

**Minutes from the North Norfolk Skills Partnership Steering Group held at Merchants' Place, Cromer
on 28 September 2006 at 10.30 am**

Agenda Item		Action
	<p>Present: Tim Ellen, John P Morgan, Richard Polley, Robin Smith, Don Venvell (Chair), Judy Youngs</p> <p>Apologies: Su Pointer</p>	
1	<p>Introduction and Welcome DV welcomed everyone to this second meeting of the Partnership. At future meetings there would also be a representative from the North Norfolk Business Forum.</p>	
2	<p>The Initiation Report All had received copies of the Initiation Form that had been presented to the Board of the Community Partnership. It was now necessary to clarify the issues in that report, pick up any omissions and emphasise particular points.</p> <p>He had been assured that, despite a late start, the project would run for the full two years and hopefully continue after that, if justified, and be self-sustaining.</p> <p>The specific outcomes were discussed and it was agreed that the second and third bullet points should be changed. The second point was just a task and the third was already being done. It was important to ensure that North Norfolk received its fair share of LSC funding. RS suggested that a major output of this Partnership should be to produce a strategy around learning by looking at the needs of the District and prioritising actions for the short, medium and long term. It was also agreed that communication between skills providers and businesses was a key issue. DV said that it is important to clarify what training facilities exist and what is required. It is also necessary to widen participation of both businesses and unions in training provision. A new project called 'Train to Gain', funded by the LSC, had already started in this area and it was vital to communicate this to all local businesses and get training onto their agendas.</p> <p>The rest of the document was agreed.</p>	
3	<p>Role of the Steering Committee – Overview of Projects It was agreed that the highest priority was to communicate the possibilities of the Train to Gain scheme to employers. It was being promoted in the next edition of Outlook, the District Council's magazine. It should also be marketed through the Business Forum and Skills Partnership. It was suggested that combined events could be held with these two bodies.</p>	
4	<p>Funding Application There was no immediate pressure.</p>	
5	<p>Role of Development Officer It was agreed that RS should speak to Personnel at the District Council and Stephen Eldred from the LSP with a view to seconding JM to the role of Development Officer in recognition of the urgency of the need to communicate the Train to Gain project to local employers. If necessary, the recruitment procedure for Development Officer should also be commenced immediately.</p>	RS
6	<p>Graduate Research Student The student would work for both the Business Forum and Skills Partnership. A review was necessary on what projects need to be done by the student. It was suggested there should be a joint meeting of the Skills Partnership and the Business Forum to agree these projects. RS had already contacted the Graduate Office and a sum of £12,000 was in the budget to pay the salary with a possible extra £3,000 available. The terms of reference also needed to be considered. The job description had already been circulated and JM and DV agreed to meet quickly to decide on terms of reference and projects, which would then be circulated to the Partnership for approval.</p>	JM & DV

7	<p>Any Other Business</p> <p>There was a sum of £23,000 available through the Norfolk Learning Partnership and it was agreed that this should be allocated by the Skills Partnership. There were still two active learning communities in Wells and Fakenham which would need funding but it was necessary for the other areas to also receive funding. It was agreed that it should be allocated on an Area Partnership basis. Events in each area could be funded by this money.</p> <p>The size of the Steering Group was discussed. It was agreed that it would be useful to have a Union representative and JM agreed to contact Richard Crook about this. As an alternative, it was suggested that Peter Medhurst, who was on the LSC Council, could be asked. It was important to have a Business Forum representative on the Group as well. It was agreed that all other members should remain on the Group. Other people could be invited for particular meetings.</p> <p>Gill Powell informed the Group that the Business Forum were holding two events this year, one on 31 October in Holt and the second on 21 November in Sheringham. Speakers had already been arranged for these two events but events were planned for next year and skills could be the topic for discussion at these. There would also be the opportunity for networking at these events so Train to Gain could be introduced informally to employers.</p> <p>It was agreed that the next meeting should be held at 10.00 am on 31 October at Merchants' Place, if the room was available. JM to check availability.</p> <p>The meeting closed at 12.30 pm.</p>	<p>JM</p> <p>JM</p>
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Signed:

Dated: