

**Learn East Network Meeting**  
**Thursday 3<sup>rd</sup> March 2011 at 10.30 am**  
**COVER Office, Little Chesterford**

**Present:** Nikki Kikis (COVER), Toby Cullingham (Community Connections), Linda Riley (Voluntary Sector Training), Simon Waldron (SAVO), Vanda Bailey (Beds and Luton Learning Partnership), Sarah Elliott (Hertfordshire Training Consortium)

**In attendance:** Michelle Vinall (Skills for Care), Janice Mossey (COVER) minutes

Item	Detail	Action
1	<b>Welcome and apologies</b> Nikki welcomed everyone to the meeting. Apologies were received from Tim Cracknell (Cambridge GET Group).	
2	<b>Skills for Care</b> Michelle Vinall attended the meeting to seek views and discuss options for a project to support VCS organisations in taking on apprenticeships. The group discussed providing 2 or 3 work placements in rotation at various locations within the region to give young people transferable skills and some experience of working in the voluntary sector. There would be a host organisation holding an HR function and each organisation would pay for their own placement. The placements would ideally be with Adult Care Service providers but other organisations would be considered.  Michelle to send Paul Rainbow's contact details to Nikki for information on policy and procedures with regard to the recruitment process. Michelle to also send Nikki models of previous pilot projects. The group will discuss further to decide whether such a project would be feasible.	MV
3	<b>Minutes from last Learn East meeting and matters arising</b> The minutes were agreed. There were no action points from the minutes.	
4	<b>Tender Updates and Project Opportunities</b> <u>Community Grants</u> We are waiting to hear who has been successful with the Community Grants programme. We should hear in March. Vanda to send out Steve Ferris' paper on the impact of the procurement process for SFA/ESF funding. Sarah to take this to the Consortia Plus minimum contract level meeting on 10 <sup>th</sup> March.  <u>LSIS Regional Response Fund</u> Vanda circulated the Learn East Consortia Project (LeaP) bid submitted for capacity building the consortia. The project runs from March to October 2011. If it's successful a meeting of the partners will be arranged at short notice.  <u>TA</u> We are waiting to find out what the National ESF TA priorities will be and whether we can apply for further funding to support the project. Nikki is also looking at other funding options.	VB
5	<b>Tutor Qualifications</b> Simon updated the group on the review of teaching qualifications. The Institute for Learning (IfL) has introduced membership fees of £68 (tax deductible) to register with them. Providers of public learning need to become members to meet contractual requirements. Some organisations are	

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	<p>paying their staff's membership fees.          For those new to the sector the membership fees are reduced to £30 for the first year. Employers can use their account to access data on any IfL member to check whether their employees are meeting their requirements.          The LLUK website contains the new teaching qualifications. Changes have been made to PTTLS, CTTLS and DTTLS qualifications providing more flexibility for learners. Contact Simon or Judith Roberts with any questions.</p>	
<p>6</p>	<p><b>Member Updates</b></p> <p><b>Sarah Elliott (Hertfordshire)</b>          They now have partnership agreements with Housing Associations which will enable them to continue with their Financial Capability project, the Forum event and the Work Programme. The regional representative of the National Housing Federation, Claire Astbury, to be invited to a future Learn East meeting. They have an event on 29<sup>th</sup> March on the Work Programme for Housing Associations. Their conference will be held on 12 May with the Deputy Leader of Hertfordshire County Council on the LEP, Skills Third Sector and the Red Foundation. The Work Programme starts on 14 April.</p> <p><b>Toby Cullingham (Norfolk)</b>          The received two queries from London area re: PTLLS and Apprenticeships, having got info from the website. They have now added PTLLS providers in Norfolk to that page as that is a common enquiry (they have a few Norfolk related enquires, as well!)          The Steering Group meeting in January helped set out plans for the next year – the group decided they wanted an additional Steering Group in March to look at representation/strategy in terms of wider links and influence.          They have added a new function to enable easy access to addresses for circulars to particular types of group on the Directory – this saved a lot of time for Toby in sending out specific news/funding alerts and it's now being used by other people. They're trying to make the site/service more 'help yourself'. They are continuing to send out news alerts, adding funds, sending to Simon for LE site.          'Opt out' policy for members – have researched and added new members, asking them if they want to be taken off.          Sent appeal letters for more funding post October 2011.          Updated website – added new networks and new NHS and DWP pages          Met with UEA for a public/community participation project and meeting with City College for a similar thing this afternoon, trying to be proactive in linking things up and for NU to be seen as a hub for such interaction. Working on this on a long term perspective, as they always have done.</p> <p><b>Simon Waldron (Suffolk)</b>  <b>The 'Work Programme'</b> – current FnD contract has been extended to June and plans put in place to provide smooth transition to the Work Programme.  <b>NLDC funding</b> – 2011/12 budget announced. Same amount as last year but split will change so that 70% goes to Third Sector (previously it was only 50%). They are supporting the Adult Learners Week Suffolk Celebrations with a launch of NLDC funding on 18<sup>th</sup> May and an awards event on 19<sup>th</sup> May at UCS.  <b>MyGuide</b> – they are approaching the end of this project with 5 delivery partners across the region. They know they are not going to achieve the final target and payment, but the project has costed in and some of their partners have found MyGuide to be great success.  <b>LSIS Learning Fair East</b> – 31st March in Cambridge. Simon has attended Learning Fairs in East Midlands and London and they are well worth attending for briefings, workshops and networking.          A reminder that all consortia / lead partners should designate and sign up as an IfL Volunteer Connection to enhance their representation role.</p>	<p>NK</p>

