

**Minutes from the North Norfolk Skills Partnership Steering Group held at Oddfellows Hall, Sheringham on 9 April 2008 at 10.00 am**

<b>Agenda Item</b>		<b>Action</b>
	<p><b>Present:</b>            Pauline Chamberlain – Fakenham College/Learning Community            Ian Doughty – North Norfolk Business Forum            Tim Ellen – Paston College FE sector            David Martin – Business Link            Rik Martin – Norfolk Learning Partnership            John P Morgan – Skills Partnership Development Officer            Jan Munn – 14-19 Learning Systems Group            Robin Smith – North Norfolk District Council            Denise Treissman – Learning for Everyone            Don Venvell (Chair)            Julie Worrell – UEA representing HE Sector            Judy Youngs – Norfolk Adult Education</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            Jon Holt – Jobcentre Plus            Pat McIntosh – Norfolk Learning Difficulties            Su Pointer – Health and Social Care Sector            Richard Polley – Learning and Skills Council            Geoff Thompson – North Norfolk District Council            Steve Walker – GMB Union Learning Rep            Melissa Wallis-Riches – Meridian East            Beatrix Ward – North Norfolk Community Partnership            Andy Williams – Fakenham College</p>	
<b>3</b>	<p><b>Minutes of the Last Meeting</b>            With reference to item 4, it was noted that DT had suggested JM act as chair, not DC. Apart from this amendment, the minutes were accepted as a correct record.</p>	
<b>4</b>	<p><b>Matters Arising</b>            JMunn reported that, since the last meeting, the North East Norfolk Consortium had heard that its bid had been successful for various diplomas to start in 2010. The programme was moving forward very quickly.            There then followed much discussion about these new diplomas. ID was concerned that, as an employer, he knew nothing about them and there was obviously considerable work to be done raising awareness. This is a big opportunity to develop diplomas which suit the needs of the local business environment and therefore it is hoped to get strong employer input from the beginning. JMunn hoped to increase awareness through this group and the Business Forum and its round tables. These diplomas are not just aimed at people with low abilities but are part of a strategy to provide relevant education for all. Not all diplomas are available everywhere but various ones are starting during this year and 2009 around the County. DV asked if JMunn could produce a map showing which diplomas were available where.            JW commented that it will be necessary to look at teacher training to take account of this change of emphasis in the curriculum. RS was concerned that diplomas had not been discussed at Local Area Agreement level and that there was no proper structure. He felt predictive scenarios would help devise the best diplomas to offer.            It was agreed regular articles should be placed in the Business Forum's email newflash as well as its newsletter and the Council's newsletter, Outlook. ID offered the help of the Business Forum's PR person to aid promotion.            It was agreed that the next meeting on 20 May should be devoted to discussion about</p>	<b>JMunn</b>

	these diplomas and that key people from education providers, business and voluntary sectors should be invited to attend. JMunn agreed to produce a map of the diplomas and explain their purpose and RS agreed to prepare a report on the character of the area in economic terms for this meeting.	<b>JMunn RS</b>
<b>5</b>	<b>Action Plan and NNDC Economic Development Strategic Goals</b> RS passed round a copy of his strategic goals document. He had consulted with JMorgan with regard to learning issues and the paper had been circulated to the Business Forum Executive for comments. There were six key strategic goals but it is necessary to define projects to achieve those goals as well as their delivery vehicles. It is important to be in line with the strategy of NNCP. RS agreed to circulate the document to the Skills Partnership.	<b>RS</b>
<b>6</b>	<b>Research Update</b> The document is nearly finished and it had been agreed to have a public launch on 12 May to which the press would be invited along with the Chairs of the Business Forum and Skills Partnership. This pilot business survey had not got much response but there was merit in its findings. It had been decided to do repeat the survey annually. Once the final document is ready, JMorgan agreed to circulate it. JMorgan encouraged the group to pick up copies of 'Unlocking North Norfolk' which held two discs containing a wide range of information which would be useful for reference or evidence purposes. More copies were available on request.	<b>JMorgan</b>
<b>7</b>	<b>Issues to be Raised by Individual Members</b> ID commented that it would be useful to have more information about the members of this group and what their organisations do. It was agreed that the group should prepare a few words about their role in their organisation and JMorgan would circulate these. PC remarked that it would be useful to map who fits in where.  RS reported that progress had been made with Interreg projects. These were cross-border co-operation projects with another European country. Possible projects include the ongoing development of the Business Forum, the development of the Enterprise Centre, Virtual Business Support, development of Local Area Partnerships and the Skills Partnership. Discussions had been held with an agent in Belgium representing a number of partners.  ID reported that the Business Forum is developing a customer service award, primarily aimed at the tourist and retail sector, in order to raise standards. One of the rewards will be a training package.  ID informed the group that three more people had been added to the Executive of the Business Forum. These were Mary Haines from Haines Marine, Adrian Hill from Picturecraft Gallery and Philip Moy from Larking Gowen.	<b>All JMorgan</b>
<b>8</b>	<b>Projects Update</b> <i>i) IAG Learning and Skills Gateway</i> JMorgan had circulated some initial analysis of needs identified with the agenda. The sample was about 125 people and there were still some to be processed. The information can be shown in different ways. They would be revising the questionnaire so that it would be more likely to be completed. There are to be number of mini-launches to promote the IAG gateways. Next week the final two market towns will have their gateways, Wells on Monday and Holt on Tuesday and publicity is being produced this week for these towns. The four events are in Stalham on 30 April, Fakenham on 19 May, North Walsham on 21 May and Holt on 23 May and a range of organisations are involved. These will be used to promote learning and training as well as publicise the new IAG service available. DM asked what proportion of enquirers was employed and JMorgan replied that it was about one-third. JMorgan commented that Merchants' Place was an OCR examination centre and so far 131 examinations in business and admin had been taken up to level 3. 65 examinations had also been taken in English and Maths. There is to be an event to celebrate this	

	<p>success on 4 July at Sheringham Little Theatre. Funding had now run out but JMorgan hoped to get some more in order to carry on this work.</p> <p><i>ii) Virtual Business Support</i></p> <p>The equipment has been purchased and should start to be distributed within the next few weeks. This project will be promoted at the IAG launches.</p> <p>Last week had been the deadline for IIC claims and both projects had got them in.</p>	
<b>9</b>	<p><b>Other Matters/Reports</b></p> <p>PC informed the group that Pensthorpe was to be the location for this year's Springwatch, which was great for North Norfolk. She also circulated a poster to the group.</p>	
<b>10</b>	<p><b>AOB, other venues and Next Meeting Dates</b></p> <p>An appropriate venue needs to be found for the next meeting, which is to be devoted to the discussion of the new diplomas.</p> <p>DM informed the meeting about some business start up events which were to be held around the district during May and June. The first one is in Sheringham on 17 May. Leaflets about the events will be distributed via the Area Partnerships.</p> <p>JMunn reported that the first Northern Area Learning Network meeting had been held which had been attended by many providers including those from the special needs sector.</p> <p>JMorgan had brought some information packs to the meeting which he asked members to pick up.</p> <p>The meeting dates for the rest of the year will be:</p> <ul style="list-style-type: none"> <li>20 May</li> <li>8 July</li> <li>9 September</li> <li>21 October</li> <li>2 December</li> </ul> <p>The meeting closed at 11.55 pm.</p>	<b>JMorgan</b>

Signed: .....

Dated: .....