

Minutes from the North Norfolk Skills Partnership Steering Group held at Merchants' Place, Cromer on 1 February 2007 at 10.00 am

Agenda Item		Action
	<p>Present: Nicky Bennett – Voluntary Sector Tim Ellen – Paston College FE sector Samir Jeraj – Research Graduate John P Morgan – Skills Partnership Development Officer Su Pointer – Health and Social care Sector Richard Polley – Learning and Skills Council Rena Savage – substitute for Judy Youngs – Norfolk Adult Education Don Venvell (Chair)</p> <p>Apologies: Darren Maydew – Business Forum Representative Robin Smith – North Norfolk District Council Julie Worrell – UEA representing HE Sector</p>	
1	<p>Introduction and Welcome DV welcomed everyone to the meeting. Everyone introduced themselves and SJ informed the Group that he would be located both at Merchants' Place and at the Council Offices. He could be contacted either by telephone or email. JM said he was compiling a contacts list for this group which he would circulate. DV apologised for the lateness of the agenda and that the date of the meeting had to be changed owing to the LAA Seminar.</p>	JM
2	<p>Minutes of the Last Meeting These were accepted as a correct record and signed by DV. It was agreed it would be useful for the names of the organisations represented at this meeting to be recorded in the minutes against their names.</p>	
3	<p>Matters Arising <i>Joint Meeting with Business Forum</i> It was proposed to have a joint meeting on 27 February at 4.00 pm. TE suggested that 3 or 4 items for discussion be agreed beforehand and that just a few representatives from the Skills Partnership attend. DV felt it would be good for all the Skills Partnership members to meet the Business Forum Executive. It was suggested RS should provide a short discussion paper for the joint meeting which could be circulated prior to the meeting. RP thought it would be better to delay the meeting until the Skills Partnership had a better idea of what it was doing and to give an opportunity for the paper to be debated. It was agreed that Gill Powell identify a date in March for this joint meeting and that the paper be circulated in advance. It was also agreed that some Partnership members should attend the meeting on 27 February in order to establish communication between the two groups. JM should become a permanent member of the Business Forum. He could identify some quick wins from his workplan and highlight these to the Forum for their feedback. RP felt it would be useful if JM drew up some draft aims and objectives which he could circulate. DV had already attended a meeting with a few members of the Business Forum to discuss strategies and share information. He informed the meeting that the Business Forum were intending to become a company limited by guarantee. It was not felt necessary for the Skills Partnership to do the same. It is important to have business representatives on governing bodies of education providers and for business to co-operate in providing skills. The new District Council Economic Development Strategy would be presented to the Council in September and it was important to have input into this. There is an urgent need to quantify the emigration of young people from the District, unemployment and return to work statistics. Priorities include establishing a dialogue with business regarding recruitment and training with sector co-operation. It is important to link any</p>	GP JM

	<p>strategies to the LAA stakeholders' strategies. It was agreed to circulate the agreed terms of reference as set out in the initiation report.</p> <p><i>Appointment of Joint Research Worker</i> SJ had been appointed to look at two main areas, learning and skills. He would research the barriers and how to overcome those barriers. He had just started work this week reading existing documents and reports and was also attending various meetings in order to familiarise himself with the issues and make useful contacts. He will report regularly to this meeting.</p> <p><i>Membership of Group</i> JM had spoken with Ron Munson, Head of Cromer High and he may be interested in joining this group. JM would also speak to someone from Jobcentre Plus. SP would try to contact a Union representative. TE suggested that Roger Allen from Connexions would be a good addition to the group.</p> <p><i>Train to Gain Meeting with Brokers</i> This had been a very useful meeting and the brokers were willing to get involved. However, Train to Gain needs to be publicised more widely as the money is available and needs are there. The Business Forum Cromer event on 24 January had been used to advertise Train to Gain. This had been attended by more than 50 businesses and JM and Sharif Sharif, from Colleges for Business had spoken to many people both before and after the presentation. Information about Train to Gain had also been put in each delegate's pack. JM was still awaiting more information from the brokers, who had offered to provide telesales backup. JM suggested preparing a letter to go out to selected local businesses about this subject. It was felt that word of mouth was probably most effective and that one business should be chosen to demonstrate the effectiveness of the project. There was concern that time was short and that if the opportunity was not taken up soon, money would be lost from North Norfolk. JM agreed to put a paragraph about Train to Gain in the next Business Forum newflash to be sent out the following day. There was also concern that the failure of this project would jeopardise future funding for the District.</p> <p><i>Enterprise Hub</i> As RS was absent, this matter was not discussed.</p>	<p>JM</p> <p>SJ</p> <p>JM SP TE</p> <p>JM</p>
4	<p>Meeting with Business Forum re Terms of Reference This had already been discussed.</p>	
5	<p>Implication of ROSLA to 18 This was a real opportunity to raise standards of achievement in the context of skills needs in an integrated way. It was important to develop links with schools and to encourage realistic expectations amongst young people and more participation from them. A major issue was the availability of sixth forms and their distance away. It was important to get the views of young people themselves.</p>	
6	<p>Programme of Events JM would be attending all Business Forum events. There was also a Learning Community event at Merchant's Place on Saturday 17 March with the focus on encouraging people into higher and further education. Both returning to learning and staying in education was being encouraged. JM would circulate details. He was also in discussions with the Holt Area Partnership about organising activities there as the biggest gap was in that area. The Co-ordinator had suggested a roadshow.</p>	JM
7	<p>Report from Development Officer JM had circulated his updated workplan. Train to Gain and the Business Forum event had already been discussed. SJ had been interviewed just before Christmas and had just started work.</p>	
8	<p>Financial Report The first payment for the Learning Communities had come through with a large amount of that going to Fakenham. The cashflow would have a different layout in future which would reflect the plan versus the actual spends, have more of a breakdown and include SJ's costs.</p>	

<p>9</p>	<p>Issues to be Raised by Individual Members <i>College of West Anglia</i> SP had put forward a motion to Full Council deploring the actions of the Sheringham and Fakenham Learning Centres and proposing that the Council broker a meeting between all training providers to see how the learning and training needs of Norfolk can be met. This motion had been carried unanimously. It is important to have accessible, local training and learning facilities. DV felt a Skills Partnership representative should attend this meeting. The ability of people to pay is sometimes ignored. NB pointed out that recreational learning could increase confidence and lead to further education. RP said that the challenge was to refocus with the provision available but without LSC funding. Fakenham High School could not be used in the daytime. It is important to improve skills in the Fakenham area but it is necessary to have a venue.</p>	
<p>10</p>	<p>Next Meeting Dates Representatives would attend the next meeting of the Business Forum. The next Skills Partnership meeting would be on 19 March at 2.00 pm at Merchants' Place. It was agreed that following meetings should be on a six-weekly cycle. JM agreed to work out a schedule of meetings.</p> <p>The meeting closed at 12.20 pm.</p>	<p>JM</p>