

**Third Sector Skills Advisory Group**  
**14 October 2011**  
**Orchard Park Community Centre, Cambridg**



**Present:**

Nikki Kikis – COVER (Chair)  
 Mary Sanders - Children Matter East  
 Caroline Wilkins – Beds and Luton Learning Partnership  
 Sue O’Gorman – NIACE  
 Tim Cracknell - Cambs GET Group  
 Simon Waldron – Suffolk Learning Consortium  
 Stuart Durrell – Jobcentre Plus  
 Sarah Elliott – Hertfordshire Training & Development Consortium

In attendance: Janice Mossey – COVER (minutes)

		Action
1.	<b>Apologies</b> Andrew Cogan (COVER), Linda Riley (VST), Mark Barnsley (ACER), Helen Mann (Skills Funding Agency), Paul Storey (Skills Funding Agency), Julia Brady (NAS), Angela Jefford (Community Connections)	
2.	<b>Minutes of the meeting of 5.7.11</b> The minutes were agreed.	
3.	<b>Matters arising</b> <u>Item 7 – Cambridgeshire – Tim Cracknell</u> Tim will send Dr Lyn Morgan’s presentation about the LEP after the event takes place in November.	TC
4.	<b>Engage and Enable TA Project Report</b> Nikki’s report had been circulated. It is the last month of the project. We are continuing to support organisations as required to the end of October and ensuring that all the spend has taken place. In November Nikki will prepare the final report and claim for ESF. All the outputs outlined were met but we were short on one event. The stakeholder dialogue event in September was successful and there have been follow up discussions with colleges and VCS providers. The Bursary Scheme has now closed. More people benefited than was originally planned and PTLLS was the most popular qualification. Most applications were from Norfolk showing that the Norfolk Unites website is proving to be an effective communication mechanism. The recent application for TA funding was unsuccessful. ESF TA is being awarded to national rather than regional projects. This means that Nikki’s post will be made redundant. NCVO will be the recipients of the funding for the VCS. Future opportunities will be through prime contractors or their subcontractors.	
5.	<b>Engage and Enable Evaluation Update</b> Sue O’Gorman will be working on the conclusions for the evaluation report next week. The report should be ready by the end of October/early November. Then Nikki will look at how to take it forward. The report and the summary will be available to everyone. The Learn East members were thanked for spending some time with Sue and completing the evaluations on events.	
6.	<b>Learn East Network and Skills Advisory Group – the future</b> The Learn East partners had completed a questionnaire to gather their thoughts and comments on the future of the network and the Skills Advisory Group. All partners wanted to continue to meet as Learn East and considered it a valuable network, relevant and important for the sector. They agreed to share the hosting of the meetings, the secretariat, communication and dissemination of information.	

	<p>They wanted to maintain the Learn East website at a small cost for the next year to provide information and feedback from meetings and events, and promote opportunities. Simon has agreed to continue to do the admin for the website at no extra charge.</p> <p>They wanted to maintain relationships with the Advisory Group.</p> <p>After a discussion the Group agreed that it would be preferable to combine the Learn East and Advisory Group meetings. Individuals can come to the meetings or send written updates. The minutes and information can continue to be disseminated.</p> <p>Andy Cogan is willing to attend meetings and offer the COVER meeting room and secretariat when it's their turn to host meetings. COVER will continue to share information through their e-bulletin.</p> <p>It would be useful to invite representation from:</p> <ul style="list-style-type: none"> <li>• Young Peoples Learning Agency</li> <li>• England Volunteering Development Council – contact Heather Allen at Volunteer Centres</li> <li>• Office for Civil Society – contact Sue Lowe</li> </ul> <p>Mary suggested that it would be useful to pass on information to Sharon Long at Children England.</p> <p>The Terms of Reference for the Skills Advisory Group may need to be reviewed and membership changed to reflect the new landscape. The Skills Action Plan will be reviewed by Learn East and will be a regular agenda item at the meetings.</p> <p>Strategic engagement will continue, linking with JobCentre+, Consortia+, Skills Third Sector, etc., and information dissemination. Learn East partners have been allocated to link in to those organisations and send information to Simon for the website.</p> <p>Simon to look into setting up an email address for Learn East.</p> <p>DWP Primes - Stuart Durrell to send through a list of local managers.</p> <p>It was suggested that it would be beneficial to develop a protocol for agreeing a lead partner in a bid. Sue to find out if NIACE has a protocol. Nikki to ask Mark Barnsley if ACER have one.</p>	<p>SW SD SOG NK</p>
<p>7.</p>	<p><b>Learn East Member partnership reports</b></p> <p><b>Hertfordshire – Sarah Elliott</b>  Their main funding comes from Hertfordshire County Council for workforce development. It is proving much harder to get people to turn up for events, particularly PTLLS courses. People are likely to pull out at the last minute and so they are losing money on the management element of that. They are benefiting from the LSIS project by looking at things that they wouldn't normally have thought about and how to do things better in the future.  Flexible Support Fund – they are getting expressions of interest from members and they're passing some to Beds and Luton. They will put a bid in by the end of October.  An announcement is due today on the ESF provision to support Families with Multiple Problems.  With the Work Programme they have a meeting with Ingeus soon.  Following on from the Colleges event in September they have an event on 3<sup>rd</sup> November looking at subcontracting and minimum contract levels.</p> <p><b>Bedfordshire and Luton – Caroline Wilkins</b>  DWP/ESF Families with Multiple Problems – they have formed good relationships with the Primes.  Flexible Support Fund – they have 2 meetings in Bedford and Luton where their networks are invited.  They have submitted a bid for Transforming Local Infrastructure funding with Bedford CVS.  With the LeaP project all the workshops have been completed. The last meeting</p>	

takes place next week and they will be discussing the evaluation of the project. They have 8 local projects running with NLDC funding. The steering group meets next week. They have 3 successful ESF tenders for Central Beds and Bedford in supporting migrant workers with steps to employment.

