

Third Sector Skills Advisory Group
Tues 20 April, 2010
COVER, Little Chesterford



Present:

Mary Sanders - Children Matter East
Vanda Bailey – Beds and Luton LP
Sarah Elliott – HTDC
Nikki Bennett – COVER (Chair)
Stuart Durrell – JCP
Toby Cullingham – Community Connections
Tim Cracknell – Cambs GET Group
Simon Waldron – Suffolk Learning Consortium
Ruth McCallum – Cambs CVS
Linda Riley – Voluntary sector Training
Sue O’Gorman – NIACE

		Action
1.	Apologies Mark Barnsley, Andy Cogan, Judith Kay, Jim Church, Helen Mann, Steph Luke, Mark Freeman, Bob Reeve	
2.	Minutes of the meeting of 19.1.10 Accuracy –Mary Sanders represents Children Matter East. Item 8 – second sentence should have read ESOL action plans	
3.	Matters arising Actions outstanding – Item 4 – The Terms of Reference are now formally approved. No news yet as to who the YPLA representative will be. The EEDA rep will be Judith Kay and the NAS rep is likely to be Julia Brady. Mark Barnsley (ACER) and Mark Freeman (Skills-Third Sector) will join the group. Item 6 – Nikki attended the event about L3 learner support. She feels that the qualification might be more appropriate for the third sector than PTTLS. She is discussing a possible pilot version with Great Yarmouth College. Although WEA have said they do not feel able to deliver the programme Nikki agreed to approach them again on this matter. Item 9 – Nikki was unable to attend the CLC event Simon Waldron is yet to provide feedback to NIACE on the e-guide programme Item 10 – participants would welcome an input on Functional Skills at a future meeting. SO’G to provide NB with contact details Item 12 – third sector organisations are encouraged to join TSNLA in their own right although they will receive any information from TSNLA via COVER which is already a member.	NB NB SW SO’G and NB
4.	Learn East/Engage and Enable report Nikki updated the group on progress in relation to: <ul style="list-style-type: none"> • Setting up agreements and claim processes • Agreeing partners activity profiles • Convening Learn East and Regional Advisory Group meetings • Attending a range of regional and national events 	

	<ul style="list-style-type: none"> • Developing Learn East website • Holding successful regional stakeholder event • COVER gaining a contract involving 30 job opportunities in relation to Future Jobs Fund from the prime contractor 3SC • Commissioning NIACE to undertake project evaluation 	
5.	<p>Jobcentre Plus</p> <p>Stuart Durrell provided information about Future Jobs Fund funding opportunities and encouraged members to consider bidding to the fund in their own right as well as acting as sub-contractors for other prime contracts such as 3SC. DWP have a strong preference for partnership bids, particularly ones involving the third sector. It was agreed to use the 3SC contract as a pilot and, if successful, consideration could be given to putting together a bid directly from Learn East.</p>	Learn East
6.	<p>EERA/EELGA</p> <p>Mary Sanders reported that EERA ceased to exist on March 31 and EELGA came into being on April 1. The Regional Strategy Board (main members EEDA and local authorities) will become the main regional group with Development and Implementation Boards (DIBs) reporting to this. There will be 5 DIBS:</p> <ul style="list-style-type: none"> • Environment and resources • Transport and infrastructure • Housing and regeneration • Business, innovation and skills • Social and community <p>The third sector is only being offered representation on the Social and Community Group and not on the Business, Innovation and Skills one. The third sector voice on this second group will have to go through EESCP.</p> <p>However, the East of England Stakeholder Group consists of representatives of all regional non-governmental organisations. The Chair and Vice Chair have the right to attend the Regional Strategy Board as observers. COVER hopes to win the contract to service this group.</p>	
7.	<p>Third Sector Skills Action Plan</p> <p>The draft plan was discussed and various amendments agreed. NB will update the Plan. It was agreed that monitoring progress against the Plan would be a standing agenda item at all subsequent meetings.</p>	NB
8.	<p>Skills-Third Sector</p> <p>Nikki presented a report from Mark Freeman which covered:</p> <ul style="list-style-type: none"> • Consultation on Apprenticeships • Level 3 Volunteer Management Programme • Development of qualifications in areas such as commissioning and green skills where there are national occupational standards • Work with FCDL and LLUK • Research into volunteer management skills issues • Website update • Relocation of head office to Sheffield 	

