

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

Present: Nikki Bennett (COVER), Toby Cullingham (Community Connections), Sarah Elliott (Hertfordshire Training Consortium), Linda Riley (Voluntary Sector Training), Simon Waldron (SAVO), Tim Cracknell (Cambridge GET Group)

In attendance: Stephen Gardner (Fair Train), Pat Maurice (Tribal ESF Works), Cathryn Henry (NAS), Jane Falkner (COVER)

Item	Detail	Action
1	<p>Welcome and apologies Nikki welcomed everyone to the meeting. No apologies had been received but it was noted that Vanda Bailey (Beds & Luton Learning Partnership) did not attend.</p> <p>Stephen Gardner was attending to talk about Fair Train and Pat Maurice and Cathryn Henry were attending as observers. Jane Falkner was attending in her role as Projects and Research officer to talk about the resource pack she is putting together for commissioners of skills and training to showcase the contribution the VCS can make.</p>	
2	<p>Minutes from last Learn East meeting and matters arising The minutes were agreed and the following noted.</p> <p>P. 2 Toby pointed out that the work being done by YPLA on how local authorities can identify organisations was not yet ready for release.</p> <p>P. 3 Nikki reported that the report on Future Jobs Fund was inaccurate as there is a possibility there will be some future jobs funding but the Learn East Network would be unlikely to get involved due to the time scale.</p> <p>P. 1 JM - it was confirmed all Learn East members were now on the e-bulletin mailing list.</p> <p>NB confirmed that progression notes had been fed in and recorded in action plan.</p> <p>P. 3 SC - it was confirmed that the Hot Breakfast briefing had been circulated.</p> <p>EECETT: an agenda item.</p> <p>NB: Future Jobs fund discussed earlier in item 2.P.3.</p> <p>Learner Support Qualification & Bursary Scheme: an agenda item.</p> <p>NB confirmed she was working on the evaluation plan regarding Engage & Enable. Although there had been no payments yet these were now being dealt with. More information/case studies were needed for the website.</p>	

<p>3</p>	<p>Member Updates and Collaborative Project Opportunities</p> <p><u>Sarah Elliott (Hertfordshire)</u> They now have two workforce development contracts: Adult Care Services – new contract to provide skills advice, VCS Training courses and teacher training (PTLLS courses and CTLLS bursaries). The skills advice will be delivered by a team of 7 Learning Champions, 6 of whom were involved in last year’s pilot project. Children, Schools and Families – which will be more PTTLs courses and first aid training. Focus is also on completing and populating their website. A grant had been received from Awards for All to develop a VCS portal for training in Hertfordshire. They are also continuing to look for other projects particularly the DWP Work programme.</p> <p><u>Tim Cracknell (Cambridgeshire)</u> They are in the process of restructuring membership categories and adding Associate and Individual membership in order to gain more members and cover a wider area. Their AGM will be held in September. They are running more lottery funded PTTLs courses. They are members of the Cambridge Third Sector Assembly which was launched in June but the group will need a name change at some point! The website is not where it needs to be but their administrator will be meeting with Simon Waldron to bring this up to speed. They are also working on a training provider bank/database and have found a resource to enable this to be kept updated. Tim noted that they are struggling to engage with employer and local business partnerships that do not seem to acknowledge the VCS.</p> <p><u>Linda Riley (Essex)</u> Through a lot of hard work there were now 74 people signed up to 5 Volunteer Management courses that should finish with a level 3 qualification. The partnership now consists of 12 CVS’s, the Essex VC network and the Rural Community Council of Essex. A meeting has been arranged with portfolio holders from Essex County Council and the CEO network to highlight VCS contribution and the Big Society Agenda. Linda has met with the deputy leader of Essex County Council regarding skills and the VCS. Figures for end of 2009/2010 VST were: 1601 people attended 149 training sessions covering 91 topics; 52 different venues used with participants from 279 different organisations. They have successfully completed level 1 PQASSO. Tenders ongoing are DWP (work with Ingeus and registered with DWP); NOMS. Also attending a meeting in Birmingham – Learning Consortia and 3SC.</p> <p><u>Toby Cullingham (Norfolk)</u> Norfolk Unites funding and news pages have been aligned with Learn East website and there were over 900 users in July (an increase of 17% this quarter). Two members have left due to lack of funding but total membership now stands at 89; a 35% increase this quarter. The directory has been updated so that all types of service can be identified not just learning and skills. This and the funding page are now the most viewed pages on the website with ‘Norfolk Unites’ now the most</p>	
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	<p>searched for key word for people accessing the site through search engines showing that awareness of the them is growing. Details of possible DWP Prime providers and a letter re. ESF NEET for YPLA explaining the new SFA tender process has been passed on to Learn East. Facilitated a meeting between Norfolk County Council 14-19 team and third sector representatives re. Local Operational Partnerships. Started organisation of an event 'Unite 4' to be held on 1 November 2010.</p> <p><u>Simon Waldron (Suffolk)</u> Organisation of regional event on 8 November which Nikki Bennett will attend. Representatives from five County Council Education departments will also be attending. Involved in delivery of ? Programme (basic IT) in conjunction with UK Online and the BBC First Click campaign. Also involved in development of 'Teacher Learning Central' a totally web delivered programme. Working on development of tool kits on web based policy procedures and course outlines so that individual organisations will have a bank of courses available to them. The first eight are about to be launched. Continuing to work with the LEAP Centres. Suffolk TAP Database has been extended. Simon also confirmed that he is now the IFL Regional Advisor for the East Midlands and Judith Roberts is now the Regional Advisor for East Anglia. They have six months funding at present so he encouraged people to make use of the advisors which might help secure funding to carry on after the six months.</p>	
4	<p>Project Opportunities/Other links</p> <p><u>EECETT Lottery Proposal:</u> After being approached by Suzanne Crouch from ACER regarding Learn East working in partnership with them, Toby and Nikki had met with her to look at the proposal. Nikki now has a copy of this but it is not yet ready for circulation. There is still a question about the role of Learn East and whether Learn East is happy for EECETT to lead on the project. Learn East Network agreed this was satisfactory as long as there is collaboration and feedback. Toby would be attending the next EECETT steering group meeting in place of Nikki so any comments can be fed in before the meeting.</p> <p><u>Community Grants potential application COVER/Learn East:</u> Community Grants was now being re-tendered with the PQQ application process now in place. The meeting discussed a potential application by Learn East but as most partners would be involved in applications through other infrastructure organisations this would not be viable. COVER would be making a bid and could be the lead for any Learn East partners not involved in other bids. It was decided to see which organisations were successful with PQQ and then look at this again.</p> <p><u>NCVYS Progress Project:</u> Jan Cunningham circulated information regarding the project which officially started on 1 September. NCVYS is leading a consortium of organisations to deliver 25,000 accredited short courses for the third sector young people's workforce (volunteers and paid staff). The eligible courses within the project will each carry a payment of £100 and will cover the five priority training areas. COVER is the regional representative and is now inviting expressions of interest from interested bodies and would like to involve as many organisations as possible to take full advantage of this opportunity. An</p>	

	<p>electronic version of the expression of interest can be circulated to groups working with young people.</p> <p><u>LSIS Offer:</u> Nikki circulated a letter received from Sylvia Gentleman who would welcome the opportunity to attend a Learn East Network meeting. As she is unable to attend on Wednesdays it was decided to hold the next meeting on an alternative day (see date of next meeting). If anyone has any queries regarding the information circulated they should contact her direct.</p> <p><u>EEDA/BIS Skills consultation:</u> This is still open and there are events on 7 September for NIACE at Go-East and 2 October for Skills Third Sector at Homerton College.</p> <p><u>Business Link Services:</u> Nikki had met with Paul Henry of Business Link to find out how they are now operating. They are unsure about how things will be moving forward but are still offering some support to VCS organisations particularly for Social Enterprises. The message is that it is 'business as usual' at present.</p>	
5	<p>Fair Train GTA – Stephen Gardner – Rathbone UK</p> <p>Stephen Gardner gave a brief history of Fair Train which was set up with the sole aim of supporting apprenticeships in the third sector. Although the funding is only available until March 2011 Fair Train is committed to keeping going as long as is needed and it is hoped to have a framework in place by March 2011 to enable third sector training providers to deliver apprenticeships. Fair Train can help with work around setting up these schemes. He apologised that COVER (the eastern region) had not been linked in from the start. It was noted that NAS can help with queries around apprenticeships and they should be used to clarify where/what initiatives are available. Catherine Henry confirmed she could provide a contact list for NAS representatives.</p>	
6	<p>Engage & Enable Project</p> <p><u>ESF/Go East Baseline Review:</u> This had gone reasonably well with a few recommendations.</p> <p><u>Project Partner Reviews:</u> Nikki is currently working through these.</p> <p><u>Claims, evidence & reporting – new forms:</u> There had been some errors on the form but Simon had been working to modify the form and a final version is nearly ready. It was agreed to accept travel expenses for local partnership meetings only if agreed in advance but not for any regional activities other than travel to Learn East and Skills Advisory Group meetings (as per claim form). The next claim date is 14/15 September and if there are any problems contact Nikki (or Judith Hartley). A claim review is to be carried out to see if there is any under claiming. Nikki confirmed that match funding can be identified/submitted at any time and that the template for the report doubles up as an ongoing evaluation.</p> <p><u>Learn East Website/County web development:</u> Nikki reported that Go-East and ESF had been impressed with the website so far but reminded the meeting to send information in for the site particularly case studies.</p> <p><u>Communicating the sector's contribution Resource – update:</u> Jane Falkner reported on her work developing a resource for commissioners of learning and training around the contribution the VCS can make and also thanked</p>	

	<p>everyone for their help so far. She is aiming to find two organisations per county across the region to get a good representation and spread of provision and is currently interviewing those found so far. Jane has also been talking to the commissioners to find out what they need and what will be useful to them from this resource. She is working with i-TRUST to produce something that will sit on desks and provide all the relevant information. It is not planned to do any web based information at this stage.</p> <p><u>Partner's Events:</u> Consultation event dates noted in item 4 – EEDA/BIS Skills consultation.</p> <p><u>Bursary Scheme update:</u> Nikki circulated the spreadsheet showing the applications so far. Any queries should be directed to Nikki.</p> <p><u>Learner Support Course:</u> This has been a disappointing pilot project which has struggled to get learners signed up. The venue has been moved to Suffolk as there are now twelve people from Suffolk registered with a possible two from Norfolk.</p>	
7	<p>National/Regional Events <u>Feed back from events:</u> not discussed as meeting running late.</p> <p><u>Forthcoming events:</u> Consultation events already noted (item 4). ACEVO & TSLNA Skills consultation event, London – 14 September 2010 3SC & TSNLA event, Birmingham – 20 September 2010</p> <p>If anyone attends the events it would be useful to have feedback at the next meeting.</p>	
7	<p>Any other business Tim reported that Cambridge Council is advising providers that there is no LPSA reward money available even for projects already delivered. There is a general feeling that this should be challenged as signed contracts have been in place.</p> <p>Simon reported that they have been approved by Suffolk County Council as providing a 'secure learning environment'.</p>	
8	<p>Date of next meeting</p> <ul style="list-style-type: none"> • Tuesday 30 November 2010 at 10.30am at COVER offices, Little Chesterford. (Please note this has been changed from Wednesday 1 December). 	