

Minutes from the North Norfolk Skills Partnership Steering Group held at Merchants' Place, Cromer on 31st July 2006 2.30 - 4.30pm

Agenda Item		Action
1	Those Present: Tim Ellen, Don Venvall, Robin Smith, John P Morgan	
2	Welcome and Apologies:	
3	The Meeting RS proposed that DV become the Chair of the Steering Group. TE seconded and it was unanimously adopted. JM circulated the draft Terms of Reference and these were adopted. DV raised a concern about missing out on some of the funding already agreed through lack of spend in the current financial year. RS agreed that he had it in writing that any underspend could be rolled into next year. Agreed that job Description was required for the position of Development Officer who would present our rural needs and encourage joint working. Agreed a broad timeframe involving recruitment of research student to coordinate research and map provision. This to take place over 6 months. Also identified need for quick wins to keep the members of the business forum engaged with the concept. Need to identify how the business forum can articulate needs. Four short term action points identified: <ol style="list-style-type: none"> 1. Communicate current availability in particular Train to Gain in language that is accessible to the business community, for example via Outlook. Look to broker for example an NVQ Level 2 Customer Care course or tourism. 2. Find ways to identify needs for economic development 3. Communicate support available to business, Business Link, WEETU, NWES, NEAT 4. Work with voluntary organisations to provide LSC brokered consortium Two tier structure. Steering Group and a Membership Group. Steering Group to be made up of: <ul style="list-style-type: none"> o DV as chair and representative of voluntary sector o TE representing FE providers via Norfolk Colleges for Business o RS o LSC Howard Foale o Unions – DV to contact Peter Medhurst o Employers representative to be nominated by Business Forum o Sue Pointer o Schools representative o Adult Education – Judy Youngs Membership Group to be made of all interested parties. Action points – Job Description and Positioning Paper for NNCP Board meeting 29 August.	
4	AOB Next meeting 5 September 2006 Merchants Place Cromer at 2.30pm	

Signed:

Dated: