

**Minutes from the North Norfolk Skills Partnership Steering Group held at Merchants' Place, Cromer
on 31 October 2006 at 10.00 am**

Agenda Item		Action
	<p>Present: Tim Ellen, John P Morgan, Su Pointer, Richard Polley, Robin Smith, Don Venvell (Chair), Judy Youngs</p> <p>Apologies:</p>	
1	<p>Introduction and Welcome DV welcomed everyone to this second meeting of the Partnership. At future meetings there would also be Darren Mayhew from Berry Plastics representing the North Norfolk Business Forum.</p>	
2	<p>Minutes of the Previous Meeting These were accepted and signed by DV and passed to JM to file.</p>	
3	<p>Matters Arising DV reported that he had had a very successful meeting with Ian Doughty of the Business Forum on 6/10/06. More details in AOB. DV also circulated a letter he had received covering mentoring support for businesses.</p>	
4	<p>The Initiation Report The revised report had been circulated. A further revision was suggested so that the group's membership were defined in terms of who or what each represented. This to be circulated once done and then it can be removed as a standing item on the agenda. RS suggested that we may need to look at the branding and the name. It appears that Consortia or Coalition is current best practice. The rest of the document was agreed.</p>	JM/DV
5	<p>Role of the Steering Committee – Overview of Projects Learning Community Funding – broadly agreed with the proposal tabled. RP explained that the LSC was trying to get the Learning Communities to align with their LSP. Modifications were suggested to the form and it was agreed that JM should liaise with the existing Learning Communities at Wells and Fakenham so that partnership working can be confirmed. The activities will be organised with the LAPs. RS stated that any events need to be cutting edge to attract employers. RP pointed out that the Norfolk Learning Partnership required a more community focussed approach. Events would include Train to Gain publicity and would involve providers and brokers. 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>	
6	<p>Development Officer Advice had been taken with regards seconding JM to the position of Development Officer for the Skills Partnership. As long as all parties were in agreement then the initial secondment could proceed. All were in favour. JM explained that at present he is dedicating days of the week to specific projects from his current workload – Monday is Sheringham, Thursday is Cromer. The balance will be split as required and dedicated to the Skills Partnership. RS said that he would identify a workplan with JM, taking into account the LAA, and look to start the secondment from November 1. At the next meeting the next three months would be mapped out and a financial budget/cashflow would be available.</p>	RS/JM
6	<p>Graduate Research Student DV and JM have met to discuss the two strands of research to be done:</p>	JM

	<p>Strand 1: Learning and skills research:</p> <ul style="list-style-type: none"> • To locate, evaluate and consolidate information and research on learning and skills in North Norfolk, for example the STAR report by the LSC. • To map current provision, FE/ACL/WBL etc providers plus project initiatives, private and voluntary sector providers. • To establish data indicators and a source structure to keep key data up to date <p>Strand 2: Business skills needs research</p> <ul style="list-style-type: none"> • To Develop personal skills to communicate with businesses in North Norfolk • To quantify the skills needs of businesses and develop structure to record and analyse needs data • To define formal qualifications in practical terms that can be communicated with business partners and feed into training providers <p>The student would work for both the Business Forum and Skills Partnership. JM will develop this and bring it on line. RS will be involved but JM will speak direct to the Business Forum re their needs.</p>	
7	<p>Any Other Business</p> <p>DV will verbally report to the next NNCP board meeting 2 November. DV was concerned that the LDF did not include the LEA.</p> <p>DV read a letter from Crabline basically saying that young people did not stay because there was not enough choice and that the population was aging.</p> <p>DV reported on meeting with Ian Doughty – it was agreed to have joint membership. Also will hold a joint meeting and share minutes.</p> <p>It was agreed that JM should represent the Skills Partnership at the Business Forum. It is hoped that Gillian Bolam will attend the next Skills Partnership meeting.</p> <p>RS reported on the Enterprise Hub being developed – it will cost £2m+ and is at the architectural stage.</p> <p>It was agreed that the meetings should be held at the end of each month. The next meeting should be held at 10.00 am on 1 December venue to be confirmed.</p> <p>The meeting closed at 12.15 pm.</p>	JM

Signed:

Dated: