

**Minutes of the North Norfolk Skills Partnership Steering Group Meeting
Held on 22 September 2009 at Merchants' Place, Cromer**

Present:

Pauline Chamberlain	Fakenham College
Carmel Casey-Morley	North Norfolk District Council (note taker)
Tim Ellen	Paston College (Chair)
Andy Hodgson	Norfolk Learning Partnership
John Morgan	Skills Partnership Development Officer
Jan Munn	14-19 Learning Systems Group
Richard Polley	Learning & Skills Council
Gill Powell	North Norfolk Business Forum
Robin Smith	North Norfolk District Council
Jose Socao	North Norfolk District Council
Denise Treissman	Learning 4 Everyone
Beatrix Ward	North Norfolk Community Partnership
Sonia Welander	Jobcentreplus
Sue Willis	Griffon Area Partnership
Judy Youngs	Norfolk Adult Education Service

Apologies Received:

Roger Allen	Connexions
Heather De Lyon	Trade Union Learning Link
Paul Dunning	14-19 worker
Dave Martin	Business Link East
Cat Plewman	Poppyland Partnership
Sue Pointer	Health & Social Care Sector
Geoff Thompson	North Norfolk District Council
Don Venvell	Chairman
Pam Williams	Norfolk Learning Difficulties Service
Julie Worrell	UEA representing HE Sector

	Action
1. Introduction & Welcome	
In the absence of Don Venvell, Tim Ellen chaired the meeting. DV is recovering well after an operation.	
2. Apologies	
See above	
3. Minutes of the last meeting – 14 July 2009	
The minutes of the last meeting were confirmed as a true record with one amendment: Paul Dunning's correct job title is 14-19 Senior Advisor.	
4. Business Plan for NNCP	
RS reported on his presentation of the business case and plan to the NNCP Board. It had been agreed there needs to be continuity and safety in the post so it was proposed to continue the post but not be totally reliant on external funding so the NNCP will make a lesser contribution. BW reported that NNCP will fund	

£35K pa over the next two years. So in summary there will be a post for two years and JM will carry out that post with no change to his employment status. The NNCP Board will be reviewing their role and will be considering the criteria for funding in the future.

TE stated that the NNSP needs to show clear plans and demonstrate value for money at all stages. The key thing is making a difference.

BW asked the group for agreement to report on the effectiveness of the learning provision in North Norfolk. There was concern raised over duplication of work. RS explained that from 1 April 2010 local authorities will have to carry out a Comprehensive Area Assessment (CAA) which will look at work across boundaries. This may have an influence on NNCP and funding. So it may not be appropriate to look at performance indicators before the work is done. BW agreed with RS but stated that there is the issue of accountability to the people of the District. BW asked the group to consider simple performance indicators that show value for money.

DT talked about the importance of continuity for adult local learning. She raised an example of the recent Cromer and North Walsham prospectus (5,000 copies printed). 11-12 courses are completely full already and there is more demand. The key skills: English Maths and IT in particular, are essential but the funding for these courses is termly. There are a lot of people who have been made redundant who have no recent qualifications and also may be looking for a change of career. DT requested the backing of the steering group to keep these types of courses running not just in Cromer and North Walsham but across the District. JY explained that JM has become involved in the planning meetings. JM supported DT in that there is a local need for English, Maths, IT and to a degree Customer Service. RP explained that the majority of LSC funding goes through apprenticeships and Train to Gain with some going to Adult Education. More and more is going to the Jobcentre Plus providers. RP explained that the strategic function of the LSC is moving to the RDA and the skills strategy will be decided by the RDA

JM

Action: JM can provide some demographic reports for the next meeting on the types of people taking up courses. DT mentioned that there has been a change in the trend since the summer.

5. Other Matters Arising
Int-a-gr8

INTERREG Application – JM made reference to the INTERREG diagram in the meeting pack. The document demonstrates the shared issues that all the partner organisations face with proposed solutions. The second application is due to be resubmitted in the next 2-3 weeks. The bid is worth just over £1m (with delivery in the first two years and reporting in the third year).

14 – 19 Diplomas – JM tabled a document demonstrating what is being offered across the county. The construction diploma (Fakenham) continues to be very

<p>popular. The key features of the diplomas are that although they are vocational they delivery a broad range of skills and personal learning which are things young people will need when working with an employer. Fakenham College have submitted a bid to EEDA to develop the construction unit further into engineering. In the north east of the region creative media and business IT are being developed.</p> <p><u>Paston College</u> – This will be removed from the Agenda until an appropriate time.</p> <p><u>NNCP Thematic Group: Better Jobs & Prospects</u> – JM will be working on the Job & Prospects and Positive Leadership Action Plans.</p> <p><u>LMI Tables</u> – The latest tables were in the meeting pack.</p>	JM
<p>6. Issues to be raised by individual members</p> <p>SWi said how well it is working having the community development officer in North Walsham. There is still a need for this for voluntary, charity & businesses.</p> <p>PC explained that Steve Hill is focussing on 16-18 NEET.</p> <p>DT said that there still vacancies for 'IT for Job Search' and 'Springboard'.</p> <p>SWe announced that details of the Future Jobs Fund will be available next week.</p> <p>AH explained that the NLP can provide a service for the Migrant Worker Qualification Conversion project. The Employment and Skills Board meeting will be held next week. The Adult Learners' Weeks awards are now open.</p>	
<p>7. Any other business</p> <p>JM referred to the 15-minute DVD in the meeting packs. He explained that DT had produced this for the awards ceremony. The DVD features a number of case studies and highlights some of the events that have taken place.</p>	
<p>8. Dates of next meetings</p> <p><u>Next meeting</u> 20 October 2009, 2.00pm</p> <p><u>Proposed dates for future meetings</u></p> <p>8 December 2009, 2.00pm 19 January 2010, 2.00pm 2 March 2010, 2.00pm 27 April 2010, 2.00pm 8 June 2010, 2.00pm 20 July 2010, 2.00pm</p>	
<p>The meeting closed at 4.00pm.</p>	