#### **Suffolk – Simon Waldron**

They were unsuccessful with the Work Programme and they have signed with the prime contractor for first choice provider.

NLDC is 100% over subscribed with around 35 projects running.

Their e-toolkits have been picked up. They are rebranding them for other organisations to use.

WorldSkills 2012 Have a Go events – ESF/Roy Brown coordinates.

Simon was nominated for an e-guides award and received a 'highly commended' award.

An IfL/ACER event was held at Shuttleworth College for the FE sector.

LSIS Advance Change Agents – due to launch later this year for professional development and QCF credits.

The LeaP project has provided insight development and success of Learn East.

Suffolk County Council –Community Learning/Skills Development – they're in touch with key people. Informal Adult Learning strategy for Suffolk, joint moodle and LSIS resource utilisation fund.

Teacher qualifications – organisations don't appreciate what they should be doing.

There are incorrect messages being circulated.

Funding is proving harder to find.

#### **Cambridgeshire – Tim Cracknell**

A Cambridge bid for Transforming Local Infrastructure funding is under way.

The LPSA reward money was inappropriately reallocated by Cambridge County Council. VCS partners will get recompense.

Job Clubs – Cambridge Regional College is considering feeding into a Job Club.

They're looking to run one at the Orchard Centre or the Meadows Centre.

L4 PTTLS – 4<sup>th</sup> of the 5 courses being run with Big Lottery funding and St Mungo's is the training provider. It is now a 48 hour course – 7 longer days.

A pilot project on the new Quality Mark is under way.

NLDC – 8 bids getting going.

Seeing is Believing – working with Cambridge Community Foundation and the Chamber of Commerce linking industry to VCS organisations.

Informal Adult Learning Partnership – they have reviewed their Action Plan.

With Cambridge City Council funding they are carrying out a survey of their members needs to form a baseline of member priorities.

Tim is considering a move to the Citizens Advice Bureau.

He feels we have learned a lot from the LeaP project and have gained by getting policies and procedures in place.

#### **Essex – Linda Riley**

Linda was unable to attend the meeting but sent through her report:

Trading arm (Versatile Skills Training CIC – [www.versatiletraining.co.uk](http://www.versatiletraining.co.uk)) delivered a first training session on 7<sup>th</sup> September to glowing feedback.

LSIS Leap project managed by learning Partnership has involved a considerable time allocation particularly attending the workshops but very useful sessions, Developed subcontractor response for REED towards their ESF Families submission.

Developed submission to Skills for Care accolades.

Project development around Third Sector Commissioning

Telephone conversation with Sue O'Gorman as part of the E&E evaluation.

Met with Skills for Care Eastern Area Officer for Essex Southend and Thurrock about the VCS contributions.

	<p>Attended Essex Volunteers Centres meeting on skills and development issues. Year end processes for VST. 1833 people attended 150 training sessions over the year to end of August 2011 – an increase of c 14% in attendance. Discussions with a training provider regarding OCN centre support and services. Attended numerous meetings and response details for the Transforming Local Infrastructure funding for Essex and Southend. Indicated an interest for Thurrock. Had 2 weeks holiday in New England and survived Hurricane Irene and Hurricane Katia.</p>	
8.	<p><b>Stakeholder Updates and information sharing</b></p> <p><b>Children Matter East – Mary Sanders</b> The Children Matter East Children and Young Peoples VCS Forum is holding an event on 18 October at Wyboston Lakes on meeting the unmet needs of children and young people. The partners including Ormiston Trust, Children England, and Hertfordshire Community Foundation, are contributing to the costs of the event.</p> <p><b>JobCentre Plus – Stuart Durrell</b> JobCentre+ has lost its executive agency status and is now integrated into DWP. It is a single department now but JobCentre+ remains as the brand and there are still JobCentres. Get Britain Working – getting people into work before they become eligible for the Work Programme with Enterprise Clubs and Work Clubs. There are 40,000 places over 2 years nationally for business planning, mentoring and training. Flexible Support Fund – opportunities for creative solutions moving people into work, but ensuring that we don't replicate what's already being done. Universal Credit – there are big changes coming, more information will be available from October. Careers advice/Connexions – CAB project. Youth employment support package – entry to the Work Programme for 16-17 year olds. Work Programme March 2012 – planning for offenders to join the Work Programme.</p> <p><b>NIACE – Sue O’Gorman</b> NIACE is supporting people in their responses to the BIS consultation on Informal Adult Learning which closes next week. Encourage members to respond to get your voice heard. They have been commissioned by BIS to consult with individuals not organisations. There has been a good response with over 1,000 responses.</p>	
9.	<p><b>Any other business</b></p> <p>Charges for NIACE workshops have increased significantly which may have an impact on attendance. Organisations are cutting back and people are not being allowed to claim mileage expenses to attend events.</p> <p>IfL membership is still a requirement for tutors of adult learners. An independent review is being carried out and we await the outcome.</p> <p>The COVER AGM is being held on 20 October.</p> <p>Nikki and Janice were thanked for their work on the skills projects over the last few years.</p>	
10	<p><b>Dates for future meetings</b></p> <ul style="list-style-type: none"> <li>Tuesday 13 December 2011 from 2.00 – 4.00 pm at CHS Group in Histon</li> </ul>	