

**Minutes of the North Norfolk Skills Partnership Steering Group Meeting  
Held on 8 December 2009 at Merchants' Place, Cromer**

**Present:**

Roger Allen	Connexions
Carmel Casey-Morley	North Norfolk District Council (note taker)
Tim Ellen	Paston College
John Morgan	Skills Partnership Development Officer
Jan Munn	14-19 Learning Systems Group
Gill Powell	North Norfolk Business Forum
Jean Schneider	Meridian East
Sharif Sharif	Easton College
Jose Socao	North Norfolk District Council
Lorraine Sturman	Aim Higher, Norfolk
Geoff Thompson	North Norfolk District Council
Beatrix Ward	North Norfolk Community Partnership
Don Venvell	Chairman
Sonia Welander	Jobcentreplus
Sue Willis	Griffon Area Partnership
Julie Worrell	UEA representing HE Sector
Judy Youngs	Norfolk Adult Education Service

**Apologies Received:**

Pauline Chamberlain	Fakenham College
Paul Dunning	14 – 19 Senior Adviser
Andy Hodgson	Norfolk Learning Partnership
K Hudson	Meridian East
Dave Martin	Business Link East
Cat Plewman	Poppyland
Sue Pointer	Health & Social Care Sector
Richard Polley	Learning & Skills Council
Robin Smith	North Norfolk District Council
Denise Treissman	Learning 4 Everyone

	<b>Action</b>
<p><b>1. Introduction &amp; Welcome</b></p> <p>JMo thanked LS for the Aim Higher calendars that she had distributed to attendees prior to the meeting.</p> <p>RP will be unable to attend future meetings due to his new role. DV expressed thanks to RP for his regular attendance and active participation as a member.</p> <p>DV has written to Melissa Wallis-Riches and thanked her for her contribution over the years to the group.</p>	JM/DV
<p><b>2. Apologies</b></p> <p>See above</p>	
<p><b>3. Minutes of the Last Meeting – 22 October 2009</b></p> <p>The draft minutes of the meeting held on 22 October 2009 were approved as a true record and signed by the Chair.</p>	
<p><b>4. Other Matters Arising</b></p> <p><u>Int-a-gr8</u> – GT provided an update on INTERREG. A meeting was held on 3 December and GT plans to follow up to see if they can update him ahead of the final notification. DV stressed that this item should be kept on the agenda.</p>	GT

<p><u>IAG</u> – JMo provided an update on IAG. The average number of people seen over the last year is 60 people per month. Total number of people assisted through the project is 1600 people against a target of 1700. The team had planned a presentation for the meeting but this has been postponed as a member of the team is about to receive hospital treatment.</p> <p><u>14 – 19 Diplomas</u> – JMu updated on the 14 - 19 diplomas. The retention on the Construction &amp; Built Environment diploma has been good. The Creative &amp; Media diploma has had a good uptake. Planning permission has been sought for the refurbishment at Fakenham College but the (EEDA) funding has to be spent by the end of March. There is currently a lot of evaluation of the Diplomas. A lot of schools are working on functional English and Maths. Two applications have been submitted for Society, Health &amp; Development and Manufacturing &amp; Product Design. JMu will send an updated coverage chart to go with the minutes.</p> <p>SS reported that Easton College provide an Environment &amp; Land Based diploma that has a modest recruitment. The college works with schools in the North Norfolk area. The Principal has been in discussion with North Norfolk District Council and Norfolk County Council about establishing a base in Wells</p> <p>TE suggested contacting County Councillors to support the continued subsidy of Post 16 transport. DV suggested doing this as a partnership. It was agreed to write to Cllr Shelagh Hutson. JMo will draft the letter and JMu will provide some case studies.</p> <p>GT explained that RS has been talking with SCIRA about training. JMu will make contact with RS regarding this.</p> <p>JMo explained that there is a steering group set up for the new Fakenham facility. It is hoped that this will be the venue for the group's April meeting. The IAG team have gained R2R funding to enable ICT provision which is going extremely well - people are finding work. RA said it would be good to use the centre in a community way.</p> <p><u>Train to Gain</u> – JY reported that there will be a 6% cut in Train to Gain funding next year.</p> <p><u>Better Jobs &amp; Prospects</u> – BW summarised her recent report to the NNCP Board. There are now 2 round tables: tourism and agriculture &amp; food processing. The NNCP has match funded £45,000 towards the delivery of the Recession Action Plan. Opportunities between voluntary and business task groups – awaiting their findings. There needs to be better promotion of the achievements of NNCP. An Away Day with the NNCP groups is planned.</p> <p><u>Positive Leadership Summit</u> – JMo reported that Cabinet approved £45,000 towards delivery of the Action Plan and NNCP match funded. Some of the actions points have been worked in to briefing notes as part of a monitoring process to move things forward.</p> <p><u>Demographic &amp; LMI Tables</u> – TE questioned the weekly pay figure showing a 12% increase in weekly wages. JMo will investigate this and report back to the next meeting.</p>	<p>JMu</p> <p>JMo/JMu</p> <p>JMo</p>
<p><b>5. NNSP Action Plan</b></p>	

