

Minutes from the North Norfolk Skills Partnership Steering Group held at Merchants' Place, Cromer on 25 April 2007 at 10.00 am

Agenda Item		Action
	<p>Present: Roger Allen - Connexions Nicky Bennett – Voluntary Sector Pauline Chamberlain – Fakenham College/Learning Community Tim Ellen – Paston College FE sector Samir Jeraj – Research Graduate Rick Martin – Norfolk Learning Partnership John P Morgan – Skills Partnership Development Officer Steve Walker – GMB Union Learning Rep Richard Polley – Learning and Skills Council Geoff Thompson – North Norfolk District Council Don Venvell (Chair) Melissa Wallis-Riches – Meridian East Judy Youngs – Norfolk Adult Education</p> <p>Apologies: Gillian Bolam – North Norfolk Business Forum Jon Holt – Jobcentre Plus Su Pointer – Health and Social Care Sector Robin Smith – North Norfolk District Council Julie Worrell – UEA representing HE Sector</p>	
1	<p>Introduction and Welcome DV welcomed everyone to the meeting, especially those who were here for the first time. He hoped they would find it useful. Everyone introduced themselves.</p>	
2	<p>Minutes of the Last Meeting These were accepted as a correct record.</p>	
3	<p>Matters Arising <i>Membership of Group</i> There was concern that Jon Holt did not expect to be able to attend most of these meetings as proper representation from Jobcentre Plus was felt to be necessary. JM agreed to contact them again but commented that JH received copies of all meeting documents and had responded to any questions very promptly.</p> <p><i>Funding</i> GT mentioned that one funding route was being co-financed by Jobcentre Plus and the LSC. There is a Regional Skills and Competitiveness Partnership event at Newmarket in June which will develop the regional focus. It would probably be the Autumn before this went live. GT agreed to circulate details about the event. GT and JM would be attending and will report back to a future meeting. A regional strategy would then be developed into which our projects needed to fit. Any opportunities for input on this strategy should be taken.</p> <p>It is important to have a portfolio of projects ready for the Autumn. TE felt that projects that would help people get back to work or start work, especially disabled people, were very important. The Skills Partnership and Business Forum were the two vehicles for delivering the projects. RP commented that in order to receive funding, projects needed to support the objectives of the sponsors. He suggested that Les Peirce, ESF Co-Finance Manager of the LSC, be asked to speak at a future meeting. This was agreed. A project was more likely to receive funding if it touched on a number of regional areas, eg coastal areas.</p> <p>Other funding could come from Investing in Communities (IIC).</p>	<p align="center">JM</p> <p align="center">GT JM</p>
4	<p>Strategic Vision to Project Delivery The links to the five strategic aims were agreed at the last meeting. The bullet point initiatives tied in with items discussed with individuals and at previous meetings. JM</p>	

	<p>asked if the Partnership supported this document and whether anything was missing. It was commented that there was no mention of people not in employment, education or training (NEET). Connexions are the lead agency. It is important to have the overall picture. It is important to be focused on improving skills locally. Priorities needed to be agreed. JM was meeting IIC to help focus ideas for projects. The ongoing research would also help in deciding priorities. JY commented that Adult Education is preparing future plans now without any external steer. RP felt that there was too much in the proposals and that the fear was that we would aim high and not achieve anything.</p> <p>RS had been tasked to organise a meeting to identify what North Norfolk would be looking to submit to IIC in the next year. The Skills Partnership would play a major part in this.</p>	
<p>5</p>	<p>COWA Closures Update</p> <p>Minutes had been taken at the meeting about this and these would be circulated. The Principal had explained that the closure was due to financial problems and the downward trend in enrolments. There were also issues with DDA compliance at the sites used. Some aims were agreed:</p> <ul style="list-style-type: none"> • To look at other funding streams • The partnership with Adult Education and the College should be developed • To face the issues of increased housing/larger community and the need for sustainable venues. The Merchants' Place model could be examined or other jointly funded schemes. <p>Access was a relevant point across the whole of North Norfolk. It is necessary to look at how the needs of this area can be met.</p> <p>TE commented that there had been a shift in funding to focus on skills development to enable people to get into work.</p> <p>JM was awaiting further information so he could look at the practical details of cost, take up and local conditions. The biggest loss was the lack of high street presence to provide information, advice and guidance. It is important to make people aware of the opportunities available. This was a problem common to other towns like Stalham and Holt.</p> <p>JY commenting on the Old Rectory in Fakenham that it was better to spend money on learning opportunities rather than offices.</p> <p>SW commented that employees preferred workplace delivery of training, which was less threatening.</p> <p>It was agreed that a small working group would be set up to take this forward and report back to the next Skills Partnership meeting. This would consist of JY, RA, RP, JM, DV and PC.</p>	
<p>6</p>	<p>Reports</p> <p><i>Development Officer</i></p> <p>His report had been covered in earlier items.</p> <p><i>Research Worker</i></p> <p>SJ had had a meeting with JM, GB and RS to clarify what he should be doing out of which had come five topic areas:</p> <ul style="list-style-type: none"> • Deprivation and the OCSI report, on which he would report to a future meeting • Strategic links from local to Europe • Broadband access and usage – provision and need for skilled workers • Non-VAT businesses and how to contact them and business support work • Learning and skills provision versus need <p><i>Financial</i></p> <p>JM circulated a cashflow document and said he will produce a profit and loss account for a future meeting. If anyone had any questions he would explain it in more detail. A project initiation form had been sent to NNCP with which they were very happy.</p>	
<p>7</p>	<p>Issues to be Raised by Individual Members</p> <p>There were none.</p>	

8	<p>AOB and Next Meeting Dates</p> <p>It was agreed that some information about the Skills Partnership be included in the Business Forum's regular newflash.</p> <p>It was also agreed to prepare some information packs about the Skills Partnership including details of membership, logos etc. These could then be distributed or various organisations eg schools, training facilities, to increase awareness of the Partnership. There is to be a Train to Gain roadshow and JM agreed to circulate details of this to members.</p> <p>It was agreed that if DM was unable to attend future meetings of the Partnership, a new representative of the Business Forum should be sought.</p> <p>The next meeting will be on 6 June at 10.00 am.</p> <p>The meeting closed at 11.50 am.</p>	<p>JM</p> <p>JM</p> <p>JM</p>
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Signed:

Dated: