

**Learn East Network Meeting  
Monday 30 November 2009 at 1.00 pm  
COVER Office, Little Chesterford**

**Present:** Nikki Bennett (COVER), Toby Cullingham (Community Connections), Sarah Elliott (Hertfordshire Training Consortium), Simon Waldron (SAVO).

**In attendance:** Janice Mossey (COVER), minutes

Item	Detail	Action
1	<p><b>Welcome and apologies</b></p> <p>Nikki welcomed everyone to the meeting. Apologies were received from Linda Riley (VST), Tim Cracknell (Cambridge GET Group), Vanda Bailey (Beds and Luton Learning Partnership).</p>	
2	<p><b>Minutes from last Learn East meeting and matters arising</b></p> <p>The minutes were agreed.</p> <p><u>Train to Gain</u> Nikki has sent two letters of support, from COVER and Learn East, for the TCHC brokerage contract.</p> <p><u>TA application</u> We should hear shortly whether the application has been successful.</p>	
3	<p><b>Learn East member updates</b></p> <p><u>Simon Waldron (Suffolk)</u> They are waiting to start delivery with the Flexible New Deal project with TNG and working with other partners. They've started work on the LEAP project with the University of Suffolk and Suffolk County Council providing one-stop shops for learning advice (LEAP points). More information is available at <a href="http://www.leap.ac.uk">www.leap.ac.uk</a>. Holiday Inn is looking to hire out their meeting rooms in the region as training venues. Simon to email round the contact details. Their 5-year Basis 2 project to develop online toolkits is up and running and going well. Simon attended the ERIC meeting on 19<sup>th</sup> November. Simon is starting training shortly to be an Advanced E-Guide. They are still working with the Learning Champions contract.</p> <p><u>Sarah Elliott (Hertfordshire)</u> The Skills Adviser post is working well, Nemore enjoys networking which brings in more members and feeds people into the training courses. The post is funded until June by Adult Care Services and the Consortium for Business. There has been a very good take up of the EEDA Financial Capability training project.</p>	

	<p>They are submitting a bid to Adult Care Services for another year's training programmes. They feel that they are better informed of training needs now.</p> <p>The Routes to Work Economic Participation project is going well but there are some delays due to paperwork requirements.</p> <p>They are submitting bids for the Flexible New Deal for prime contractors.</p> <p><u>Toby Cullingham (Norfolk)</u></p> <p>They are working in partnership with The Learning Shop on the Norfolk Unites directory putting people in touch with learning providers and creating opportunities for collaboration. They are getting 500 users per month. The City of Norwich partnership is very supportive of the directory.</p> <p><u>Nikki Bennett</u></p> <p>Nikki attended the 14 – 19 System Information event on 26<sup>th</sup> November which outlined the structures that will be in place from April 2010. Information packs were circulated. The Adult Skills Services update takes place on 15<sup>th</sup> December at Cambourne.</p> <p>Nikki is also attending the Sustainable Development workshop on 8<sup>th</sup> December in Cambridge.</p>	
4	<p><b>TA Application</b></p> <p>The group looked at the proposed TA 'Engage and Enable' project. The project will build on the capacity building work done in the previous LSC TA project. The proposed outcomes/outputs over the 2 years include:</p> <ul style="list-style-type: none"> <li>• Regional Strategic Skills Manager</li> <li>• 8 Learn East meetings</li> <li>• 7 Regional Advisory Group meetings</li> <li>• Aim to secure at least one contract by October 2011</li> <li>• Research project – which could be undertaken by any one of the Learn East members</li> <li>• Further development of the 6 county websites linked to a Learn East website</li> <li>• Bursaries for 40 people for learner support/teaching related qualification</li> <li>• 10 events/workshops</li> </ul> <p>Sarah said their Awards for All money (£10,000) could be used for match funding if needed.</p> <p>The group discussed which agencies should be invited to sit on the Advisory Group. It was agreed to include:</p> <ul style="list-style-type: none"> <li>• JobCentre Plus</li> <li>• EEDA</li> <li>• GO East</li> <li>• National Apprenticeships Service</li> <li>• Local Authorities</li> <li>• Young People's Learning Agency</li> </ul>	

	<ul style="list-style-type: none"> <li>• 14-19 Sub-regional Partnerships</li> <li>• Skills Funding Agency</li> <li>• ACER</li> <li>• Association of Learning Providers</li> <li>• EESCP</li> <li>• EERA</li> <li>• RIEP</li> <li>• MENTER</li> <li>• Rural Action East</li> <li>• Disability East</li> </ul> <p>Nikki to draft a letter of invitation to key people to attend the Advisory Group meetings.</p> <p>It was agreed that members would invoice COVER for work carried out. It was proposed that a Service Level Agreement be drawn up for all to sign.</p> <p>There was a discussion about using the last TA project underspend of around £5,000. It could be used to hold a regional event. It was suggested that it could be used to pay for Nikki's work on coordinating the new TA bid.</p>	NB
5	<p><b>Working Together in Transition VCS Action Plan</b></p> <p>The group went through the objectives of the Action and Development Plan to establish which ones would be the responsibility of the Learn East project. Nikki to update the Skills Advisory Group on the outcomes of the discussion at the next meeting on 19<sup>th</sup> January.</p>	NB
6	<p><b>Workforce Development</b></p> <p>There are three PTLLS courses running in Hertfordshire at the moment and six courses starting in January.</p>	
7	<p><b>Quality – Matrix update</b></p> <p>Suffolk has their Matrix assessment booked for 15<sup>th</sup> and 16<sup>th</sup> April. COVER has an assessment on 13<sup>th</sup> and 14<sup>th</sup> January. Essex was successful in getting their Matrix standard.</p>	
8	<p><b>ECETT Events update</b></p> <p>The event on 16<sup>th</sup> October in Hertfordshire went well. There is a joint event (Suffolk, Norfolk and Cambridgeshire) taking place in Suffolk on 4<sup>th</sup> December.</p>	
9	<p><b>AOB</b></p> <p>Nikki to email Roy Brown to let him know that we are aware of Adult Learners Week and are supporting it in our counties.</p> <p>Nikki to invite Stuart Norey of Remploy to the next meeting if he gets in contact.</p>	NB NB
10	<p><b>Date of next meeting</b></p> <ul style="list-style-type: none"> <li>• Tuesday 2<sup>nd</sup> March 2010 – 10.30 at COVER offices</li> </ul>	

	<p>Suggested dates for future meetings:</p> <ul style="list-style-type: none"><li>• Tuesday 1<sup>st</sup> June 2010 – 10.30 at COVER offices</li><li>• Wednesday 1<sup>st</sup> September 2010 – 10.30 at COVER offices</li><li>• Wednesday 1<sup>st</sup> December 2010 – 10.30 at COVER offices</li></ul>	
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