded.</p> <p>Conflicts of Interest - The following conflicts were recorded.</p> <ul style="list-style-type: none"> <li>• Work Ready as a conflict for NRC &amp; NWRC members.</li> <li>• Business Seed Fund as a conflict for the Enterprise Centres.</li> <li>• Causeway Area Learning Forum (SP 3.3) conflict with JT.</li> </ul> <p>Minutes of previous meeting – Previous minutes were agreed as accurate. HL proposed, GQ seconded.</p> <p>Actions/Matters Arising- MMcG explained Libraries NI &amp; The Education Authority to be invited for the next members meeting.</p>	
<p><b>2.00</b></p>	<p><b>LMP Managers Update</b></p>	
<p>2.01</p>	<p>MMcG updated the members with the following:</p> <p><b>Work Ready 2023-2024 programme-</b></p> <ul style="list-style-type: none"> <li>• Report from NWRC received but is yet to be analysed by the LMP team.</li> <li>• Wrap up of programme may be extended until Autumn 2024.</li> <li>• The LMP team are seeking case studies for the annual report.</li> </ul> <p><b>Business Seed Fund 2023-2024 Programme –</b></p> <ul style="list-style-type: none"> <li>• 56 start-ups supported.</li> <li>• Mentoring complete.</li> <li>• The LMP team will need to monitor participants after 6 months.</li> <li>• The members put forward that monitoring could be completed after 12 months too.</li> <li>• Celebration event to be planned to coincide with 24-25 launch</li> </ul> <p><b>Retrain Plus 2023-2024 Programme –</b></p> <ul style="list-style-type: none"> <li>• Procurement ongoing with issues.</li> <li>• The majority of academies struggled to get suitable contractor.</li> <li>• LMP re-procuring with amended Terms of Reference.</li> </ul>	

	<ul style="list-style-type: none"> <li>• 'Cost per head' agreement for Transport Academy.</li> </ul> <p><b>Personal Learning Account 2024-2025 Programme –</b></p> <ul style="list-style-type: none"> <li>• Members informed that applications were ongoing in Q1, utilising the accrued DfE moneys.</li> <li>• Members were informed that once the budget is confirmed for 24-25 a marketing and promotional campaign will be implemented targeting disadvantaged locations and groups to encourage re-engagement in education.</li> <li>• Members agreed that to encourage a wider range grant applicants should not be able to receive funding two years in a row to provide more people with the opportunity to upskill. LMP Team to change guidance notes.</li> </ul> <p><b>Employability NI –</b></p> <ul style="list-style-type: none"> <li>• Skills to Propel Breakfast held last Friday. Over 100 people attended.</li> <li>• Feedback found that more case studies from local employers would better.</li> <li>• 2023/2024 LMP Action Plan budget was used for this.</li> </ul>	LMP Team
<b>3.00</b>	<b>End of Year Documentation</b>	
3.01	<p>Members were provided with the:</p> <ul style="list-style-type: none"> <li>• Statement of Income &amp; Expenditure (April 2023- March 2024).</li> <li>• Q4 Claim Sheet &amp; Accruals.</li> </ul>	
3.02	<p><b>Annual Audit –</b></p> <ul style="list-style-type: none"> <li>• MMcG explained it was recommended by the auditor that the LMP members have a Terms of Reference document to refer to.</li> <li>• Conflicts of Interest to be declared before each tender assessment, rather than yearly.</li> </ul> <p>CS to send conflict of interest forms to the LMP Members.</p>	CS

