

Learn East Network Meeting
Wednesday 1st June 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), Carole Pullinger (Beds and Luton Learning Partnership), Sarah Elliott (Hertfordshire Training Consortium), Tim Cracknell (Cambridge GET Group)

In attendance: Karen Beckwith (Your Total Coach) joined the meeting at 12.30, Janice Mossey (COVER) minutes

Item	Detail	Action
1	<p>Welcome and apologies</p> <p>Nikki welcomed everyone to the meeting. Apologies were received from Clare Astbury of the National Housing Federation who had been invited to talk about Partnership Working in Hertfordshire. She will be invited to a future meeting. Sarah will send through the link to a presentation from Kevin Thompson at North Herts Homes.</p>	SE
2	<p>Minutes from last Learn East meeting and matters arising</p> <p>The minutes were agreed.</p> <p><u>Community Grants</u> TCHC won the contract to deliver the Community Grants project in the East of England.</p> <p><u>ACER – LSIS SER project</u> Wendy had informed Nikki that the first phase was complete. It was agreed to hold a regional event on 14th September to develop partnership working. Key people from colleges could be invited to speak about what could be gained by working together. Nikki to discuss this further with Wendy.</p>	NK
3	<p>ESF Audit feedback</p> <p>The ESF Article 13 On the Spot visit report from 9th May was circulated.</p> <p><u>Recommendation 1:</u> travel time and time spent at regional representation meetings should appear along with other hours on time sheets. The claim form will be changed to address this.</p> <p><u>Recommendation 2:</u> Equal Opportunity and Sustainable Development - it would be good for other networks to work with COVER to develop a plan for the cross cutting themes. It was agreed to address this within the LSIS LeaP project. It was noted that the Sustainable Development Commission closed on 31st March.</p> <p><u>Recommendation 3:</u> records to complete a full audit trail to be stored for the duration of the required retention period – potentially beyond 2022. Hard copies of the records for the project will be kept securely at the COVER premises at Waterbeach. The DWP can also store the records on our behalf.</p>	

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	<p><u>Action Point 1:</u> Sarah had confirmed that she is receiving the correct hourly rate for travel time as claimed from ESF.</p> <p><u>Internal room hire:</u> although not in the report, there was a recommendation that when claiming for meetings held in their own premises partners should provide external invoices rather than internal charge forms.</p>	
4	<p>Engage and Enable Project</p> <p><u>Bursary Scheme</u> An update of the bursary applications received was circulated. Partners to promote the scheme for courses starting in September. The closing date for bursary applications is 31st August.</p> <p><u>LSIS LeaP project</u> Carole reported that the project was going well.</p> <p><u>Project Evaluation Questionnaire</u> The questionnaire has been sent out by most partners. 47 responses have been received. Tim and Linda to send out the questionnaire to their networks. Nikki to draft a questionnaire for each partner to send to stakeholders. A closing date of 31st August was agreed for the questionnaires.</p> <p><u>Quarter Claim</u> Partners were reminded that their next claim is due mid June.</p>	TC/LR NK
5	<p>Skills for Care Apprenticeships</p> <p>Sarah reported on the development of the VCS apprenticeships programme with Skills for Care. HCF would be the employing body for 10 apprentices. They are looking for 10-20 employers to offer places for them. The placements would not be less than 6 months in one location or environment. There are different options for training including mental health and end of life care. A coaching and mentoring qualification would also be offered. The apprentices would start on the basic wage and then their wage would increase as they achieve milestones. They are looking to sign up employers during July and August and then will advertise the roles.</p>	
6	<p>Technical Assistance</p> <p>The revised strategy for ESF Technical Assistance was circulated. Nikki will start work on drafting a bid in July for another round of funding. This application would need to be different from the previous projects focussing more on delivery of activities than disseminating information. Partners to read through the TA guidance on the DWP/ESF website and email Nikki with ideas of what we could incorporate into a project and what match funding could be used. Nikki asked that partners let her know if they didn't want to be involved in a further project.</p>	ALL
7	<p>Workforce Development Opportunities</p> <p>Karen Beckwith from Your Total Coach attended the meeting to talk about the training opportunities that were available with additional apprenticeship funding. Level 2 Team Leading and Level 3 Management training was available as well as other programmes. The average cost for employers would be £100 per person accessing the training. It was felt that this could</p>	

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	<p>be a good opportunity to upskill and develop staff in post. Karen's presentation is attached to these minutes. Partners can put the information on their websites and the Learn East website. Contact Karen for information on other training opportunities - Karen@yourtotalcoach.co.uk</p>	Attached
8	<p>Any other business</p> <p>Linda said that the Skills for Care workforce development strategy is now on their website.</p> <p>The LSIS Excellence Gateway is being redone providing information and resources. Simon is on the Advisory Group.</p> <p>This was Toby's last Learn East meeting. Nikki thanked him for his contribution over the last 3 years engaging organisations in Norfolk, and wished him all the best in his new career.</p>	
9	<p>Date and venue of next meeting</p> <ul style="list-style-type: none"> • Wednesday 14th September 2011 (time and venue to be confirmed) <p>Meeting to follow SER project event</p>	
	<p>The meeting closed at 1.30 p.m.</p>	