

**Learn East Network Meeting
Tuesday 1st June 2010 at 10.30 am
COVER Office, Little Chesterford**

Present: Nikki Bennett (COVER), Toby Cullingham (Community Connections), Sarah Elliott (Hertfordshire Training Consortium), Simon Waldron (SAVO), Carole Pullinger (Bedfordshire & Luton Learning Partnership), Tim Cracknell (Cambridge GET Group)

In attendance: Suzanne Crouch (ACER), Katy Harbottle (COVER), Janice Mossey (COVER), minutes

Item	Detail	Action
1	<p>Welcome and apologies</p> <p>Nikki welcomed everyone to the meeting. Apologies were received from Linda Riley (VST).</p> <p>Katy Harbottle, Information and Communications Officer at COVER attended the meeting. Katy can help with sending out information on consultations etc., helping us to be more pro-active and co-ordinated. Janice to add the Learn East members to the COVER e-bulletin list.</p>	JM
2	<p>Minutes from last Learn East meeting and matters arising</p> <p>The minutes were agreed.</p> <p>Nikki is working on updating the Working Together in Transition VCS Action Plan.</p> <p>The Stakeholder Event on 22nd March was very successful.</p> <p>VST will be delivering Managing Volunteers courses.</p> <p>Beyond Compliance project – Beds and Luton Learning Partnership is running Equality and Diversity workshops. Vanda to let people know if there are any spare places.</p> <p>Toby attended the JobCentre Plus conference and had emailed round a summary report and materials.</p>	NB VB
3	<p>Member Updates and Collaborative Project Opportunities</p> <p><u>Sarah Elliott (Hertfordshire)</u> They have been working on tying up last year's projects. There had been 5,267 beneficiaries from the projects. They are waiting to hear about three tender opportunities –</p>	

- Adult Care Services
- Children, Schools and Families
- Mental Health recovery.

They are looking at other opportunities such as the NOMS tender and SERCO specialist support. They are also reviewing their strategy and remit. Their new website is ready and they will be starting to add content soon.

Carole Pullinger (Beds and Luton)

They have rearranged their Partnership Community Forum meeting to 4th June. A local Adult Learners Week awards ceremony was held. They are running a capacity building L3 community learning programme with 10 Third Sector Organisations signed up. There is an event in July to promote next year's prospectus for the NLDC programmes. A Partners' survey is being carried out. They were successful in getting the Matrix accreditation. They are re-developing their website. The Economic Participation project in Bedford is out now.

Toby Cullingham (Norfolk)

They have had a positive response to their directory and website encouraging partnership working and linking Third Sector providers to funding opportunities. Norfolk County Council and NHS Norfolk are using the directory to access organisations. The YPLA is using Norfolk Unites as a case study to show how local authorities can identify organisations.

Tim Cracknell (Cambridgeshire)

Their website is progressing and is well used. The Learning Together meetings will be biannual now. Their working groups have been reduced and combined bringing people from a wide range of agencies together on the boards. They held a successful celebratory event for Adult Learners Week. They have a PTLLS course with the Big Lottery Fund starting in July at Huntingdon Library and another in September. They have the NLDC and ESOL prospectuses out. Tim is now the CVSIC Chair. Paul Ruskin is the Vice Chair. They have a Go Live event on 24th June in St Ives. The first Advice Hub in Cambridgeshire was launched in Sawston – the main one will be in Cambridge.

Simon Waldron (Suffolk)

Simon gave the sad news that Gill Robinson had died. The Community Learning Champions programme is going well. A Training Centre in Lowestoft has opened. Two LEAP centres have opened in Suffolk. They had an NLDC event during Adult Learners Week and launched this year's fund. They have bought an online survey system which will be offered to members at a management fee. TNG Flexible New Deal -service fees have been reduced by the DWP which is affecting some of their partners. They are expanding the services to other delivery partners. They are working with Suffolk County Council to deliver Skills for Life courses. NOMS – Business

	<p>in the Community – they are recruiting 2 posts to expand this project.</p> <p>Suzanne to circulate the Hot Breakfast briefing (post-election special).</p> <p><u>EECETT Lottery Proposal</u> Suzanne Crouch from ACER had circulated her briefing paper on the proposal for Learn East to work in partnership with EECETT to develop a bid to support teachers and trainers across the region. There was a discussion about the formation of sub-regional tutor groups for support and sharing information and also a possible part-time post for a coordinator. Suzanne meets with the EECETT steering group on 21st June. Email Suzanne (suzanne.crouch@acer.ac.uk) with any more comments or suggestions regarding training events or the part time post.</p> <p><u>Future Jobs Fund</u> We have been advised by 3SC that their bid is not going to proceed. The schedule will change and there will be no upfront payments to organisations. This would cause some cashflow problems for smaller organisations. 3SC is considering another contract but it was agreed that COVER would not take part in the project. Many expressions of interest had been received. Nikki will email those organisations. Members were reminded to take the details about this Future Jobs Fund scheme off their websites.</p>	<p>SC</p> <p>ALL</p> <p>NB</p>
<p>4</p>	<p>Learner Support Qualification and Bursary Scheme</p> <p>The Learner Support Qualification course starts in September at Great Yarmouth College with up to 25 places. Nikki to write up the criteria for the bursary which would be paid to the organisation on behalf of the employee. The bursary would be around £300 - £350 depending on how many places were taken up. Nikki will circulate the details of the course. It was agreed to wait and see how this course goes before allocating money to deliver other courses.</p>	<p>NB</p> <p>NB</p>
<p>5</p>	<p>Engage and Enable Project</p> <p><u>Evaluation Plan</u> It was agreed to approach other people to get quotes for carrying out the evaluation of the project. Another meeting to be arranged to discuss the data collection requirements. Nikki will send round a 'doodle' with some dates.</p> <p>We need a common report format to use for feedback of partners' events. Sarah to send round an example of their event report for use as a template.</p> <p><u>Project Budget and Claims</u> In the light of the latest guidance from GO East the project budget is being resubmitted. Match partners need to submit revised figures for the match they are offering up without the indirect costs. Nikki to send contracts to Tim and Simon for signing. Claims for March to</p>	<p>NB</p> <p>SE</p> <p>NB</p>

	<p>May 2010 need to be received by 11th June.</p> <p><u>Website</u> We need to progress with the website. Ideas for content should be sent to Simon. Katy can summarise reports if needed for posting on the website. Simon is willing to come out and visit partners if help is needed.</p> <p><u>Communicating the sector's contribution</u> A resource pack is to be developed for October for commissioners and stakeholders. Two case studies are required from each county about the delivery of learning. It was proposed to develop a template for the case studies.</p>	ALL
6	<p>National/Regional events Update</p> <p>There is a Volunteering Event in Duxford tomorrow. There is also an Adult Learners event at Duxford.</p> <p>EEDA is funding a project to gather information/case studies on the problems people are having with broadband – slow access, etc.</p> <p>The Institute for Learning has revamped its website. REfLECT has been updated for CPD requirements. They will be bringing in charges for membership from next year.</p>	
7	<p>Any other business</p> <p>Simon's email address has changed to simon@suffolklearningconsortium.org.</p>	
8	<p>Date of next meeting</p> <ul style="list-style-type: none"> • Wednesday 1st September 2010 10.30 – 12.30 at COVER 	