<p><b>LSIS Advanced Change Agents</b> - will replace e-PDA, e-Guides, SLC and incorporate STEM into new CPD offer. Simon is on the National consultancy groups of 12 to shape the Change Agent Module (with LSIS) and e-Guides (with NIACE).</p> <p><b>Engage and Enable 2</b> – 18<sup>th</sup> May at Kesgrave will focus on Suffolk County Council initiatives (Learning Strategy and LEAP) and the Teacher Qualifications review.</p> <p><b>Linda Riley (Essex)</b>  VST held its AGM in January with special resolutions passed to support establishment of a trading arm (CIC). Following on from the AGM the agreed changes have been implemented through the Charity Commission and Companies House.  With the groundwork for the trading arm in place they are now recruiting a Business Development role to develop the traded provision.  In addition to the independent Impact Assessment report (stats and achievements) they have Case Studies from a range of organisations that tell the story of the benefits of training. The Impact assessment has been useful in promoting the VST role and achievements in supporting communities to MPs/ councillors etc.  ESTIC (the Essex Southend and Thurrock Infrastructure Consortium) will cease operation at 31<sup>st</sup> March 2011.  Developing training modules on Commissioning/ procurement issues to be accredited through OCN.  Continued delivery of accredited Level 3 Volunteer Management sessions.  Moved office – still in glorious Dunmow, but now housed in the Old Police Station – an interesting building.</p> <p><b>Vanda Bailey (Beds and Luton)</b>  Their website should be ready in a couple of weeks' time. They have a free event at the Rivers Centre on 16 March with NAS and Job Brokerage Services. They are launching a free partnership members' scheme and organisations have been invited to join – associate or full membership. There will be a support programme for those who don't meet the requirements for full membership. They have a ceremony on 17 May for Adult Learners Week. Funding is difficult and some staff are leaving.</p> <p><b>Tim Cracknell (Cambridgeshire)</b>  Tim didn't attend the meeting but emailed his update:  The GET Membership restructure has gone well, a number of new organisations - details in the forthcoming quarterly report. Two weeks into next BASIS2/PTLLS+ course, 14 delegates, new provider, St Mungo's - extremely pleased with quality and how easy to work with to date.  With the LEP there has been a lot of to and fro about the VCS/Social Enterprise rep. GET Group has endorsed the nomination of Martin Clarke of the Social Enterprise Alia/Future Business (was Citylife), as Martin is already on the Interim Board. They have tried to coordinate the approach to this. They know of four nominations from Cambs, but the geography is a good deal wider than that. They wrote from the Cambs VCS Assembly to the Interim Chair, John Bridges, asking that whoever is nominated has a requirement to also be on the Assembly Board, and that has been agreed.  CVSIC is going to lose their Development Manager with the demise of Capacity Builder funding. They are in protracted and extensive negotiations with the County Council about the future role and remits and possible funding.  Tim is attending a special LSP meeting with Andrew Lansley, Health Minister, next Friday, with questions from a number of VCS members to table, especially Mental Health services and support, and how affected by GP Consortia, Work Programme and benefits reform.  IALP meetings are going well, and the Cambs Adult Learning &amp; Skills Board</p>	
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	<p>is well attended and robust. Elements of that will be tested over the next fortnight, as the County Adult Learning Service is, at 3 weeks notice, getting an OFSTED. Tim and a number of GET Board members and GET VCS members invited to attend, especially with reference to Partnership working and NLDC, ESOL funding, etc.</p> <p><b>Nikki Kikis</b> Nikki is on the regional Individual Learner Award panel for Adult Learners Week. They have to choose from 10 shortlisted learners. The ACER steering group has proposed holding a regional event to develop better relationships with third sector providers. It would be hosted by ACER and funded with LSIS money. Nikki to talk to Wendy at ACER about third sector representation and feed back. Nikki is attending the Skills for Sustainable Growth strategy event in London next week.</p>	NK
7	<p><b>Merlin/Sub-contracting template development work</b> The group discussed Toby's draft for a sub-contracting template. Toby to work on it further and send to everyone on Friday for comments. When it's ready it will be pdf'd for sending out. Sarah can take it to the Consortia Plus meeting and it can also be sent to Jim Church at JobCentre Plus. Toby was thanked for his work on the template.</p>	Toby
8	<p><b>Learn East beyond October 2011</b> This item was postponed to the next meeting for discussion. In the meantime everyone to set out their thoughts and ideas on what they'd like to see happening and send to Nikki for her to collate for the next meeting. Technical Assistance will continue until 2015 but the priorities may be different. Nikki is looking at other ways we can maintain the networking element of Learn East.</p>	ALL
9	<p><b>Engage and Enable Project</b></p> <p><u>'Help in a Box'</u> Boxes were circulated to the group. There are 70 packs left for distribution.</p> <p><u>Bursary Scheme</u> There have been several applications received recently. The spreadsheet showing all applications is attached with these minutes.</p> <p><u>Project Evaluation Questionnaire</u> The Questionnaire was circulated. The survey will be carried out in May forming part of the NIACE evaluation of the project. Sue O'Gorman will be carrying out interviews with all the members.</p> <p><u>Events 2011</u> It was agreed not to spend any more money from this budget at the moment until all the match funding is secured.</p>	Attached
10	<p><b>Any other business</b> There was no other business.</p>	
11	<p><b>Date of next meeting</b></p> <p>The date of the next meeting has been changed to:</p> <ul style="list-style-type: none"> <li>• <b>Wednesday 1<sup>st</sup> June 2011</b> at 10.30 a.m. at the COVER office, Little Chesterford</li> </ul>	