4.00	<b>LMP 2024-2024 Update</b>	
4.01	<b>Verbal Confirmation of Budget -</b> <ul style="list-style-type: none"> <li>• MMcG explained that the CCG LMP &amp; DfC have a verbal agreement of funding currently.</li> <li>• LMP members to agree on reducing the Action Plan budget as per DfC funding requirements.</li> </ul>	
4.02	<b>SIB Value for Money audit of NI LMP initiative -</b> <ul style="list-style-type: none"> <li>• MMcG to send Value for Money audit once completed by SIB to all the members.</li> </ul>	MMcG
4.03	<b>Coleraine Job Fair –</b> <ul style="list-style-type: none"> <li>• 148 people attended Coleraine Leisure Centre on the 18th of June from 4-7pm.</li> <li>• Most attendees arrived between 4-6pm.</li> </ul>	
4.04	<b>Review of Action Plan &amp; Cuts -</b> Reductions agreed below: <p><b>1.2 Evaluation and Planning</b></p> <ul style="list-style-type: none"> <li>• At a later stage explore reducing the £4,000 for Action Planning which could be completed by the LMP team, if LMP Officers are recruited and have capacity, then move this £4,000 to other programmes.</li> </ul> Reduction agreed: £0.00. <p><b>2.1 Retrain Plus</b></p> <ul style="list-style-type: none"> <li>• Remove the £16,800 for employability support as these candidates may be able to be supported by the Careers Service &amp; Job Centres.</li> <li>• Also reduce budget by £20.5k to reflect Childcare and Classroom assistant Academies that Early Years and DfE are considering funding.</li> </ul> Reduction agreed: £37,348. <p><b>2.2 Business Start Up &amp; Seed Fund</b></p> <ul style="list-style-type: none"> <li>• Reduce the budget for outreach events by £1,200.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Reduce the budget for marketing and promotion by £2,400.</li> <li>• Reduce the budget for specialist training by £1,000.</li> <li>• Remove the £12,000 for post start mentoring as Go Succeed offers this for people who have started.</li> </ul> <p>Reduction agreed: £16,600.</p> <p><b>2.3 Priority Sectors PLA</b></p> <ul style="list-style-type: none"> <li>• Reduce the DfC budget by £50,000. Target changed from 300 to 200 grant recipients.</li> <li>• MMcG to explore changing the eligibility criteria to focus on new first time applicants accessing PLA, successful applicants from 2023-24 are not a priority group in 2024-25.</li> </ul> <p>Reduction agreed: £50,000.</p> <p><b>3.1 Employability NI Support</b></p> <ul style="list-style-type: none"> <li>• Remove the budget for the Skills to Propel Breakfast (not required until June 2025) £2,000.</li> <li>• Remove the budget for the International Women’s Day Conference £2,000.</li> <li>• Remove the budget for Causeway Chamber Awards £1,200.</li> <li>• Correct error on Action Plan calculation of £1,000.</li> </ul> <p>Reduction agreed: £6,200.</p> <p><b>3.2 Job Fairs</b></p> <ul style="list-style-type: none"> <li>• Reduce the number of jobs fairs to 6 local and 1 regional. This will include youth jobs fairs.</li> </ul> <p>Reduction agreed: £867.64.</p> <p><b>3.3 CALP</b></p> <ul style="list-style-type: none"> <li>• Reduce the budget for CALP events including careers conference, bus travel, catering. Also, focus on the students in their final year.</li> <li>• Additionally, focus on STEM in Year 10 and above. The members mentioned working with ‘Young Enterprise’ and using webinar events to cut costs.</li> </ul> <p>Reduction agreed: £2,000.</p> <p><b>3.4 Lifelong Learning</b></p> <ul style="list-style-type: none"> <li>• Remove budget for Community Grants.</li> </ul> <p>Reduction agreed: £6,000.</p>	MMcG
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	<p><b>3.5 Causeway Apprenticeships</b></p> <ul style="list-style-type: none"> <li>Reduce website costs, marketing and event costs by £6,000.</li> </ul> <p>Reduction agreed: £6,000.</p> <p><b>TOTAL REDUCED £125,015.64</b></p>																					
<b>5.00</b>	<b>2024-2025 Multiply Programme</b>																					
5.01	<p>MMcG explained that a Letter of Offer for programme delivery has been received by Causeway Coast and Glens Borough Council.</p> <p>Multiply Officer yet to be recruited. Funding has also been received for this.</p> <table border="1"> <thead> <tr> <th>Intervention</th> <th>Initiative</th> <th>Funding Secured</th> <th>Targeted number of participants</th> </tr> </thead> <tbody> <tr> <td>Counting on You – Industry Upskilling</td> <td>Multiply Your Workforce</td> <td>£86,160.00</td> <td>48</td> </tr> <tr> <td>Engaging Mature Learners - Making It Count</td> <td>Age Friendly Numeracy</td> <td>£55,440.00</td> <td>48</td> </tr> <tr> <td>Supporting Previous Offenders and Those in the Prison System</td> <td>Numeracy At Risk</td> <td>£34,980.00</td> <td>24</td> </tr> <tr> <td>Maths for Speakers of Other Languages</td> <td>Multilingual Math</td> <td>£61,200.00</td> <td>36</td> </tr> </tbody> </table>	Intervention	Initiative	Funding Secured	Targeted number of participants	Counting on You – Industry Upskilling	Multiply Your Workforce	£86,160.00	48	Engaging Mature Learners - Making It Count	Age Friendly Numeracy	£55,440.00	48	Supporting Previous Offenders and Those in the Prison System	Numeracy At Risk	£34,980.00	24	Maths for Speakers of Other Languages	Multilingual Math	£61,200.00	36	
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<b>6.00</b>	<b>Any other Business</b>																					
6.01	MMcG stated that an AGM is to be held in September for the LMP members.																					
6.02	Members are to read and advise of any changes they wish to make to the members Terms of Reference by the next meeting.	All																				
<b>7.00</b>	<b>Date of Next Meeting</b>																					
	Wednesday 18 <sup>th</sup> September at 10.00am in the Large Committee Room at Cloonavin, Coleraine.																					

