

**Minutes from the North Norfolk Skills Partnership Steering Group held at
Paston College on 26 February 2008 at 10.00 am**

Agenda Item		Action
	<p>Present: Roger Allen - Connexions Tracey Alston deputising for Judy Youngs - Norfolk Adult Education Judy Bloomfield deputising for Su Pointer - Health and Social Care Sector Pauline Chamberlain - Fakenham College/Learning Community Diane Clarke - North Norfolk Business Forum Tim Ellen - Paston College FE sector Melanie Hawman - A4E Rik Martin - Norfolk Learning Partnership David Martin - Business Link John P Morgan - Skills Partnership Development Officer Jan Munn - 14-19 Learning Systems Group Denise Treissman - Learning for Everyone Don Venvell (Chair)</p>	
1	<p>Introduction and Welcome DV welcomed everyone to the meeting.</p>	
2	<p>Apologies: Jon Holt - Jobcentre Plus Karen Hudson & Melissa Wallis-Riches - Meridian East Samir Jeraj - Research Graduate Pat McIntosh - Norfolk Learning Difficulties Su Pointer - Health and Social Care Sector Richard Polley - Learning and Skills Council Robin Smith - North Norfolk District Council Geoff Thompson - North Norfolk District Council Steve Walker - GMB Union Learning Rep Beatrix Ward - North Norfolk Community Partnership Andy Williams - Fakenham College Julie Worrell - UEA representing HE Sector Judy Youngs - Norfolk Adult Education</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 There had been no nominations for Vice-Chairman but DV considered this position necessary to asked people to consider it further. DC suggested that either John Morgan act as chair or that a chair be appointed at the start of the meeting in the event of DV not being available J Munn agreed to give an update on diplomas under item 8.</p>	
5	<p>Action Plan and NNDC Economic Development Strategic Goals DV regretted that RS was unable to be here as he had drafted the document. JM reported that the document had been circulated to the Business Forum</p>	

	<p>and that they had agreed to take it away to review and feedback direct to RS.</p> <p>RA raised the question of how the strategy would be monitored.</p> <p>JB echoed concerns about recording outputs</p> <p>DT stated that there needed to be consistency in monitoring</p> <p>TE stated that it could be more coordinated by linking in with the Partnerships strategy.</p> <p>JMunn suggested a link to the 14-19 area.</p> <p>JMorgan defined the NIs.</p> <p>DM said that he would like to see the Partnership respond to the document and suggested that we should take ownership of Strategic Goal 3 - and further that we should define the outputs, targets and how they will be monitored and achieved.</p> <p>JB commented that young entrepreneurs were not being listened to.</p> <p>DV said that this was one of the issues that needed to be discussed and agreed with the Business Forum.</p>	
6	<p>Research Update</p> <p>JM distributed the published folder 'Unlocking North Norfolk'.</p> <p>JM updated the meeting on progress with the business survey. It was over with circa 120 respondents.</p> <p>SJ is now working two days a week until end March. The report will be finalised and published.</p> <p>DV said this also needed to be raised at a joint meeting with the Business Forum. DC suggested that it should go to the full membership. TE and DM stated that a meeting of representatives was important but most important was to identify what was in it for the individual members.</p> <p>DV said an important step was to let people know its being done.</p> <p>DT asked that the availability of provision be considered - many opportunities were only available in the urban centres and research shows that people want to study locally.</p> <p>DM identified two strands - the community and business. Suggestion that the Business Forum identify priority sector for the Partnership to focus its attention.</p> <p>TE stated that TTG was a classic case of market failure - he identified that there was a realignment of adult funding towards TTG and that this had in most sectors underperformed in Norfolk.</p> <p>PC highlighted forthcoming construction opportunities in Fakenham, RA confirmed that this was a popular area with young people, RM urged caution that provision must match the needs.</p> <p>DV concluded that a meeting was required with the Business Forum to identify priorities.</p>	
7	<p>Publicity</p> <p>JM presented the new banners that had recently been completed. He also reported that there would be a number of events linked with the new project and that publicity materials would be available starting with the banners.</p>	
8	<p>Issues to be Raised by Individual Members</p> <p>i)DM reported on the skills conference at Dunstan Hall on 19th Feb. He said</p>	

	<p>there were some very good presentations, but that there was nothing that we do not already know - that is that businesses must engage with the process for it to work. The afternoon had a number of workshops. DM hopes that a synopsis of the day will be made available. If it is circulated he will present it to the Partnership.</p> <p>ii) JMunn updated the meeting on the status of the new Diplomas. Centre at Fakenham will be ready by July in time for September start. Target is to have 20 people studying for the Diploma in September. There will be an opportunity for a 'twilight' offering to adults. Central Government funding is being made available to help make it succeed. One of the first in the country - construction will also be available in central Norfolk along with creative and media (via City College). The North is waiting to hear the outcome of additional bids to put on creative and media, business finance, hospitality and catering. Pipeline proposals include tourism, IT, society health and development, sport and leisure. No land based yet. RM is very enthusiastic that this is a great opportunity to engage with employers. TE said that this county is very weak at employer engagement. DM stated that business needs to be the main driver and not teachers.</p> <p>iii) MH provided background about A4E - an international private training provider. Works for for example Jobcentreplus. Looking at getting people back into employment. Like to tap into local expertise (been in touch with L4E). Has noted a lack of enthusiasm amongst business in Norfolk.</p>	
9	<p>Projects Update</p> <p><i>i) IAG Learning and Skills Gateway - Steering Group</i> After the meeting there will be a Project sub group meeting. The first two claims have been written and submitted to IIC. Well over 100 people have already been engaged and gateways exist in 5 of the 7 settlements. The 2nd draft of the PID has been written.</p> <p><i>ii) Virtual Business Support</i> Offer letter has been received and the ICT equipment is being purchased. A project meeting is due to take place on 28 Feb 2008.</p>	
10	<p>Other Matters/Reports</p> <p>DV identified a number of funding streams and asked if we had a list. JMorgan said it was fluid. DM stated that Business Link had a call centre that can inform of regional and national opportunities for business - local sources are reliant on people such as himself. DM also stated that Business Link was running training in all 7 key settlements of North Norfolk. DV reported a letter from the NRCC asking for support as they had an issue over future funding.</p>	
11	<p>AOB, other venues and Next Meeting Dates</p> <p>JMorgan highlighted the PCDL conference 8 April and requested as many people attend as possible and to bring frontline workers and learners. As the date clashes with the next meeting date, it was agreed to move the next</p>	

	<p>meeting to 9 April at 10am the venue to be Oddfellows Hall in Sheringham. The meeting dates for the rest of the year will be:</p> <ul style="list-style-type: none"> 9 April at Oddfellows Hall Sheringham 20 May 8 July 9 September 21 October 2 December <p>The meeting closed at 11.50 pm.</p>	
	<p>Summary of Action Points</p> <ol style="list-style-type: none"> 1. Review and feedback to JMorgan on the NNDC Strategic Goals 2. Agree consistent and smart monitoring of outputs 3. Arrange joint meeting with the Buisness Forum to present research findings and to identify priority areas for action 	<p>All JMorgan DV</p>

Signed:

Dated: