

**Minutes of the North Norfolk Skills Partnership Steering Group Meeting
Held on 14 July 2009 at 2.00pm, Merchants' Place, Cromer**

Present:

Carmel Casey-Morley	North Norfolk District Council (note taker)
Heather De Lyon	Trade Union Learning Link
Ian Doughty	North Norfolk Business Forum
John Morgan	Skills Partnership Development Officer
Cat Plewman	Poppyland Partnership
Richard Polley	Learning & Skills Council (from 2.35pm)
Robin Smith	North Norfolk District Council
Jose Socao	North Norfolk District Council
Denise Treissman	L4E - IAG
Don Venvell	Chairman
Beatrix Ward	North Norfolk Community Partnership
J Youngs	Norfolk Adult Education Service

Apologies Received:

Roger Allen	Connexions
Philip Borthwick	JobcentrePlus
Pauline Chamberlain	Fakenham College
Paul Dunning	14-19 worker
Steve Eldred	North Norfolk Community Partnership
Tim Ellen	Paston College
Dave Martin	Business Link East
Jason Middleton	Shaping Norfolk's Future
Jan Munn	14-19 Learning Systems Group
Mark Northway	Deltic Training
Sue Pointer	Health & Social Care Sector
Mark Stead	Easton
Steve Walker	TCHC, Skills Broker, Train to Gain
Sue Willis	Griffon Area Partnership
Julie Worrell	UEA representing HE Sector

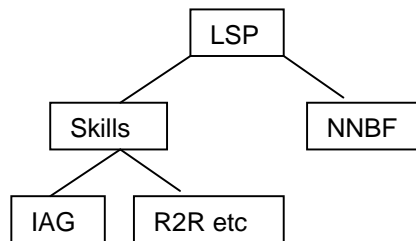
	Action
1. Introduction & Welcome	
DV welcomed everyone to the meeting, which had been announced at short notice.	
2. Apologies	
Apologies received were noted (above). All those who sent apologies will receive minutes of the meeting.	JM
3. Minutes of the meeting – 9 June 2009	
Grateful thanks were extended to CCM for taking the minutes of the meetings – noted.	
The draft minutes of the previous meeting were reviewed for accuracy. It was noted that the date of the next meeting was overridden by today's meeting.	

4. Business Plan for NNCP

There was a discussion about the last NNCP Board meeting held to discuss the NNCP Action Plan. An action from that meeting was for the NNSP to produce a business plan for a meeting on 28 July. BW explained that unfortunately key personnel, ie the Chair, would not be able to attend on 28 July and it was likely that this meeting would be cancelled.

DV questioned why the NNSP project had been moved from yellow (requiring funding) to blue (pending further information). BW explained that all NNCP Board members were present and there was a large action plan of projects within the three thematic groups to work through. The Board agreed NNSP was a good project but did want more information on the outputs and outcomes. They understood the importance of the project to Jobs and Prospects and asked for the business plan as soon as possible on the next available agenda. The Chair therefore proposed moving it to blue. BW felt the links from this project to other projects were not made clear.

RS drew the following diagram:



RS elaborated that the document submitted had not shown adequately what the project has delivered in the past 7 years. It may become necessary to formalise the NSNP or L4E so that it becomes official in people's eyes. RS has sought help from the LSP to fund the IAG and Skills Partnership as the INTERREG funding has been deferred (amongst 5 of 20). RS said he remained positive regarding INTERREG and is ensuring match funding will be in place for 2010/11. RS added that we are in a better position with a co-ordinating officer in post. He explained that a matrix will be prepared to demonstrate performance against the National Indicators (Nis) together with a cash flow forecast.

ID stated the importance of making it clear that the funding will keep IAG and R2R operating. BW suggested providing a diagram as RS has done. DT commented on the complexity of JM's work in accounting and bidding for funding and that without JM none of the projects would exist.

JM explained that the group's focus has been around local delivery of Train to Gain and the development of 14-19 Diplomas – which have been the key central initiatives coming through. It would be good to move on to skills mapping and job provision that exist in Norfolk. JY added there is an opportunity to co-

<p>ordinate provision: meeting gaps and finding duplication. RS remarked that the group is a 'think tank' and should be bringing forward solutions to perceived market failure.</p> <p>JY suggested responding to each of the terms of reference. DT talked about further evidence to be included: the North Walsham and Cromer prospectus and the recent the ministerial visit to Merchants Place regarding Springboard to Work. JY said we should be promoting the NNSP as a role model for the rest of the County.</p> <p>DV raised a concern that the main purpose of the NNSP is not to address worklessness. DV stressed there needs to be clarity that although the application is for three years the project will continue beyond that.</p> <p>DT suggested providing figures on the number of jobs created in the last 7 years - at least a dozen jobs have been created to support the service. Also the money managed and brought in. RS suggested combining this with a matrix at the end, 'Achievements to Date'.</p> <p>JM will circulate the next draft of the Project Business Plan by the end of the week based on the comments and suggestions made at this meeting.</p>	<p>JM</p>
<p>5. Any Other Business</p> <p>JM explained that the NNCP require a new member on the NNCP Scrutiny Committee. The commitment is once every six months a meeting of two hours and some background papers. JY expressed an interest in being involved.</p> <p>JY announced that she had asked JM to join Adult Education planning next year.</p> <p>JS updated that the North Norfolk Centre for Enterprise (NNC4E) project is behind schedule so will not run in line with the Diplomas in 2010. The Benjamin Foundation and North Walsham High School have secured funding for a youth centre in North Walsham. RS will be contacting Richard Draper, The Benjamin Foundation, about the possibility of utilising their project to assist with the development of the Diplomas in the area. The NNDC Chief Executive & Deputy Chief Executive are still supportive of the NNC4E project.</p> <p>Norfolk County Council has submitted a bid on behalf of the County to the Future Jobs Fund. Funding would pay for a work placement for an unemployed young person for six months. NNDC has proposed to host some work placements but the real intention is to place as many people as possible into business. The businesses would need to pay a proportion of the salary. JY commented that skills development provision would need to be in place for individuals when they go in to placements. This will be discussed further at a future meeting.</p>	
<p>6. Dates of next meetings</p> <p><u>Next meeting</u> 22 September 2009, 2.00pm</p>	

DV sent apologies in advance for that meeting.	
<u>Proposed dates for future meetings</u> 20 October 2009, 2.00pm 8 December 2009, 2.00pm 19 January 2010, 2.00pm	
The meeting closed at 3.55pm.	