

**Minutes from the North Norfolk Skills Partnership Steering Group held at
Fakenham College Conference Hall on 21 October 2008 at 10.00 am**

Agenda Item		Action
	<p>Present: Pauline Chamberlain – Fakenham College Paul Dunning – 14-19 Worker Tim Ellen (TE), Paston College John P Morgan (JPM) – Skills Partnership Development Officer Richard Polley (RP) – Learning and Skills Council Gill Powell – North Norfolk Business Forum Robin Smith (RS) – North Norfolk District Council Geoff Thompson (GT) – North Norfolk District Council Don Venvell (DV) – Chairman Steve Walker – Skills Broker, Train to Gain Beatrix Ward (BW) – North Norfolk Community Partnership Julie Worrell – UEA representing HE Sector</p>	
1	<p>Tour of Training Centre TE felt the training centre was just what was needed for diploma development and was an excellent model for other diploma lines.</p>	
2	<p>Introduction and Welcome DV welcomed everyone to the meeting and everyone introduced themselves.</p>	
3	<p>Apologies: Roger Allen – Connexions Jon Holt – Jobcentre Plus David Martin – Business Link Jan Munn – 14-19 Learning Systems Group Su Pointer – Norfolk & Suffolk Care Denise Treissman – L4E Owing to an administrative error not everyone was informed of the venue. The following went to Cromer and have already been apologised to: Karen Robinson – Meridian East Judy Youngs – Norfolk Adult Education Services</p>	
4	<p>Minutes of the Last Meeting The minutes were agreed as a correct record.</p>	
5	<p>Matters Arising <i>Interreg Funding</i> GT reported that he had now received a synopsis of the proposals discussed at the last meeting in Holland. One particular work package discussed was a competence centre whereby business needs could be discovered and training matched to those needs. There will be another meeting in November to discuss the bid further. There were seven themes for the proposed competence centre:</p> <ul style="list-style-type: none"> • Create a pool of experts • Establish an academy program/training • Establish a network of joint training facilities • Minimum one yearly event highlighting sensitive themes • Networking opportunities leading to joint European policy recommendations • Identify, exchange and document best practices • Establish joint communication and knowledge transfer processes <p>RS commented that he was very interested in the first three and last two of these themes and that these would fit in with the proposals for the Centre for Enterprise in North Walsham. A second work package involved skills development, increasing employment participation, education/life-long learning and regional partnering.</p>	

	<p>A third work package includes regional approaches to sourcing workforce, welcoming and integrating newcomers, activating and capitalising skills and investment capacity of emigrants and regional partnering. The bid for funding will go in the next round in January.</p> <p><i>Train to Gain</i> RP commented that Train to Gain continues to be underspent. SW informed the group that he was visiting 8-12 companies each week and he now had a huge portfolio of products to offer which were much more flexible than before. It is now possible to get full funding for higher skills levels and for those wishing to take extra level 2 qualifications. It is also possible to get wage compensation for smaller companies. It was agreed it is important to get this information out to businesses and it was suggested SW send updates for the Business Forum's fortnightly newsflash. It was felt that case studies might be useful. GP agreed to contact SW regarding publicising Train to Gain through the Business Forum newsflash and website and arrange for him to speak to the Committee. RS felt it was important to have a brainstorming session to increase considerably the uptake of Train to Gain locally. There was concern that SW covered a large area including Suffolk, Norfolk and Bedford but he reassured the group that there will be a staff increase from 25 to 80 within the near future. He would be happy to be provided with contacts from the Partnership.</p>	GP
6	<p>National Diplomas JPM had circulated a paper he was presenting later that day to the Business Forum Executive Committee meeting. Jose was exploring which diplomas would be most appropriate for the proposed Enterprise Centre in North Walsham. JPM felt the Business Forum should be involved with this to ensure local needs were met. RS commented that it was important to know what were the strong and weak sectors of the economy as well as those emerging. He hoped to encourage an entrepreneurial spirit at the new centre and enable self-employment. Young people should benefit from the new business atmosphere which would lead them on to take their place in the economic structure.</p>	
7	<p>North Norfolk Centre 4 Enterprise RS reported that Cabinet wanted further time to scrutinise the report on this centre before making a decision on 2 December. There would be an emphasis on private sector funding.</p>	
8	<p>Paston College The planning application was in as was the bid to the LSC. There is to be a public meeting in North Walsham on Friday. The proposed designs are on Paston College's website www.paston.ac.uk. JW asked if there might be an impact on funding as City College was also looking to rebuild. RP replied that the LSC had requested that all bids be in quickly so they could all be examined but that Paston's bid was good.</p>	
9	<p>IAG Programme There has now been a complete year of IAG delivery and there are now gateways in the seven market towns. The finances are on profile as are outputs. There have been 750 beneficiaries so far. There will be a self-assessment review at the end of the calendar year with the sustainability review at the end of the financial year.</p>	
10	<p>Business Survey – Final Report The link to this had been circulated to all members of the Partnership. BW commented that it needed to be reported to NNCP. The link had also gone in the Business Forum's newsflash. JPM informed the group that Appendix 10 gave an update on the 14-19 diplomas.</p>	
11	<p>LMI RS circulated the Labour Market Tables for June to August 2008 which gave details of unemployment and vacancies in North Norfolk. It was agreed it would also be useful</p>	

	to have the figures for the same period the previous year for comparison. RS will bring these tables to the meeting regularly.	
12	Issues to be Raised by Individual Members There were none.	
13	Schedule for Future Meetings It had been agreed to continue holding these meetings at 10.00 am on Tuesdays on an approximate six-weekly cycle. The next meeting will be on 2 December in Cromer. Future meetings will be as follows: 20 January 2009 10 March 2009 28 April 2009 9 June 2009 14 July 2009 8 September 2009.	
14	AOB PC was thanked for her hospitality. RS felt it was important to have a framework in order to ensure that key issues were covered at meetings. An action plan had been prepared some time ago and it was agreed this should be reintroduced. DV was concerned at the large number of apologies at recent meetings and JPM agreed to speak to those people. RS informed the group about an idea called a 'roadmap for skills' which hoped to reduce confusion. It was agreed to consider this when it was more fully developed. JW is involved in sustainable living projects and informed the group that there will be a sustainable living festival at the Forum in May. She will circulate information about this. RS was also exploring sustainability and agreed to speak with JW. RS informed the meeting that JPM and Jose Socao had presented the IAG and VBS projects to the liC Board at their last meeting and they had been very well received. The meeting closed at 12.00 pm.	JPM JPM JW RS

Signed:

Dated: