

# NLDC Funding 2009/10 Meeting Minutes

Tuesday 4th May 2010, 14:30, at CSV Media, Ipswich

**Present:** Sally Butcher Suffolk County Council  
Nicky Bradford Suffolk County Council  
Robin Hodgkinson SAVO/Suffolk Learning Consortium  
Simon Waldron SAVO/Suffolk Learning Consortium  
Bruce McGregor CSV Media

All were welcomed. Sally took the Chair and Robin agreed to take the minutes.

## Update on the NLDC 2009/10

Nicky reported that as of mid-April the MIS tally was:

686 learners accepted – 321 from Third Sector organisations and 365 Suffolk County Council learners. The contract target was 900 so with three months to go we had achieved over 75% of the target learners.

The Consortium list was analysed – there were a few anomalies and some missing paperwork that Robin would sort out. He informed the committee that there might be a potential problem with the ICRIS numbers as Hazel Gooch had only recently informed him that she had handed over the project to the ICRIS chair. Robin was pursuing this.

Other Third Sector projects:

- MEAL had achieved 30 learners. They were conducting some social capital research to track the progress of all their learners over the last three years
- CSV – should achieve their target of 140 learners. They have a number of courses starting soon.
- SAVO – Level 2 course – 28 learners so far. They will be running a couple of short Finance Modules to reach their targets soon.

It was agreed that there was no extra money available for Workwise and The Crossing as the surplus funds (from projects that did not start) had been spent on subsidy for a PTLLS course which had been taken up by 13 people.

### ACTIONS:

- 1) **ROBIN TO SORT OUT THE ANOMALIES AND MISSING PAPERWORK**
- 2) **ROBIN TO SEND NICKY THE LIST OF LEARNERS GOING FORWARD FOR ACCREDITATION FROM THE SAVO COURSE WHEN READY**
- 3) **NICKY TO E-MAIL LIST OF THOSE PEOPLE WHO HAD UNDERTAKEN THE PTLLS COURSE**
- 4) **ROBIN TO INFORM WORKWISE AND THE CROSSING THAT THERE WAS NO EXTRA MONEY**
- 5) **NICKY TO OBTAIN DETAILS OF EXPENDITURE ON THEIR PROJECT FROM TRIANGLE LIVING WATER**

## NLDC Event My 17<sup>th</sup> at Kesgrave

Publicity had gone out and further mailings were being undertaken as bookings were low at the moment. A list of likely speakers and other attendees was drawn up and it was likely that probably about 30 people would attend. (see end of Minutes for latest timetable and other actions)

## NLDC Strategy and Implementation for 2010/11

Sally presented a strategy paper that had gone to the County Council Senior Management team outlining the criteria for NLDC funding for 2010/11. This was broadly similar to the previous criteria and it was expected that the level of funding would be similar to that received in 2010/11. Two changes to the strategy were suggested:

- In the Aim/Vision session: “adults who live in disadvantaged neighbourhoods” should be replaced by “adults who experience disadvantage”
- Voluntary and Community Sector should be replaced by “Third Sector”, as this is the term used by Government agencies.

A discussion also ensued as to whether NLDC funding could be used for accredited courses. Both Bruce and Robin argued that it should, but that, apart from the OCN level 2 Managing Voluntary and Community Organisations Course, which directly links to Third Sector capacity building, no full qualifications should be permitted, particularly if there were other funds available to subsidise these.

## Role of Suffolk Learning Consortium in 2010/11

Simon explained that the Consortium was playing an important role regionally and had received funding for this. The Consortium was also co-ordinating the Learn East website ([learneast.org.uk](http://learneast.org.uk)) as well as developing strong links with EECET. It was important for the Consortium to continue its NLDC co-ordinating role within the county to raise its profile. It was likely that as in the previous year the Consortium would be managing £80,000 of NLDC funding.

## Proposals for Steering Group membership/protocols for 2010/11

Sally felt that it was important that this group had protocols and/or terms of reference. It was agreed to discuss this in more detail at the next meeting.

**ACTION: ALL TO THINK ABOUT CONTENT FOR THE TERMS OF REFERENCE**

## Any Other Business

Nicky raised the issue of logos and that it was important that NLDC work in future featured both the Community Learning and Suffolk County Council logos.

**ACTION: NICKY TO SEND SIMON THE APPROPRIATE LOGOS**

## Date of next meeting

It was agreed that the next meeting would be on Monday 7th June 2010 at 3.00pm, possibly at SAVO. Robin to check this.

N.B. Robin has booked the SAVO Meetings Room for the next meeting.

Meeting closed 16:15.

## Latest Timetable for Conference

- 09:30 Refreshments and Registration – **Jane Cook** to staff Reception table
- 10.00 Welcome and overview of the NLDC Year – **Nicky**
- 10.20 NLDC Project Case Studies:  
 Street Forge Workshops  
 Bangladeshi Support Centre  
 CSV Media – website course  
 Suffolk CC Learning Project?????  
 Talks approx 10 minutes each + 2 minutes questions
- 11.10 Refreshment break
- 11.30 Context of NLDC within overall national strategy - **Sally Butcher**
- 11.50 Discussion groups – probably 3 groups around tables – Steering Group to circulate. **Jo** to prepare sheet of questions.
- 12.30 Brief feedback – **Robin**
- 12.45 NLDC Arrangements for Next Year – **Nicky and Robin**
- 13.00 Lunch
- 14.00 Short 5 minute presentations  
 Commissioning Arrangements – **Marilyn**  
 Teaching qualifications for the Third Sector – **Simon**  
 Trainers' Network – **Robin**
- 14.20 Discussion Groups on topics above
- 14.50 Quick summary of issues raised during the day and future actions – **Nicky & Robin**
- 15.00 Finish

### Points to Note:

Layout: Reception table by door, top table and chairs around tables, cabaret style.

Equipment needed:

- Powerpoint
- Voting system (to capture feedback during the day. Nicky to co-ordinate questions for feedback. Simon to run).
- Couple of laptops – to demonstrate practical toolkits.

### Delegate Packs (to be organised by Robin & Sue at SAVO)

- Delegate list
- Revised timetable
- Practical Toolkit list
- NLDC Criteria (Sally and Nicky to revise and e-mail to Robin)
- Draft Service Agreement (Nicky to produce and e-mail to Robin)

Delegate Badges – to be done by Sue at SAVO