

**Minutes from the North Norfolk Skills Partnership Steering Group held at
Fakenham College on 21 November 2007 at 10.00 am**

Agenda Item		Action
	<p>Present: Roger Allen – Connexions Gillian Bolam – North Norfolk Business Forum Pauline Chamberlain – Fakenham College/Learning Community Jon Holt – Jobcentre Plus Samir Jeraj – Research Graduate Rik Martin – Norfolk Learning Partnership John P Morgan – Skills Partnership Development Officer Jan Munn – Northern Area 14-19 Co-ordinator Richard Polley – Learning and Skills Council Robin Smith – North Norfolk District Council Geoff Thompson – North Norfolk District Council Don Venvell (Chair) Steve Walker – GMB Union Learning Rep Judy Youngs – Norfolk Adult Education</p>	
1	<p>Introduction and Welcome DV welcomed everyone to the meeting. As there were some new attendees, everyone introduced themselves. JPM had also invited some other people to attend including Sharif Sharif and David Martin from Business Link.</p>	
2	<p>Apologies: Tim Ellen – Paston College FE sector Karen Hudson/Melissa Wallis-Riches – Meridian East Pat McIntosh – Norfolk Learning Difficulties Su Pointer – Health and Social Care Sector Beatrix Ward – North Norfolk Community Partnership Julie Worrell – UEA representing HE Sector (definite apology) Andy Williams – Fakenham College</p>	
3	<p>Minutes of the Last Meeting The minutes were accepted as a correct record and signed by the Chairman.</p>	
4	<p>Matters Arising (i) <i>EDP Article</i> DV had contacted the EDP and they had agreed to publicise the results of the research project into what skills are required and what is being done. (ii) <i>Migrant Workers</i> There had been an article in the Times on 17 October about how migrant workers were more reliable and generally out-performed local workers. DV commented that they could be used more effectively if they had better knowledge of English. There were English classes for speakers of other languages (ESOL) but a charge had to be made now to those who could afford it whereas previously the classes were free for all. SJ suggested employers could pay for ESOL training. SW said a number of classes had been delivered in industry and most people did not have to pay. The real difficulty was finding tutors. The size of the problem needs to be understood better so that a strategy can be formulated. It was commented that migrant workers were cheap labour who worked well. British people were not keen to do these jobs as they would be better off on benefits. It was agreed it is important to keep this issue on the agenda and to pass these concerns through to the Business Forum. (iii) <i>Vice Chair</i> JPM reported that he had not received any nominations. DV felt it was important to have a Vice Chair and asked everyone to give it some thought. (iv) <i>Events and Publicity</i></p>	All

	<p>JPM had drafted a marketing tender to go out in the next week or so. It was quite open with some specific items like a logo, point of sale material and tools to create a display. This could be circulated if required.</p> <p>JPM suggested a series of events around the district when the IAG project is launched. He had attended Business Forum events.</p> <p><i>(v) Project Appraisal Process</i></p> <p>This had arisen out of item 6(ii). The NNCP received many applications for funding and it was suggested that the Skills Partnership assess the educational projects and monitor their success as the members had expertise in this area. JPM proposed setting up a transparent process to include financial assessment, quality standards, competence and whether the proposal fits in with the strategic aims and objectives of the Skills Partnership. The Skills Partnership Strategy first needs to be endorsed by the NNCP and published as soon as possible. It was suggested this could be done at the away day on 12 December. Projects supported would need to be monitored and assessed and there was concern about how this could be done. It was agreed this should be followed up at the next meeting.</p>	
5	<p>Action Plan and Review of NNCP Strategy</p> <p>It was requested that Publisher documents be sent in PDF format in future.</p> <p>The NNCP had asked for this Partnership's top four priorities which would go to form part of their action plan. This needed to be submitted to the NNCP by Friday. JPM had circulated a revised Skills Strategy and the following amendments were suggested.</p> <p>Point 3 to be combined with point 4 to read: <i>To link to the North Norfolk Business Forum (NNBF) in order to balance learning and training provision with the needs of employers and thereby influence the learning and skills needs of a flexible economy, now and in the future.</i></p> <p>Point 5 to be combined with point 6 to read: <i>To deliver a coordinated public sector approach to employer engagement with learning and skills providers by being a single point of contact for NNCP and be a strategic steer on learning and skills related issues.</i></p> <p>Once the NNCP Board had agreed the Strategy JPM agreed to amend the Action Plan.</p>	JPM
6	<p>Report by Chair of Meeting with NNCP Chair</p> <p>DV had met the Chair of the NNCP together with Ian Doughty from the Business Forum. He had asked about their successes and problems. DV had reported that the greatest success had been the networking with the weakness being the influence but no power. DV was also concerned that too much was required from JPM and he had pressed for increase resource, which the Partnership supported.</p>	
7	<p>Research Update</p> <p>There had been some delays getting the questionnaire out so it had been agreed to extend the project for two months so SJ could produce a better report. JY asked if an interim report could be produced by the meeting in January.</p>	SJ
8	<p>Issues to be Raised by Individual Members</p> <p><i>(i) Enterprise Hub</i></p> <p>RS reported that Innovas were preparing a business plan for the enterprise hub on a parcel of land which had been set aside on the old Crane Fruehauf site. This would hold the headquarters of the Business Forum, Skills Partnership, ICT and innovation suites, meeting rooms, internet café, crèche and trading businesses would be nurtured there. Innovas' initial findings would be considered before being reported to a select committee and steering group in December. The application to EEDA would be made in late January. The rights to the land are only available for a year so the new centre would need to be built by mid 2009.</p> <p><i>(ii) Update on Diplomas</i></p> <p>The Diploma programme has been led by schools and colleges with particular focus on working with businesses. It is important to reflect the needs of the local area. A consortium of schools in Norfolk had prepared bids to deliver diplomas. The</p>	