**END**



**Name of Meeting:** **Third Labour Market Partnership Members Meeting 2024-2025.**

Meeting Held at: Cloonavin, Council Headquarters, Coleraine.

Date and Time: Wednesday 18<sup>th</sup> September 2024 at 10.00am.

Minutes Taken By: Chloe Stewart.

Attendees: Alison O'Mullan (AO'M) - Jobs and Benefits Office  
Annette Deighan (AD) - Causeway Chamber  
Catherine Lagan (CL) - Jobs and Benefits Office  
Chloe Stewart (CS) – CC&G LMP  
Helen Lynagh (HL) – Invest NI  
Lorinda Bond (LB) - Jobs and Benefits Office  
Marc McGerty (MMcG) – CC&G LMP  
Mark Reid (MR) – DfE Careers Service  
Martin Devlin (MD) - Roe Valley Enterprises  
Nuala McVey (NMcV) – Northern Health and Social Care Trust  
Samuel Steele (SS) – Enterprise Causeway  
Siobhan McManus (SMcM) - Jobs and Benefits Office

Apologies: Gabrielle Quinn(NRC)  
Luke McCloskey (NWRC)  
Niall McGurk (CC&G BC Economic Development)

Distribution: All Members

Date of Next Meeting: Wednesday 18<sup>th</sup> September 2024 at 10.00am

Date of Issue: September 2024

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Ref No.	Description	Action by
1.00	<b>Welcome</b>	
1.01	MMcG welcomed everyone to the meeting. Apologies were recorded.	
1.02	<b>Conflicts of Interest –</b> The below conflict was recorded:	
1.03	<ul style="list-style-type: none"> <li>• Business Seed Fund as a conflict for Roe Valley Enterprises and Enterprise Causeway.</li> </ul>	
1.04	<b>Minutes of previous meeting –</b> Previous minutes were agreed as accurate. AO'M proposed, LB seconded.  <b>Actions/Matters Arising-</b> <ul style="list-style-type: none"> <li>• MMcG explained Libraries NI &amp; The Education Authority to be invited for the next members meeting.</li> <li>• SIB Analysis report on Value for Money to be sent out to LMP Members.</li> </ul>	MMcG
2.00	<b>Staffing Update</b>	
2.01	<b>X2 LMP Officers –</b> CS appointed LMP Project Officer. Start date to be confirmed for additional LMP Project Officer joining soon.  <b>X1 Multiply Officer –</b> Job has not been filled; salary funds may be distributed as programme management fees to future programme delivery partners.	
3.00	<b>2023-2024 Update</b>	
	MMcG updated the members with the following:	

