

**Minutes from the Meeting of the North Norfolk Skills Partnership Steering Group
held at Merchants' Place, Cromer on 19 January 2010**

Agenda Item		Action
	<p>Present: Pauline Chamberlain (PC) – Fakenham College Tim Ellen (TE) – Paston College Andy Hodgson (AH) – Norfolk Learning Partnership John P Morgan (JPM) – Skills Partnership Development Officer Gill Powell (GP) – North Norfolk Business Forum Jean Schneider (JS) – Meridian East Robin Smith (RS) – North Norfolk District Council Lorraine Sturman (LS) – Aim Higher, Norfolk Don Venvell (DV) – Chairman Sonia Welander (SWe) – JobcentrePlus Sue Willis (SWi) – Griffon Area Partnership Julie Worrell (JW) – UEA representing HE Sector</p> <p>Mark Bishop from South Norfolk Council also attended for part of the meeting.</p>	
1	<p>Introduction and Welcome DV welcomed everyone to the meeting.</p>	
2	<p>Apologies: Roger Allen – Connexions Roger Crook – Trade Union Learning Link David Martin – Business Link Jan Munn – 14-19 Learning Systems Group Su Pointer – Health and Social Care Sector Jose Socao – North Norfolk District Council Geoff Thompson – NNDC Denise Treissman – L4E - IAG Beatrix Ward – North Norfolk Community Partnership Judy Youngs – Norfolk Adult Education</p>	
3	<p>Minutes of the Last Meeting – 8 December 2009 The minutes of the meeting held on 8 December 2009 were approved as a correct record and signed by the Chairman.</p>	
4	<p>Matters Arising <i>Int-a-gr8</i> RS stated that he was very disappointed to report that the bid for Interreg funding had failed. A considerable amount of time and effort had gone into developing the bid, as well as money, and it has been decided not to try again. The implications will now have to be considered and other funding sought to support the vital work of JPM and his team. DV asked when further funding would be necessary. RS replied that this would be required by the beginning of June. He and JPM are already looking for alternative funding streams as well as realigning budgets. Despite the disappointment, RS felt that lessons had been learnt. One of the reasons for the failure was the perceived lack of innovation but RS felt that North Norfolk's projects had been diluted in translation. He also felt that the County Council could have been more supportive.</p> <p>When the LSC disappears, money for the 19 plus age group will be through the Skills Funding Agency and colleges may need to revise how they deliver training to adults. RS commented that the proposed local government review may also have an impact in the next couple of years. TE said that it is important to see this period as a challenge. It is vital to ensure fair shares for the whole district and to that end our elected representatives should be lobbied. RS commented that central Government is focusing on four growth points in our region and investing heavily there. We must</p>	

	<p>lobby to ensure this area is not left out. This Partnership is respected as a group, however it is important to get representation on County groups like Shaping Norfolk's Future. DV also suggested contacting other similar groups to this one. RS felt the case should be put to the House of Commons. LS commented that there are many different elements related to skills in this area and this was an opportunity to look at the bigger picture.</p> <p>RS mentioned that from 1 April the upper tier of government will have a new duty regarding economic assessment looking at the incidents of intervention. He felt the District Council should set up an economic assessment steering group and suggested the Skills Partnership be included.</p> <p>TE felt the Partnership ought to contact the local County Councillors and express concern at the lack of support, which was agreed. JPM agreed to draft a letter and circulate it for comments.</p> <p><i>'Better Jobs and Prospects' – Improved Links with NNBF</i></p> <p>RS is in the process of drafting action notes detailing ways of tackling unemployment and lack of skills. This will then be delivered to the Community Partnership and Cabinet. One element will be a steering group and JPM asked for volunteers from this group to be on that. It is important to establish a governance board where large sums of public money are being handed out. Terms of reference and actions plans will be circulated and the matter discussed more at the next meeting on 2 March. It was suggested the meeting dates could be linked with those of this meeting, which was agreed.</p> <p>JPM suggested that another business survey could be done in order to improve links with NNBF. RS commented this would help with the economic assessment but there was no money put aside for this. AH suggested a link could be made with the Employment and Skills Board to assess any mismatch of skills. JPM said this should not be too costly as the mechanism has already been developed. It could be publicised through NNBF's newsflash. SWe said that JobcentrePlus could provide some data on mismatch of skills to vacancies. RS suggested that DV attend the meeting of Norfolk economic development officers on 28 January to agree an economic assessment.</p> <p>It was agreed that JPM will circulate NNBF minutes to members of this Partnership and minutes of these meetings will be circulated to NNBF.</p> <p><i>Positive Leadership Summit</i></p> <p>Eight new applications are being written and will go to a meeting that afternoon. They will be circulated once finalised.</p> <p><i>14-19 Diplomas</i></p> <p>TE reported that there was no news since the last meeting, however, schools were struggling and there was a lot of work to do. It is important not to miss this opportunity. AH pointed out that diplomas were not the only pathway to learning. Many organisations are not part of the Area Learning Board. TE recognised that education and training for 19-24 year olds was lacking. RS felt there should be a single strategic voice with regard to learning to raise people's aspirations and guide on the routes to learning. Education policies change frequently which makes it difficult to understand these routes. TE was also concerned at the negative attitudes towards education and training. RS commented that Scira, who are developing an offshore wind farm, want to set up a skills academy in wind engineering. DV also suggested the voluntary sector could be exploited, possibly as mentors. TE encouraged members to support their local schools, especially by becoming governors. The voluntary sector could also do this in order to change attitudes to education. DV felt there should be a regular report on this and JPM said he would ensure there was.</p> <p>JPM reported that the next meeting at Fakenham College to develop a Rural Norfolk Federation was progressing.</p>	<p>JPM</p> <p>JPM</p> <p>JPM</p>
--	---	---

	<p>AH reported that the Employment and Skills Board will meet early in February and she will bring their strategy and action plan to the next meeting of this group. RS felt this group should have some influence on the Board.</p> <p>TE informed the group that Paston had come 8th in the country for contextual value added out of 96 and first in the Norfolk league tables of schools.</p>	
9	<p>AOB There was none.</p>	
10	<p>Dates of Next Meetings These were confirmed as: 2 March 2010 27 April 2010 8 June 2010 20 July 2010</p> <p>The meeting closed at 3.45 pm.</p>	

Signed:

Dated: