

**Minutes of the North Norfolk Skills Partnership Steering Group Meeting  
Held on 20 October 2009 at Merchants' Place, Cromer**

**Present:**

Roger Allen	Connexions
Carmel Casey-Morley	North Norfolk District Council (note taker)
Andy Hodgson	Norfolk Learning Partnership
John Morgan	Skills Partnership Development Officer
Richard Polley	Learning & Skills Council
Gill Powell	North Norfolk Business Forum
Jean Schneider	Meridian East
Robin Smith	North Norfolk District Council
Geoff Thompson	North Norfolk District Council
Beatrix Ward	North Norfolk Community Partnership
Don Venvell	Chairman
Andy Williams	Fakenham College

**Apologies Received:**

Pauline Chamberlain	Fakenham College
Richard Crook	TULL
Paul Dunning	14-19 Senior Advisor
Tim Ellen	Paston College
Jason Middleton	Shaping Norfolk's Future
Jan Munn	14-19 Learning Systems Group
Cat Plewman	Poppyland Partnership
Sue Pointer	Health & Social Care Sector
Jose Socao	North Norfolk District Council
Sonia Welander	Jobcentreplus
Sue Willis	Griffon Area Partnership
Julie Worrell	UEA representing HE Sector
Judy Youngs	Norfolk Adult Education Service

	<b>Action</b>
<b>1. Introduction &amp; Welcome</b>	
Contact will be made on behalf of the group to Melissa Wallis-Riches. The group had not previously been aware of her personal circumstances.	JM/DV
<b>2. Apologies</b>	
See above	
<b>3. Minutes of the last meeting – 22 September 2009</b>	
The minutes of the last meeting were confirmed as a true record with one amendment - Item 4, paragraph 4, last sentence should read: RP explained that the Skills Strategy will be decided by the RDA but the LSC is not moving to the RDA but some staff might.	
<b>4. Other Matters Arising</b>	
<u>Demographics</u> – DV stated that there are many sources of information becoming available so the group needs to be working from this type of report and refer conclusions to the NNBF. JM referred to the Demographics Analysis Report October 2009 included in the meeting pack. There are approximately 200 people per quarter engaging with the project. There was a discussion around ESOL clients who do not appear to be coming forward in the same	

