

**Minutes from the North Norfolk Skills Partnership Steering Group held at Merchants' Place, Cromer
on 1 December 2006 at 10.00 am**

Agenda Item		Action
	<p>Present: Nicky Bennett, Tim Ellen, Darren Maydew, John P Morgan, Su Pointer, Richard Polley, Robin Smith, Don Venvell (Chair), Julie Worrell</p> <p>Apologies: Judy Youngs</p>	
1	<p>Introduction and Welcome DV welcomed everyone to the meeting and said that there were a number of key issues to be dealt with.</p>	
2	<p>Minutes of the Previous Meeting Apart from the correction of the spelling of DM's name, these were accepted and signed by DV.</p>	
3	<p>Matters Arising It is necessary to have a joint meeting with the Business Forum to which all members of both groups will be invited. JM will organise this together with Gillian Bolam. It is important to work together on key projects and share ideas. There should be specific projects which have clear outcomes. JM had been officially seconded as Development Officer for the Skills Partnership as from 1 November. He would gradually increase his time spent on this up to three days a week over the next few months and then during 2007 would increase to full time. A separate account code had been set up and funding from the LSP allocated to that code. A financial report would be a regular report item to this Group. JM had revised the job description for the research student and this had been submitted to Human Resources. DV reported that there had been some concern at the NNCP Board meeting at the delay in appointing a Graduate Student.</p>	JM
4	<p>Membership of the Group It was felt that the voice of young people was missing from this Group. NNDC employed Richard Gowlett to work with young people and it was agreed that he should be invited to be a member of this Group in order to voice the issues of local youth. It would also be useful for Group members to meet with young people occasionally. It was also agreed that a representative from Jobcentre Plus should be invited to be a member of this Group as well as Richard Crook, a Union representative.</p>	
5	<p>Report from the Development Officer JM had attended an ESF consultation event at which it was confirmed that funding would be halved over the period 2008-2013. There were two priorities; employment and skills. JM had also attended a Business Forum event in Sheringham where he had taken information and a display about learning and skills. At future events JM would be making presentations. It was important for this Group and the Business Forum to work together much more closely in future. Minutes would be shared. RS commented that it is necessary to focus on one or two prime objectives that will make a difference then get that message across to businesses. In order to give direction, there should be a Business Forum Strategy and Skills Strategy which should relate to the Local Area Agreement. TE felt it was important to focus on action rather than just words. Funds were already available through Train to Gain. JM's work plan was agreed but this required prioritising before the next meeting. SP suggested that JM could focus on item 4 for a quick hit. JM agreed to circulate an explanation of the acronyms used for clarity.</p>	JM
6 & 7	<p>Role of Steering Committee/Overview of Projects There were items in Outlook about Train to Gain and the Skills Partnership. Money can be drawn down quickly from Train to Gain and a large number of local businesses had training needs. It is necessary to get the message across effectively. Currently there was an information breakdown. RS had a list of 255</p>	

	<p>primary businesses in North Norfolk which he felt should be contacted by letter, which should be sector specific. He recommended that the Group have the letter professionally prepared by a marketing agent in order to gain the most impact. It was suggested that Train to Gain brokers should be asked to pay for this letter. DM said that key players should be visited. SP commented that the social care sector had already received their funding. RP said that Train to Gain should be put at the top of the agenda and be promoted at every Business Forum event in order to achieve a high uptake. After the first event where this was presented, there should be an evaluation of its effectiveness. A paragraph should also be included in the next Business Forum newflash. It was agreed that a small group from this Group should meet with the local brokers to discuss this further. The Learning Communities were continuing. Wells and Fakenham were happy for this Group to be the main agent.</p>	
8	<p>Financial Review JM had circulated a financial report which would be updated and reported to each meeting of the Group.</p>	
9	<p>Any Other Business The recruitment process for the Graduate Student had already commenced. Interviews would be held at Merchants' Place on either 18 or 19 December. It was agreed that, as this was a joint worker for the Skills Partnership and the Business Forum, both Chairs and both Co-ordinators should be on the interview panel.</p> <p>DV mentioned a recent article in the EDP about some high school children who were visiting building projects in order to see what opportunities are available in the construction industry. He thought this example should be followed more widely. There had also been an article about food and farming saying that next year the farming industry would be working with schools to show the opportunities there. DV felt it was important to be involved in these projects. DM mentioned that it was also important to improve staff retention.</p> <p>Nicky Bennett thanked the Group for inviting her to the meeting and hoped in future she would be able to bring the perspective of the voluntary and community sector to the table. There was potential to look at the way the voluntary sector retained staff and its networks and strengths. She distributed some information to the Group.</p> <p>RS reported that he had received approval for a feasibility study for an enterprise hub at North Walsham. This was a £2m project which would be jointly led by the Business Forum and Skills Partnership. There had also been a meeting between the Business Forum and Kongskilde, who had downsized, with a view to using some of their site in Holt as a skills and business development centre. Ian Doughty also had aspirations for an enterprise hub in his part of the district.</p> <p>It was provisionally agreed that the next meeting would take place on 2 February at 10.00 am at Merchants' Place.</p> <p>The meeting closed at 12.05 pm.</p>	

Signed:

Dated: