

**Minutes of the North Norfolk Skills Partnership Steering Group Meeting
Held on 9 June 2009 at Merchants' Place, Cromer**

Present:

Roger Allen	Connexions
Pauline Chamberlain	Fakenham College
Carmel Casey-Morley	North Norfolk District Council (note taker)
Ian Doughty	North Norfolk Business Forum
Tim Ellen	Paston College
John Holt	Jobcentre Plus
Jason Middleton	Shaping Norfolk's Future
John Morgan	Skills Partnership Development Officer
Richard Polley	Learning & Skills Council
Robin Smith	North Norfolk District Council
Geoff Thompson	North Norfolk District Council
Denise Treissman	NNDC Learning 4 Everyone IAG Gateway
Don Venvell	Chairman
Steve Walker	TCHC, Skills Broker, Train to Gain
Beatrix Ward	North Norfolk Community Partnership
Pam Williams	Norfolk Learning Difficulties Service

Apologies Received:

Richard Crook	Trade Union Learning Link
Paul Dunning	14-19 worker
Andy Hodgson	Norfolk Learning Partnership
Dave Martin	Business Link East
Jan Munn	14-19 Learning Systems Group
Cat Plewman	Poppyland Partnership
Sue Pointer	Health & Social Care Sector
Jose Socao	North Norfolk District Council
Judy Youngs	Norfolk Adult Education Services
Julie Worrell	UEA representing HE Sector

	Action
<p>1. Introduction & Welcome</p> <p>DV welcomed everyone to the meeting and commented on the excellent attendance despite inclement weather.</p>	
<p>2. Apologies</p> <p>A note of apologies received was read (noted above).</p> <p>It was announced that Jan Munn has recently been appointed the Partnership Director of 14-19 for the Northern area. DV suggested that the group send a formal note of congratulations.</p>	JMo
<p>3. Minutes of the meeting – 28 April 2009</p> <p>It was pointed out that agenda item 3 contained the wrong meeting date – it should read 28 April 2009.</p>	

<p>The minutes of the previous meeting were agreed and signed by the Chair as an accurate record.</p>	
<p>4. Matters Arising <i>Int-a-gr8</i></p> <p><u>VBS</u> - JMo referred to the VBS project closure paper on the table which people were welcome to take. The project is awaiting the results of the INTERREG bid and is continuing to assist current clients and work through the backlog. JMI mentioned that Business Link are proposing a similar project and asked if they had engaged with NNDC, as Business Link knew nothing of the VBS project. As they hadn't been in touch to date, JMi will follow this up.</p> <p><u>IAG Learning Skills Gateway</u> – JMo has submitted a self-assessment report to IIC. This is available on the NNSP website. If anyone would like a hard copy they should contact JMo. The next milestone will be to produce a sustainability report which again, will be published on the website. DT provided an update on the IAG Gateways. The delivery is restricted as one of the team is on sabbatical but all 7 market towns are covered. There was a high demand for the service in March as two companies made people redundant in Cromer and Fakenham. All of the Fakenham people and most of the Cromer people have found employment. There is up to £1000 R2R training funding available per person for anyone that has recently been made redundant. There may be a ministerial visit between 1 – 10 July due to the success of the Springboard project. JMo explained that the North Walsham service has recently moved to an improved venue - Tudor House. In the future it is hoped have a three key towns focus – Fakenham, North Walsham and Cromer. JMi requested evidence that a good-quality building assists in making the project work. JMo has kept statistics that can be provided.</p> <p><u>INTERREG Application</u> – GT reported that the bid was submitted in May and the decision is due in July. GT has been sending out related information to people in the Region and will look into the possibility of lobbying through MEPs.</p> <p><u>NNC4E</u> – RS explained that the project will not be receiving the hoped for £0.5m EEDA funding. EEDA has focussed on the centres of growth which makes rural districts vulnerable. RS has investigated several other means of accessing money markets which have proven too expensive. An application will be submitted to NCC. JMi offered to provide a letter of support from Shaping Norfolk's Future. The original business plan is going through 'refreshment' and there are discussions with the UEA about creating a virtual simulation model of the proposed building. RS indicated that this project is a significant item that has emerged from the recession summit. TE felt there would need to be a contingency plan in place for premises in the District.</p> <p><u>14 – 19 Diplomas</u> – JMo referred to the A3 map which had been included in the meeting papers. The map has been sourced from Paul Dunning and indicates the spread of current and planned diplomas in the District. JMo had met with Andy Williams, Fakenham College. The College plans to apply for permission</p>	<p>JMi</p> <p>JMo</p> <p>GT</p> <p>JMi</p>