3.01	<p><b>Work Ready 2023-2024 programme-</b></p> <ul style="list-style-type: none"> <li>Concerns raised over programme outputs; this programme may need to be extended until December 2024.</li> <li>The LMP team are seeking case studies for the annual report.</li> </ul>	
3.02	<p><b>Business Seed Fund 2023-2024 Programme –</b></p> <ul style="list-style-type: none"> <li>No update.</li> </ul>	
3.03	<p><b>Retrain Plus 2023-2024 Programme –</b></p> <ul style="list-style-type: none"> <li>Taxi Academy started with North West Taxi Proprietors delivering. 11 on this currently.</li> <li>HGV/ Bus Driving – Delivering with both Transport Training Services and Sandy Arthur (Sandy Arthur taking on candidates as TTS over capacity).</li> <li>Non-Emergency Ambulance Care – Salus Medical; procured and training to start in October 2024.</li> <li>Childcare Academy – Elite Connected are delivering this, 30<sup>th</sup> September 2024 start date.</li> <li>Health and Social Care Academy – Northern Regional College delivering, started 20<sup>th</sup> August 2024, placements due to be starting first week of October. 13 on this academy.</li> <li>Cocktail Making Academy – 6 on this academy.</li> <li>Lifeguard Academies for Pool and Beach have been completed.</li> </ul> <p>The Members discussed the importance of outcomes and value for money from the Retrain Plus academies. Outcomes from 2023-2024 year will be discussed at AGM.</p> <p><b>Personal Learning Account Grant 2023-2024 –</b></p> <ul style="list-style-type: none"> <li>LMP &amp; Grants teams chasing up final claims and monitoring.</li> </ul>	
4.00	<p><b>LMP 2024-2024 Update</b></p>	
4.01	<p><b>Letter of Offer and Confirmation of Budget-</b></p> <p>Funding Letter of Offer has been received and is awaiting Chief Executive signature.</p> <p>Causeway Coast and Glens LMP have been offered funding of <b>£458,391.01</b> for costs associated with the LMP for the 2024/25</p>	

	<p>Action Plan. This funding letter covers from the 1<sup>st</sup> of April 2024 to the 30<sup>th</sup> June 2025.</p> <p>An additional funding of <b>£27,000</b> in relation to the approved Childminding Funding Bid is also being offered. This funding letter covers from the 1<sup>st</sup> of April 2024 to the 31<sup>st</sup> March 2025.</p> <p><b>Review of 2024-2025 Budget Schedule and Revised Performance Measures -</b></p> <p>The members were provided with the 2024-2025 Budget Schedule and Revised Performance Measures.</p> <p>Discussion took place.</p> <p>No changes were brought forward.</p> <p><b>Suggestions -</b></p> <p>AD suggested having an LMP Events planner completed and shared as early as possible with the members.</p> <p>SMcM suggested having a proposed schedule of academies for diaries too.</p> <p>AD also suggested promoting LMP via discussion with Coleraine BID about the speakers in town during the day, in addition to radio ads.</p>	<p>LMP Team</p> <p>LMP Team</p>
<p><b>5.00</b></p>	<p><b>2024-2025 Multiply Programme</b></p>	
<p>5.01</p>	<p><b>Multiply Update -</b></p> <p>MMcG explained that CC&amp;G LMP will be delivering:</p> <ul style="list-style-type: none"> <li>• 'Counting on You' – Industry Upskilling.</li> <li>• 'Making it Count' - Engaging Mature Learners.</li> <li>• 'Numeracy at Risk' - Supporting Previous Offenders and Those in the Prison System.</li> <li>• 'Multilingual Math' - Maths for Speakers of Other Languages.</li> </ul> <p>There has been issues with procurement, so CC&amp;G LMP is yet to confirm delivery partners.</p> <p>Likely to seek tenders per cohort from local community groups and training companies.</p>	

<b>6.00</b>	<b>DfE Accrued Budget</b>	
6.01	£50,000 was accrued from DfE, so far about £23,000 has been spent on PLA.	
<b>7.00</b>	<b>Any Other Business</b>	
7.01	<b>LMP Terms of Reference –</b> Passed with no objections.	
7.02	<b>AGM –</b> AGM planned for the start of the next meeting.	
	<b>Date of Next Meeting</b>	
	AGM Wednesday 20 <sup>th</sup> November 2024 at 10.00am in the Large Committee Room at Cloonavin, Coleraine, followed by Members Meeting from 10.30am to 12 noon.	

**END**

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