

**Minutes from the North Norfolk Skills Partnership Steering Group held at  
The UEA on 8 January 2008 at 10.00 am**

<b>Agenda Item</b>		<b>Action</b>
	<p><b>Present:</b>            Pauline Chamberlain – Fakenham College/Learning Community            Jon Holt – Jobcentre Plus            Samir Jeraj – Research Graduate            David Martin – Business Link            John P Morgan – Skills Partnership Development Officer            Richard Polley – Learning and Skills Council            Robin Smith – North Norfolk District Council            Geoff Thompson – North Norfolk District Council            Don Venvell (Chair)            Melissa Wallis-Riches – Meridian East            Julie Worrell – UEA representing HE Sector            Judy Youngs – Norfolk Adult Education</p> <p>Alison Farman on behalf of Roger Allen, Connexions</p>	
<b>1</b>	<p><b>Introduction and Welcome</b>            DV welcomed everyone to the meeting.</p>	
<b>2</b>	<p><b>Apologies:</b>            Roger Allen – Connexions            Tim Ellen – Paston College FE sector            Pat McIntosh – Norfolk Learning Difficulties            Su Pointer – Health and Social Care Sector            Steve Walker – GMB Union Learning Rep            Beatrix Ward – North Norfolk Community Partnership            Steve Walker – GMB Union Learning Rep            Andy Williams – Fakenham College</p>	
<b>3</b>	<p><b>Minutes of the Last Meeting</b>            The minutes were accepted as a correct record and signed by the Chairman.</p>	
<b>4</b>	<p><b>Matters Arising</b>            The results of the research project were still awaited. There had been no nominations for Vice-Chairman but DV considered this position necessary to asked people to consider it further.            With regard to item 8, DM queried how the availability of diplomas would be mapped and the information made known to prospective students. He was informed that they will be promoted in schools as part of the normal options exercise and that by 2013 all 13 lines would be available to all children although probably only in major towns, not locally. It is important to apply for additional funds for transport to the County Council to enable people to access training.</p>	<b>All</b>
<b>5</b>	<p><b>Action Plan and Review of NNCP Strategy</b>            The awayday had considered the main priorities of the NNCP and how to deliver them. The Business Forum and Skills Partnership were fundamental to that delivery and it is important that they consult with each other. In future there will be regular bi-monthly meetings between representatives from the groups together with the NNCP and District Council to consider how we can work together better.</p>	
<b>6</b>	<p><b>CRED the Carbon Reduction Campaign</b>            Dr Bruce Tofield gave a presentation on Carbon Reduction and Climate Change and the Business Community.            CRed want to be a catalyst for change and help people understand climate change by getting out into the community. He emphasised that we can each do a huge amount by cutting waste thereby cutting demand for energy.            Copies of his presentation were circulated to the members of the Partnership.</p>	

7	<p><b>Research Update</b></p> <p>SJ circulated copies of an interim report on his research. He will also email copies to members. He asked the Partnership to read this and email him with any comments, which he will attempt to incorporate in the final document.</p> <p>There was concern that the response rate was very low.</p> <p>JY asked for an overview to inform a Skills Strategy for North Norfolk, ie what skills North Norfolk wants.</p> <p>SJ commented that many businesses carry out internal training so perhaps this could be supported. JM remarked that some of the specific skills needs were anecdotal and required more interpretation.</p> <p>Employers had not been asked how they recruited staff but it was felt that a large number recruited by word of mouth.</p> <p>It was also felt that there was a lack of awareness regarding disability.</p> <p>RS was concerned that the sample was too small to be useful. SJ said he will comment on his methods and suggest improvements for future surveys. These surveys could be used to gauge business optimism year by year. It is important for RS to have this information in order to set his economic development goals.</p> <p>It would be useful to know the average numbers of employees in each sector.</p> <p>Once the report is complete it is important to publicise it. It was agreed that it would be good to offer solutions and contact details as well as promoting the results of the survey. DM suggested that in order to give the report credibility it could be compared to similar analysis in other districts, the County or region. Advice and support is not being taken up and free support available needs to be promoted.</p> <p>A joint meeting between the Skills Partnership and the Business Forum was proposed to look at the report, pick up any issues and see which way to proceed.</p>	SJ
8	<p><b>Issues to be Raised by Individual Members</b></p> <p>RP commented that it had been useful to contribute to the NNCP awayday to identify individual targets and bring them together.</p> <p>There will be a national Train to Gain campaign and it is important to promote this widely as there is cash available.</p> <p>PC reported that Andy Williams needs to make a bid for LSC funding for NEET. JM agreed to speak to him about this.</p> <p>DM said that the Norfolk Local Area Agreement had four main themes, one of which was skills, which was very important.</p>	JM
9	<p><b>Projects Update</b></p> <p><i>i) IAG Learning and Skills Gateway – Steering Group</i></p> <p>After the next Partnership meeting there will be a Project Board meeting. The first claim has been written and submitted to the IIC.</p> <p><i>ii) Virtual Business Support</i></p> <p>An offer is awaited for funding from Go East, which is expected any day. All other funding is in place.</p>	
10	<p><b>Other Matters/Reports</b></p> <p>DV mentioned an article which appeared in NVS Together asking for funding applications which he passed to PC. There was also a scheme to help people who had transport problems.</p> <p>The revamp of City College would have a major impact.</p> <p>The County Council were expanding their TITAN scheme to help young people with disabilities and learning difficulties to travel.</p> <p>Lowestoft College had introduced apprenticeships.</p> <p>It is important to understand what skills are required so providers can be asked to give that training.</p>	
11	<p><b>AOB, other venues and Next Meeting Dates</b></p> <p>There was no other business.</p>	

	<p>The meeting dates for the rest of the year will be:</p> <ul style="list-style-type: none"><li>26 February at either Sheringham or North Walsham</li><li>8 April</li><li>20 May</li><li>8 July</li><li>9 September</li><li>21 October</li><li>2 December</li></ul> <p>DV thanked JW for the hospitality of the UEA.</p> <p>The meeting closed at 12.15 pm.</p>	
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Signed: .....

Dated: .....