	<p>applications would be made in December and they would find out if they were successful by the end of March. There were four bids: creative and media, hospitality and catering, business administration and finance and environmental and land base. These would not always be based in a school and it is important to link with other partners. JM will speak to RS about this. The diplomas would have a local flavour and link with local skills needs. Other applications will be made in the future. By 2013 it is intended to have 17 diplomas available to everyone. There are also huge resources in the community and voluntary sector which could be used. RP was concerned about the rurality of the area and lack of transport and suggested virtual training.</p> <p>Andy Williams had asked JM to pass on his thanks for the Partnership's support for his successful bid for a construction diploma course. This will be delivered from September 2008 and will be a community resource delivering to adults and businesses as well. It was requested that Andy bring a paper to a future meeting about this diploma.</p> <p><i>(iii) Adult Education Bid</i> Adult Education had put in a bid to support young people into learning which would be run in north and south Norfolk. The bid of £50,000 would enable them to employ a team of support workers to seek out those who were NEET or at risk of becoming NEET and support them with a range of activities and experiences to raise their aspirations and confidence. JY agreed to speak with RA to ensure there was no duplication of the work of Connexions.</p> <p><i>(iv) Adult Education Community Development Worker Appointment</i> Charlie Hall had been appointed to this position and will shortly be meeting local organisations and partnerships.</p>	<p>JM/RS</p> <p>AW</p> <p>JY/RA</p>
<p>9</p>	<p>Projects Update</p> <p><i>i) IAG Learning and Skills Gateway – Steering Group</i> All the funding was in place for this project. The next step was to establish a steering group involving members of the funding bodies, the District Council and members from this group. JPM asked for people to be on the steering group and JM, RM, JY and PC volunteered. It was suggested the meetings be held either before or after the Skills Partnership meetings. Copies of the draft project initiation form were available on request. In the meantime JPM will get the project running.</p> <p><i>ii) Virtual Business Support</i> This was online business support which would be piloted in the North Norfolk coastal strip. This had been recommended for support.</p>	
<p>10</p>	<p>Other Matters/Reports</p> <p>RM said he would distribute a report about virtual learning. RA said the number of those NEET in this area was below the national average and the Northern Area figures were below the County figures. RP informed the group it was proposed to move Paston College to a site adjacent to the Victory Swimming Pool with a 2010 opening date. RS said there was concern about how this move may affect the town. On 17 May Adult Education are organising a mini roadshow display and this group was invited to contribute. It was agreed to put this on a future agenda.</p>	<p>RM</p> <p>JPM</p>
<p>11</p>	<p>AOB, other venues and Next Meeting Dates</p> <p>It was agreed that the group should meet in various venues around the district and JPM agreed to look for suitable ones. He asked for ideas but would like to touch each of the market towns. He agreed to circulate proposed meeting dates for next year with the minutes. He suggested these be six-weekly.</p> <p><i>Meeting with Chair of National Education Centres Association</i> DV had met this gentleman recently. DV was interested in what he was doing and had asked him to send him some information. RS said he would find out more about this organisation and report back.</p>	<p>JPM</p> <p>RS</p>

	The meeting closed at 12.20 pm.	
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Signed:

Dated: