

# PCCM Minutes – 29 September 2016

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*23 November 2017*

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## Provider Contract Monitoring Meeting

**Thursday 29 September 2016**

**Present:** Alan Jamieson, Maria Margiotta (Voiceworks); Kate Woodhouse (Mortlake Community Association); Elizabeth Fraser Betts, Josie Dick (OHG); Habiba Hussain (RCABs), Barri Ghai, Hugh Dale, Ryan Tolmia (Minutes)

**Apologies:** George Blay-Kwofie

Minutes	Action
<p><b>Welcome, introductions and apologies</b></p> <p>Introductions made.</p>	
<p><b>Prevent Duty</b></p> <p>BG gives an overview of the Prevent Duty and our responsibility to ensure learners are made aware of this. Safeguarding statement was circulated to providers which can be read out to learners at the start of a course. Learners can contact Community Learning with any questions regarding the Prevent Duty.</p> <p>HH – RCABs outlined the expectations of the tutor and the learners regarding the Prevent Duty at the beginning of classes. Any issues around this need to go through the head office to ensure there are no breaches of confidentiality.</p>	
<p><b>Community Learning Flyer</b></p> <p>CL flyer includes information on how Community Learning is run and what courses are available. The flyer also includes a description of British values.</p>	<p><b>AP: Providers will confirm the number of flyers needed for courses (CL will order and deliver flyers)</b></p>
<p><b>CL Round 2 Commissioning 2016-17</b></p> <p>Round 2 dates confirmed:</p>	<p><b>AP: Put link to Advice Richmond website on CL</b></p>

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Open: Monday 3<sup>rd</sup> October 2016  
Close: Friday 28<sup>th</sup> October (5:00pm)

**website (RT)**

EFB: OHG are running 4 courses – Family Artworks / Intergenerational Course / Parenting Courses / Volunteer Courses

**AP: Forward Voice of Experience flyer to other Providers (HD)**

HH: RCABs help learners to understand universal credit

There is an Advice Richmond website which has multiple links to IAG. The link to this will be put on the CL website.

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### **Community Learning Annual Surveys 2016-17**

Providers will be emailed with details of surveys closer to the time that surveys will be sent out. CL will request paper copies of surveys from SFA to help ensure more learners complete the survey.

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### **Contract Monitoring Arrangements - Reminders**

**AP: Circulate Invoice template to Providers (RT)**

RT – The minimum amount of data required for a learner to be registered on the Management Information System includes:

- . First Name
  - . Surname
  - . DOB
  - . House Number / Post Code
  - . Learning Difficulty / Disability (If applicable)
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**Mandatory Provider Training 2016-17**

The preferred date for the 'Best Practice in Community Learning' is Wednesday 19<sup>th</sup> October (9:30am – 1:00pm).

EFB – It would be a good idea to explore how staff training is paid for the next time around.

AJ – I have relevant qualifications and have attended relevant training courses before so would I need to attend the Provider training courses?

HD will contact RACC to confirm if length of training courses can be shortened and will confirm if AJ needs to attend.

HH – The funding amounts in SLA should be amended to cover staff training costs.

**AP: HD contact RACC to confirm if training courses can be shortened**

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**Community Learning – 'Adult Achievement Awards' 2016-17**

This will be held to celebrate the success of learners who attend CL funded courses. Each provider will choose 1 learner from one of their courses.

All in agreement for this to take place. Details TBC.

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**Date of next meeting: Thursday 30<sup>th</sup> March 2017 (10:00am, Heatham House)**