9.	<p>NCVYS WFD Project Mary Sanders reported that sub-contracts will be awarded in each region for the delivery of this training project. COVER will bid to undertake the regional administration in the EoE.</p>	
10	<p>County Consortia/Partnership reports It was requested that these reports be submitted electronically</p> <p>Suffolk – Simon Waldron <u>matrix</u> – following their assessment on 15th/16th SAVO achieved accreditation and a recommendation to apply for the Excellence Award and offer their documentation and processes for good practice. Many thanks to learn EAST for the funding of IAG Level 3 and the matrix assessment. <u>JC+ Flexible New Deal</u> – continuing process development with TNG for Pathways to Work. After discovering there was a shortfall in SfL provision to support this contract they have provided an introduction from TNG to Suffolk County Council as they have some funding / delivery to meet the shortfall. <u>NLDC funding</u> – event planned for 15th May (Adult Learning Week) to celebrate success of last years projects and launch this years funding. <u>Apprenticeship Scheme</u> – a six month trial in West Suffolk between County and District Councils and the Third Sector to explore shared apprenticeships (Public / Third Sector) resulted in signing up 24 apprentices (on target), although none were offered Third Sector Placements. A Business Plan is being drawn up to seek funding / continue the project for another year. Looking at bidding for Flexible Jobs Fund to provide a six month placement which could then be continued as an apprenticeship. <u>Practical Toolkits</u> – funded through BASIS2 they have now published eight online toolkits at www.practicaltoolkits.org.uk and will soon publish a ninth for new organisations. In support of financial sustainability they have sold one of these toolkits to ESTIC which has been re-branded to meet their needs. <u>PTLLS & IAG Courses</u> – three of their members have obtained funding for these courses and have advertised them through their consortium. <u>BECTA National Conference</u> – Simon attended on 9th March and was the only Third Sector attendee (other than NIACE), key message – innovate and collaborate, full report at http://www.suffolklearningconsortium.org/BASIS2/conference_fund_reports.htm <u>learn EAST</u> website – now live at www.learneast.org.uk, send any feedback and contributions to Simon. <u>EECETT</u> – further to an offer to provide some financial support to continue this network, Nikki and Simon are to have a meeting with Suzanne Crouch to investigate a joint bid to the Big Lottery Fund. <u>Design Monkey CRM</u> – following the cancellation of the Procuoro demo at the CP Learning Trust Simon visited Design Monkey to assess this Client Relationship Management system. The system is fully web-based and the system that CP Learning Trust use fully manages their learning delivery and reporting (course details, learner records, reports to funders, etc.) and whilst is very comprehensive, is expensive at £15K + monthly hosting costs. Contact Simon for more information.</p>	County leads

Norfolk – Toby Cullingham

In March the website had 760 unique users, up 200 from their normal monthly average. They have been working hard on raising the profile. Most visits are on the days of news alerts, demonstrating that people find these relevant.

City of Norwich Partnership (collection of Norwich local authorities and stakeholders) are now official partners on the Directory - they will use the Directory as a means of identifying possible providers
Setting up 'proper representation' in and out of key meetings - e.g this group where agenda circulated in advance for comments and then the minutes with notes will be circulated back out

They are well positioned for supporting sub-contracting arrangements, which is where their longer term vision was – the benefits of this is becoming more clear to all

From evaluation forms, very positive feedback of the Norfolk Unites and of the Directory and Funding pages at the regional stakeholder event

Norfolk Unites steering group members 'being Norfolk Unites' at their network meetings - emphasis not on the NU Co-ordinator to be Norfolk Unites but in a wider ethos and process they are trying to generate

Hertfordshire – Sarah Elliott

Learning Together 3 went very well on 11th March – many people said it was their best event to date. The report and presentations are available via <http://www.htdc.org.uk/news.asp?newsID=59>

Economic Participation – the 2009-2010 project finished at the end of March and they are in the process of finalising their claim. They are confident that they have more than met the original targets. An expression of interest was submitted for the next programme 2010-2011. This is focussed on supporting individuals from deprived communities into self employment and social enterprise.