<p>JMo attended the Broadband session at the recent Shaping Norfolk's Future Conference. The website is: <a href="http://www.shapingthefuture.org.uk/broadband">www.shapingthefuture.org.uk/broadband</a> There is also a link to EREBUS which a growing database of Broadband needs in the East of England.</p> <p>JMo has started to populate the NNSP Action Plan with the Recession Summit Action Plan briefing notes and sought agreement from the group to continue working on this. JMo explained that the high priority actions on the Recession Action Plan will be funded by the £90,000 previously mentioned. JMo will send this to JY and later provide a web link to the group when the Action Plan has been added to the website.</p>	JMo
<p><b>6. NNCP Monitoring Criteria</b></p> <p>DV stated there is a need to monitor funding especially as there is a restraint on available money from the NNCP. JMo will report back to NNCP via the District Council's TEN performance management system which is a traffic light monitoring system. There will be difference access levels eg any Board member can have access as can members of the public.</p>	
<p><b>7. Issues to be Raised by Individual Members</b></p> <p>SWe provided distributed a summary sheet of options available to customers. Norfolk is leading the way regionally with the Future Jobs Fund – there are 100+ in the County in paid employment and in North Norfolk – just over 10 people have moved into this type of work. NI 152 is being renegotiated due to the current economic climate. It was suggested that this type of report would be useful for the NNBF.</p> <p>There was a discussion on encouraging people to take up provision. TE said that Paston College run the Entry to Employment programme to encourage people back on the path to training or work and are setting up a new level 1 course in Social Health &amp; Care in January. This could lead on to apprenticeships and other provision. JY suggested these types of courses would be useful for adults but funding is an issue. SWi mentioned that Yarmouth &amp; Thetford have 'learning champions'.</p> <p>JW reported on the consultation to replace the Research Assessment Exercise. They are considering including 'lay' members of the community on the panel.</p> <p>SS mentioned two project that Easton College is involved in: Land Skills East Project (£4m over three years). The website is <a href="http://www.landskillseast.co.uk">www.landskillseast.co.uk</a>. Norfolk Coast &amp; Broads (RDP LEADER project) which targets land based businesses and rural tourism. SS can provide a breakdown of beneficiaries of the programmes.</p> <p>JS explained that Meridian East is working with mental health and disabled people, young people and also Broadland tenants as they are part of the Broadland Housing Group. There are currently teams in Norwich and Yarmouth.</p> <p>SWi manages the Voyager community group which offers a variety of courses to the community (all ages and abilities).</p> <p>LS explained that Aim Higher Norfolk aims to engage young people from non-traditional backgrounds into higher education. The North Norfolk advisor, Lauren Hedges, based at Fakenham High School, covers all the high schools in the</p>	SS

<p>district. The organisation also works with adults and provides some funding support for IAG in North Norfolk. It is hoped to organise an event with Connexions in each area to show the support available and follow that on with some tasters – towards the end of the next term. Contact with parents to explain what is on offer is important. Funding is available for projects aimed at hard to reach groups of people. JMo mentioned that Lorraine has been helpful in providing funding for IAG in the area and for the recent prospectus.</p> <p>BW mentioned the annual review of the Norfolk Local Area Agreement. The SNF part needs to be looked at as there is a potential red flag. BW has the background information if anyone needs it.</p> <p>JS updated on Pathfinder. Decisions are being made on how to allocate the £3m awarded. Part of the programme will be allocated to IAG.</p> <p>RA updated on the NEET figure which is now 5.6% (recorded at 7% in the last minutes). The Activity Survey Data showing what happened to last year's Year 11 students will be provided for distribution with the minutes. The number of Year 11s staying in education is up to 80%.</p> <p>JMo provided an update on the prospectus. There were three courses which did not run – one of which was repackaged and will run later. Evaluations of the courses are currently being done. It would be good to produce another prospectus.</p> <p>DV said the major problem next year will be funding and stressed that the group must work to influence decision. There was a discussion about how the group would continue to receive funding information as funding streams are constantly changing. GT will forward partner search listings to bid in European funding streams to the group.</p>	<p>RA</p> <p>GT</p>
<p><b>8. Any Other Business</b></p> <p>No items were raised.</p>	
<p><b>Dates of Next Meetings</b></p> <p><u>Next meeting</u> 19 January 2010, 2.00pm</p> <p><u>Proposed dates for future meetings</u> 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 4.10pm.</p>	