<p>numbers as last year. The information is spread, not necessarily evenly, across the seven market towns. JM requested any similar information on a district basis from the group.</p> <p>DV referred to a survey published that day in the EDP showing the level of education in the region. The headline implies the region is not doing well educationally. There is a quote from the Norfolk County Council leader, ‘we are showing our commitment to keeping our skilled young people in the county and also attracting those from elsewhere.’ DV recommended the article as worth reading.</p> <p>There was a discussion around businesses requirements in terms of skills and qualifications. GP stated that a lot of businesses are saying they need the three basic skills so that they can train individuals further. RP added that employers want skills but Government want qualifications. RS said that well trained technicians and workers relevant to the marketplace were needed. RA stated that a lot of employers are saying they will only take people with 5 A*-C grade GCSEs; it is hard to challenge this perception. There needs to be more focus on qualities not just qualifications. JSc said there are industries who are very keen on 5 A*-C grade GCSEs whereas it is the opposite in other industries.</p> <p>JM talked about the findings of the UEA’s Employer Conceptions of Graduate Employability research project. AH listed some of the attributes mentioned:</p> <ul style="list-style-type: none"> <li>• honesty and integrity, trust</li> <li>• listening skills</li> <li>• the ability to integrate</li> <li>• interpersonal skills</li> <li>• ability to present ideas, both verbally and in writing</li> <li>• assimilate information quickly</li> <li>• work safely</li> <li>• good time-management</li> <li>• attention to detail</li> <li>• maturity and responsibility</li> <li>• willing to learn</li> </ul> <p>GT felt the findings should be circulated to the client group. DV agreed the report should be circulated to the group and the NNBF. JM will e-mail the report. AH suggested inviting one of the researchers, Adrienne Jolly, to talk to the Group. JM will extend an invitation. RP requested that JobCentre Plus also be invited. DV suggested looking at the membership list to see who would be appropriate to attend that meeting.</p> <p>DV stated that to assist in the group working effectively, statistics need to be revised monthly (skills, demographic &amp; business analysis).</p> <p><u>Int-a-gr8</u> – GT provided an update on the INTERREG bid. The bid was submitted before 7 October deadline. The decision on which projects will be funded will be decided on 8 &amp; 9 December with formal notification a week later. RS added that if the outcome is successful he will then consider, on behalf of the Council, whether to accept.</p>	<p>JM</p> <p>JM</p>
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<p><u>14 – 19 Diplomas</u> – AW reported that Fakenham College has received an offer of funding through the IIC and the County Council for an extension. Funding is dependent on planning permission but there are no problems anticipated. Work should start from end of January and be ready by September 2010. RS added that NNDC has wanted to fully support Fakenham College and at the liC Board meeting he had presented the case. The Economic Development Unit has also sent the Planning Department a communication supporting the development. AW added that the future sustainability of the building will need to be addressed.</p> <p><u>Better Jobs and Prospects</u> – BW said the Better Jobs &amp; Prospects meeting held that morning was productive. The group’s ideas will be put to the NNCP Board at their meeting on 23 November. RS added that the Board should identify areas of market failure and look at ways to address those areas. RS agreed the meeting was constructive.</p> <p><u>Positive Leadership Summit</u> – RS tabled the Positive Leadership Draft Partnership action plan and explained that this had been presented to Cabinet that day. The draft had already been presented to the NNBF and at County level. RS and JM had proofed it against the Audit Commission’s research into how councils are responding to the recession. RS asked for this to be an agenda item at a future meeting. RS explained that £90K is required to deliver short term action up until 31 March 2010. The Council, at a pre agenda meeting, have indicated they will put half that money in and an application has been submitted to the NNCP for the other half. Other proposed actions are totally dependent on the outcome of the INTERREG bid. The Council’s Economic Development budget may be subject to a 6% cut. A submission for £330,000 has also been included in the Adaptation Coastal Pathfinder bid. The outcomes for Pathfinder will be announced by late November/early December.</p> <p><u>LMI Tables</u> – The latest tables were included in the meeting pack.</p>	<p>JM</p>
<p><b>5. NNSP Action Plan – model to be tabled for discussion</b></p> <p>JM had drafted an NNSP action plan model that can be populated further and will also assist in identifying gaps. Suggestions included adding ESOL under Core Skills, Demography under Barriers, including the graduate employability research under Core Skills or Work and adding Personal Learning &amp; Thinking Skills (PLTS). DV suggested this should be added regularly to the agenda.</p>	<p>JM</p>
<p><b>6. Issues to be raised by individual members</b></p> <p>RP updated on the changes in the LSC. RP and two others will work for the Skills Funding Agency (SFA) and the remaining staff will be working on 14 – 19 education RP was unclear what this would mean in terms of future working with local strategic partnerships.</p> <p>RA reported that Connexions are assisting the County towards the NEET target of 5.5% (currently at 7%). It is a County owned target but Connexions are the lead on it. A lot of time is being spent with young people to achieve the target but the other services are still being delivered. RA explained that Connexions is now with Children’s Services although the branding will be</p>	

<p>retained.</p> <p>AH reported that the Employment and Skills Board meeting did happen on 25 September. Three priorities were identified:</p> <ul style="list-style-type: none"> <li>• Low skills</li> <li>• Low gross value added (gva)</li> <li>• Mismatch between vacancies and clients on the books</li> </ul> <p>JM referred to two reports that he had included in the meeting pack:</p> <ul style="list-style-type: none"> <li>• A summary report for nextstep East of England – a number of focus groups were held, two of which took place in North Norfolk: one in Fakenham and one in Cromer. JM is happy to circulate the full report if required.</li> <li>• Learning Through Life, Inquiry into the Future for Lifelong Learning (Summary). There is more focus on informal learning and a number of interesting findings and elements are identified.</li> </ul> <p>JM said that the liC funding for the IAG Gateway project is due to close. A final exit report will need to be prepared. JM proposed that the IAG team do a presentation to the group.</p> <p>DV requested that the group be informed when the outcome of the INTERREG bid is announced.</p>	<p>JM</p> <p>JM</p>
<p><b>7. Any other business</b></p> <p>DV proposed having a glossary/directory describing the work of each of the partners.</p>	
<p><b>8. Dates of next meetings</b></p> <p><u>Next meeting</u> 8 December 2009, 2.00pm</p> <p><u>Proposed dates for future meetings</u></p> <p>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>	