

Meeting Held at: Large Committee Room, Cloonavin, Coleraine Council Offices.

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Date and Time: Wednesday 28th January 2026 at 10.00am

Minutes Taken By: Chloe Stewart

Attendees: Alan McConaghie (AMcC)- Jobs and Benefits Office
Alison Lowry (AL) – DFC Employer Services (Online)
Alison O’Mullan (AO’M) - Jobs and Benefits Office
Chloe Stewart (CS) – CC&G LMP
Danielle McAleese (DMcA) - CC&G LMP
Helen Lynagh – (HL) – Invest NI
Marc McGerty (MMcG) – CC&G LMP
Martin Devlin (MD) - Roe Valley Enterprises (Online)
Oisin Duffy (OD) – CC&G Local Economic Partnership (LEP)

Apologies: Jonathan Wilson (JW) – DfE Careers Service
Lorinda Bond (LB) - Jobs and Benefits Office

Distribution: All Member organisations
Council (for information)

Date of Next Meeting: Wednesday 11th March 2026

Date of Issue: February 2026

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Ref No.	Description	Action by
1.00	Welcome	
1.01	Quorum Not enough LMP Members were present for a quorum. After discussion, Members agreed to continue with the meeting for information purposes, as no approvals or decisions were required.	
1.02	Apologies Apologies recorded as above.	
1.03	Conflicts of Interest Forms were completed and returned to LMP Secretariat.	
1.04	Minutes of Previous Meetings There was not a quorum of members to agree the last meetings minutes (third and fourth). MMcG to send minutes to members via email for approval.	MMcG
2.00	Conflicts Of Interest, Procurement, & Audit	
2.01	Updates <ul style="list-style-type: none"> • MMcG gave members an update about the 2025-26 Audit and reviewed the 2024-25 Audit recommendations • Audit for 2025-26 to commence in February 2026 with the external auditor. • Auditor has raised concerns in previous audits about conflicts of interest. • DfC have issued additional guidance on the Internal Audit Function. 	
3.00	2024-2025 LMP Update	
3.01	Draft Annual Report The Annual report for 2024-25 is in the final draft stages. MMcG to circulate final draft.	MMcG
3.02	Retrain Plus Outcomes 2024-25 MMcG gave an overview of Retrain Plus Employment Academy outcomes for 2024-25, highlighting 204 candidates have participated on Employment Academies, with 162 of those candidates securing employment.	

Indicator	Target	Actual	Unemployed / Economic Inactive	Disabled	Skilled Labour Supply
Number of participants recruited	126	204	114	15	75
Number of employers engaged	67	93	46	3	44
Number of completers	98	191	103	15	73
Number of completers satisfied	84	185	99	15	71
Number of completers received employment support	74	181	95	15	71
Number of employers satisfied	49	89	43	6	40
Number entering employment	71	162	79	12	71
Number sustaining employment	50	98	47	2	49
Number obtaining qualifications	71	187	99	15	73
Number entering FE	13	34	25	5	4

3.03 **Business Seed Fund programme**
56 completed the programme, exceeding the target of 38.

3.04 **Personal Learning Account fund**
251 people were approved for the funding, with a total of 147 qualifications achieved and 137 employment outcomes for residents in the borough. Qualification and employment data taken from the 183 who responded to the survey.

3.05 **Summary Outcomes**
355 job outcomes in total for the financial year 2024-25 when combining Retrain Plus, Seed Fund and Personal Learning Account.

4.00 **2025-26 LMP Update**

4.01 **Additional Funding**
MMcG confirmed DfC have provided £50,500 in additional funding to Causeway Coast and Glens LMP. £25,000 is planned to go into the Personal Learning Account programme and the other £25,500 is planned for a new HGV Academy with Lynas Foodservice.

4.02 **SP 2.1 Retrain Plus**
New Academies commencing in January 2026:

- Lynas HGV Delivery Driver Academy (12 places)
- Medical Secretary Academy (12 places)
- Health and Social Care Academy (48 places over 4 training cohorts)
- Digital Marketing Academy (12 places)
- Community Development (12 places)

The LMP team will coordinate recruitment and work with Jobs and Benefits Office (JBO) to incorporate the DfC Work Experience Programme (WEP) in these academies where possible.