Unfortunately they have not been shortlisted.

Adult Care Services – there has been a delay in negotiating the next year's programme of workforce development for adult social care organisations, as their budget has not been confirmed. But they have been assured that they want to continue supporting voluntary sector organisations via HTDC.

They have submitted a tender to Hertfordshire County Council for the provision of mental health and substance misuse recovery and independence workforce development and training. This contract was previously held by the University of Hertfordshire. They are aware of several other bids, but are hopeful that their line up of voluntary sector partners will be attractive.

The development of the new website is making good progress and they are currently reviewing initial page designs and working on specifications for members' information.

Essex – Linda Riley

VST is leading in East of England on delivery of Lantra Level 3 Volunteer Management training under a contract with Skills Third Sector through Capacity Builders. Further details will be forwarded following a contract discussion. Limited places will be available.

A report on the national, regional and sub regional (Essex) context for skills and employment that will impact on the VCS has been

	<p>commissioned and will be circulated to partners when available. VST continues to develop the sustainability of the organisation through board development and increasing opportunities for trading. They are commissioning a new website to include online booking and payment systems. This will include section for Learn East/ skills and development issues and related activities.</p> <p>External Peer Assessment against PQASSO to be undertaken June / July 2010.</p> <p>They have a new training programme under development. The SFA PQQ deadline date is 12/5/10.</p> <p>Cambridgeshire – Tim Cracknell</p> <p>A Learning event 'A Celebration of Adult Learning in Cambridgeshire' is being held at St Andrew's Hall on May 19th. Emphasis on adult learners and 'the learning journey'. Bookings are pouring in, copy of invite attached.</p> <p>A PTLLS course is booked for July for 3 weeks and in September the final 3. The provider is now the WEA. (BASIS2 BLF)</p> <p>The website is up and running. Their administrator has had several lots of training and has more booked.</p> <p>Future Jobs Fund information has been circulated and four organisations have already expressed initial interest.</p> <p>Tim is now Chair of CVSIC, which brings with it a VCS rep place on the Cambridgeshire Together Board/LAA, as well as relevant sub groups (Economic Prosperity, Adult Learning & Skills and Safer & Stronger Communities). They're working into phase 2 of a Third Sector Assembly for Cambs (C3SA) with a 'go live' launch on June 24th.</p> <p>They are working on various Action Plans including IAL, ESOL, worklessness – Tim is on each working group.</p> <p>The GET Group has joined the TSNLA and are encouraging their members to do so.</p> <p>Bedfordshire and Luton – Vanda Bailey</p> <p>Partnership Community Forum - meeting held – Heritage Lottery attended to give presentation on what funding streams are available and how to apply. LP now working with third sector organisation to develop bid. Next Forum meeting due to take place on 4th June 2010.</p> <p>PCF on-line resource – meeting held with web developers – looking to provide backroom resources for members.</p> <p>Holding Local Adult Learners Week Ceremony on Tuesday 18th May, at Woburn Abbey Sculpture Gallery - local award categories including two for voluntary and community specific</p> <p>One PTLLS course just completed with two more being set up.</p> <p>Two x IAG Level 2 courses just completing – one specific group tailored for migrant communities.</p>	
11	<p>Any other business</p> <ul style="list-style-type: none"> • It was reported that the Skills Funding Agency PQQ closing date is May 12. • Community 5000 has been relaunched. This involves offering volunteering opportunities to JCP staff. Roger Lemon is coordinating 	

12	Dates of future meetings 21 July 10.30-12.30 COVER 18 Oct 10.30-12.30 COVER 18 Jan, 2011 10.30-12.30 COVER	
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