to double its size and hopes to deliver two further Diplomas: Manufacturing & Product Design and Engineering. They anticipate that other organisations would utilise the larger facility. RP explained that transporting students is an issue which is being addressed through the 14 – 19 Transport Group and Norfolk County Council. TE noted that the map is not particularly accurate at this stage. TE stated that the really important issue is how to **face the upturn**. The diplomas are built on a foundation of literacy, numeracy and IT skills. RS stated that there are many things which need to happen for diplomas to be useful to businesses. Good Jobs With Prospects are already working on this. All the initiatives need to be brought together– so the group must broaden its thinking. ID explained that the NNBF has discussed the diplomas. There are considerable efforts to raise awareness but business survival is currently top of most businesses’ agendas. JMi raised concern about not meeting the strategic needs of employers. TE felt this was being addressed through the basic skills (transferable skills). RS agreed that there needs to be further research into employers’ needs as part of an action plan/strategy. TE said that good quality careers advice was needed. RA stressed that apprenticeships, GCSEs, A Levels etc should not be overlooked. RS proposed to submit three papers he is working on for discussion at a future meeting, which could lead to an analysis of the key issues –accepting that NCC will work at pan-Norfolk level with local inputs. Bearing in mind imminent changes at LSC, Local Government Review, the recession summit action plan and the outcome of the INTERREG bid it was agreed that it would be best to defer consideration of the issues raised until the September meeting and to cancel the July meeting. JMi will work on employer requirements at the county level. DV summarised that an exploratory paper (RS), small working group/s and discussions with the NNBF will be required to move forward. Documents will be circulated to the group as they become available.

Paston College – There was no further news on the capital project.

Train To Gain –TCHC now comes under the Business Link service. Since the EEDA contract commenced on 1 April, targets have been exceeded. More people are being recruited on Response to Redundancy and Skills for Jobs. Generally things are going very well. Many providers have run out of funding but there will be a new allocation of funding from August.

NNCP Thematic Group – ID explained that the Recession Summit Action Plan will be submitted to the NNCP Board on 24 June for endorsement. In order for thematic projects to proceed INTERREG funding is crucial.

Positive Leadership Summit – JMo referred to the draft action plan which had been included in the meeting papers. In order to assist in prioritising the items, John requested that the group individually identify 10 priority actions from the document or highlight any missing item/s. RS stated that feedback was needed in the next week as the paper is being submitted to Cabinet. RS has also sent this to all senior managers across the District. The Chief Executive, Philip Burton, wants to publish 10 – 12 actions that will make a difference. JMo will

<p>clarify this request by e-mail. CCM will receive and collate the comments from the group.</p> <p><u>UEA's Project Evolve</u> – John provided a brief outline of the project and explained that there is now a project website.</p> <p><u>Engaging with Schools</u> – It is suggested that a small sub group be formed to agree an approach.</p> <p><u>LMI Tables</u> – JMo referred to the Labour Market Statistics which had been included in the meeting papers for information. RS expressed grateful thanks to Jobcentre Plus for providing these statistics. This is John Holt's last meeting with NNSP. JH explained that there will be a temporary person in post, Phil Borthwick, until a permanent person starts in September.</p>	<p>JMo/CCM</p>
<p>5. NNSP & L4E future structure as LDV (Local Delivery Vehicle)</p> <p>JMo explained that the issues are around the structure and formal identity of the NNSP and L4E. JMo asked the group to consider whether to remain with the status quo or should one or both be limited companies, bearing in mind LGR could have a big impact on the LSP and everything LSP supports. JMo explained there is a requirement from NNDC to have a service level agreement for anything requiring funding. RS explained that there will be an internal audit in September. BW felt from an NNCP perspective there is no urgency to action this. JMi stated there must be processes put in place to cover the audit. A high level document listing full membership would suffice.</p>	
<p>6. Any Other Business</p> <p>The NCSP meet tomorrow afternoon. SE has requested input on the paper JMo circulated last week. Looking to establish a County wide strategic group. SE sits on the County Strategic Partnership (CSP). It was agreed to feedback the following:</p> <p>Following the North Norfolk Skills Partnership meeting this morning the following items/issues were identified with regards to the proposal for the NCSP:</p> <ol style="list-style-type: none"> 1. It was recognized that with the demise of the Norfolk Learning Partnership, there is a strategic need for someone to own the skills LAA targets 2. It was felt that there were a number of omissions from the list of potential members – third sector, community, local geographic and LSC/Skills Funding Agency representation 3. Concern was expressed at the cost of this body, especially in the light of it 'replacing' a body which has run out of funding and the ever declining public purse <p>TE would find it more helpful to hold these meetings at a different time. It was agreed to begin the meetings at 2pm instead of 10am.</p>	
<p>7. Dates of next meetings</p> <p><u>Next meeting</u> 22 September 2009, 2.00pm</p> <p><u>Proposed dates for future meetings</u></p>	

20 October 2009, 2.00pm 8 December 2009, 2.00pm 19 January 2010, 2.00pm	
The meeting closed at 12.00pm.	

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