	<p>After discussion the JBO staff wanted to confirm the members understand that ADF is provided on a case-by-case basis and can never be guaranteed to any claimant.</p> <p>Ongoing academies include:</p> <ul style="list-style-type: none"> • Transport Academy • Security • Children’s Care • Non-Emergency Ambulance Care • Taxi Academy • Lifeguarding • Childminding (DE Funding via Belfast City Council) <p>These academies will be reviewed before reprocurring for 2026-27.</p> <p>4.03 SP 2.2 Business Seed Fund Grant opened in January 2026. Money will be allocated to supporting applicants to apply for the seed fund grant to increase the quality of applications and understanding from the applicants. Approximately £5,000 from 25/26 and £5,000 underspend from 24/25 will be used.</p> <p>4.04 SP 2.3 Personal Learning Account</p> <ul style="list-style-type: none"> • Window for applications opened again in January 2026. • Courses must commence by the 31st of March and conclude by the 30th of June 2026. • 317 applications approved this year to date. • The additional funding from DFC allows for 50 more PLA grants to be awarded. <p>4.05 Job Fairs The CCG LMP team met with local JBO staff and a conversation was facilitated regarding the number of job fairs that should be held each year. Following that meeting (held on the 15th of January 2026) it was suggested to:</p> <ul style="list-style-type: none"> • Host a smaller number of multi sector job fairs locally (e.g. in town halls). • Hold an online Jobs Fair with the Cross Border team. <p>After discussion between the members, it was agreed that the LMP team need to discuss job fairs further with local JBO staff and agree a schedule. It was also agreed to hold one large regional job fair (possibly in May). LMP Team to check CLC availability and confirm a date with AL.</p> <p>4.06 Lifelong Learning Strategy</p> <ul style="list-style-type: none"> • Jhe Solutions working on a 24-month integrated skills action plan for the borough. • Causeway Festival of Learning Week to be launched soon for the last week in March 2026. 	<p>LMP Team</p>
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4.07	<p>Springboard Careers Event</p> <ul style="list-style-type: none"> • Hospitality Takeover Day on Tuesday 3rd of March 2026 at Dunluce Lodge, Portrush. • 50 students (year 12) from schools across the borough will attend, along with 15 others (Teachers / industry guest speakers). • LMP covering food costs at Dunluce Lodge (maximum £1,300). 	
4.08	<p>Employers Toolkit</p> <ul style="list-style-type: none"> • Mid Ulster LMP developed an Employers Toolkit Platform which is to be developed across all 11 LMPs, funded by DFC. 	
4.09	<p>LMP Subgroups Update-</p> <ul style="list-style-type: none"> • Employer Engagement Group - <ul style="list-style-type: none"> ○ To be set up to include LMP, JBO Employer Advisers, Go Succeed, Invest NI. ○ Monthly meeting to be scheduled. Objective is to identify employers to target. • Employability Providers and Partners (SPF, PEACE, etc) <ul style="list-style-type: none"> ○ Changes to SPF so deferred to next financial year. ○ Employability Programme meeting scheduled with Peace Manager and Delivery Partner. • Lifelong Learning Strategy <ul style="list-style-type: none"> ○ Consultant appointed to help develop Integrated Skills Action Plan for CCG. ○ Sub Group to be developed with the Action Plan. • Disability Employment (Triangle, CAN, SPF Partners, JBO) <ul style="list-style-type: none"> ○ Changes to SPF so deferred to next financial year. 	
5.00	<p>Any Other Business</p>	
5.01	<p>Local Economic Partnerships (LEPs) OD provided an overview of the LEP Board. LMP Team to share LEP Action plan with LMP members. OD to update on LMP Members on LEP activities at the next LMP meeting.</p>	LMP Team OD
5.02	<p>PowerPoint Presentation MMcG to share the PowerPoint presentation with the members.</p>	MMcG
6.00	<p>Date of Next Meeting</p>	
6.01	<p>Date of next meetings are planned as follows:</p> <ul style="list-style-type: none"> • 11th March 2026 (Bann View Committee Room) • 22nd April 2026 (AGM) • 22nd April 2026 • 22nd July 2026 (might not achieve a quorum) • 21st October 2026 	

	<ul style="list-style-type: none"> • 11th November 2026 (1st Action Plan Workshop) • 25th November 2026 (Final Action Plan Workshop) • 27th January 2027 • 21st April 2027 (1st meeting of 2027-28 financial year) • 21st April 2027 (AGM) <p>CS to book rooms as required in Cloonavin, Coleraine.</p>	CS
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