

**Wednesday 29th April 2009 09:30 at Felaw Maltings**

**Present:** Amanda Stevens LSC  
Nicky Bradford Suffolk County Council  
Robin Hodgkinson SAVO/Suffolk Learning Consortium  
Steve Pike Suffolk County Council  
Pam Ramsden CSV Media  
Simon Waldron SAVO/Suffolk Learning Consortium  
Bruce McGregor CSV Media

**Apologies:** Bruce MacGregor CSV Media  
Simon Waldron SAVO & Suffolk Learning Consortium

## 1) Progress Report from Nicky Bradford

Nicky presented her statistical evidence which demonstrated that in general the project was on course to exceed the target of 900 learners. Some projects (such as VOICES) had easily exceeded its targets. A few projects were just starting out (Pink Sky Cycling & People's Community Garden) but this was mainly because the activities relied on seasonal factors i.e. warmer weather. A number of issues were raised:

- 1) Recording the learners – there was a discrepancy at the moment between the number of learners on the system and the learner records received, largely because there were some questions to be ironed out re. the nature of the learning activities. For example, The Crossing had titled one of their courses Job Club, which had been queried, when in fact the course included learning on CV skills, work skills etc. These were now being sorted out.
- 2) Suffolk Artlink - They were running a number of taster sessions with adults with moderate to severe learning disabilities and had sent in approx 70 learner record forms with no learner signature and many without a date of birth, partly because of the difficulty of the client groups and also because getting such information would take a significant proportion of time out of the sessions. Amanda would raise this with LSC Head Office to see whether the forms would be accepted in this state. There was a question too about whether the learners were “competent” enough to know what they were signing, if a signature was required.

**ACTION: AMANDA TO TALK TO HEAD OFFICE**

**ROBIN TO E-MAIL SUFFOLK ARTLINK TO SEE WHETHER ANYTHING COULD BE DONE ON FUTURE COURSES TO CAPTURE ALL THE DATA (E-MAIL SENT)**

- 3) Payments to VCS groups - Robin raised the issue that groups seemed to be confused by the payment schedules. Nicky confirmed that groups could invoice at any time and that she would process the paperwork when targets were reached, but that final payments would only be made when it was clear that final targets had been reached. Nicky agreed to make the contract letters much clearer next year.

- 4) MEAL – they had run three courses and achieved 24 out of the 48 learner target, but their reduced funding had now run out. The three courses had been very successful with excellent results. MEAL were running another course with other funding, but if anyone had any suggestions for other sources of funding, they should contact MEAL. In future Nicky would try and “compartmentalise” their funding so that Skills for Life and Train to Gain elements of their work would be funded from different pots.

## 2) Capital projects

Robin gave out copies of his final report which included a brief synopsis of the impact of the funding. All £30,000 had been spent and he had given Steve an envelope with copies of invoices.

## 3) 2009/10 Funding

Amanda confirmed that Suffolk had received £276,344 for NLDC revenue funding for 2009/10, a reduction of about £11,000. It was agreed that funding would be reduced proportionately amongst the projects. 900 learner target would remain the same.

No word had yet been received about whether capital funding would be available. The recent problems over large college capital projects had made capital funding a problematic issue for the LSC. Amanda agreed to talk to LSC Head Office and put a case forward for Suffolk NLDC capital funding as our funding had been administered very well and we could demonstrate that the impact of even small pots of money had been quite significant.

**ACTIONS: ROBIN TO E-MAIL AMANDA THE CAPITAL PROJECTS REPORT AND THE CAPITAL APPLICATION FORM (DONE)**

**AMANDA TO TRY TO PERSUADE HEAD OFFICE TO RELEASE NLDC CAPITAL FUNDS**

Robin gave out copies of the revenue and capital funding forms, the Document List and the application guidance notes. It was acknowledged that the guidance notes may need to be changed if capital funding was not forthcoming or decisions were delayed. Nicky asked for an additional question about timescales of revenue projects to be added to the revenue application form. She also asked for it to be made clear that the Documents List was for reference only and not be used for 2009/10 funding as changes may need to be made (such as date changes + any extra criteria requested by LSC). New versions would be uploaded later in the Summer.

**ACTION: ALL TO FEEDBACK TO ROBIN ON ANY CHANGES TO THE FORMS**

**ROBIN TO SPEAK TO SIMON TO ENSURE THAT NLDC DOCUMENTS WERE FOR REFERENCE ONLY AND NOT BE USED AS THE FORMS FOR 2009/10**

## 4) Celebration Event, Kesgrave Community Centre May 13th 10.00–15:00

Robin reported that brochures had been sent out or e-mailed and so far there were 26 bookings. The Crossing, CSV Media, Suffolk Refugee Support Forum, WEA and Bury St Edmunds Volunteer Centre had all agreed to give presentations. Bangladeshi Support Centre might be able to present something, if not Nicky would find someone else from one of her projects. Robin to invite Hazel Mackintosh, Peter Mason and Suzanne Anderson to the event. Amanda would also attend briefly in the morning.

**ACTIONS: ROBIN TO INVITE HAZEL, PETER MASON & SUZANNE AND TO SEND BROCHURES TO AMANDA (DONE) AND PAM (CSV)**

**ROBIN TO ASK SIMON TO CONTACT SPEAKERS TO CO-ORDINATE TECHNICAL NEEDS**

**PAM TO TALK TO CSV MEDIA ABOUT MAKING A DVD OF THE EVENT.****5) Application deadlines**

The revenue application form deadline would be Friday 26th June for Consortium projects. The capital application form deadline will depend on the national LSC's response. The grants panel (Nicky, Simon Waldron + another (Nicky to arrange) + Robin in attendance) would meet on Tuesday 7th July (confirmed) 9.30am – 1.00pm at Felaw Maltings. It was agreed that the deadline for details of the non-Consortium TS project for next year (i.e. SAVO, CSV Media, VOICES etc) would also be Friday 26th June.

**6) Any Other Business**

Amanda would be leaving Suffolk LSC at the end of May to take up a position with the regional LSC office working on Offender Learning. As yet she did not know who at Suffolk LSC would have an NLDC watching brief.

**7) Date of next NLDC Meeting**

This will be on Monday 13th July at Felaw Maltings 9.30am – 12 noon.