

**Thursday 19th September 2008 14:00 at Felaw Maltings**

**Present:**

Amanda Stevens	LSC
Nicky Bradford	Suffolk County Council
Robin Hodgkinson	SAVO/Suffolk Learning Consortium
Simon Waldron	SAVO/Suffolk Learning Consortium
Bruce McGregor	CSV Media
Christine Pinsent	SAVO (till 3.00pm)

**Apologies:** None

## **Minutes from the last meeting (19th June 2008)**

These were agreed.

### **2) Progress Report from Nicky Bradford (Suffolk CC)**

Although before that day Nicky had been confident of reaching her target of 900 learners for 2007/8, she had had a very disheartening phone call with Suffolk ACRE that morning who had only met 20 of their expected 110 learner target. CSV Media and SAVO had managed to do some last-minute work which was bringing in a flurry of learner forms. With other forms still coming in it was difficult to predict the final number but with the large shortfall in Suffolk ACRE numbers, it may be that the final figure will be closer to 850 than 900. It was agreed that SAVO would be paid £4,000 for its one to one work with Sanctuary Housing Tenants committees and its courses in Waveney and that the Crossing would be paid £3092 for the work there. Nicky stressed that although Waveney Community Forum (WCF) were taking on the Crossing's work, the invoice for NLDC must come from the Crossing, rather than WCF.

### **3) Feedback from SAVO/Learning Consortium**

The September 4th briefing had been very successful with over 30 groups attending. Feedback on the day had generally been positive – a few negative comments about the range of food at lunchtime. There was a lot of networking on the day and good detail about the NLDC process. There had been an overwhelming response from groups sending in expressions of interest and the revenue fund requests came to over double the amount of money available.

### **Applications for 2008/09 to be managed by the Consortium**

Most of the meeting was taken up by looking through the expressions of interest forms. The majority met the criteria and it is likely that several excellent applications will have to be turned down. Because of a possible shortfall in the 2007/8 number of learners, Nicky felt that it would be good if some learning could start as soon as possible. There were four key dates of review of learner numbers:

November 1st

February 1st



NLDC funding is provided by the Learning and Skills Council and is managed in Suffolk by Suffolk County Council in association with the Suffolk Learning Consortium



May 1st

July 31st

In terms of the Consortium Robin would have approx 7 days after those dates to submit ILRs to Nicky. Nicky would like to reach 225 learners overall by the first review date.

### Summary of comments:

Organisation	Amount requested	Comments
Workwise	Rev: 20,000 Cap: 2,400	Would need careful breakdown of budget to see if they could make do with less money
SCA	Rev: 17,500 Cap: 2,500	A strong application with some innovative learning techniques, possibly fast-track
St John Ambulance	Rev: 500 per course Cap: 782	Some concerns – need to know how this is different from usual work. Perhaps some demonstration that they are working in rurally deprived areas
4 applications from Headway – Ipswich	Rev: 4,500 Cap: 3,450	Too much capital – would they be running IT courses? Also mention 8 for each of their three courses – would they be different people?
Suffolk ARTLINK/Open Door	Cap: 2,000	Should apply
The Bridge Project	Rev: 7,500	One of their courses could be fast-tracked – need to see budget to check that figure is not undervalued
People's Community Garden	Rev: 20,000 Cap: 2,500	Need at least two forms for revenue – could possibly fast track one of the courses
Aid and Assist	6,750 includes capital	Can apply – break down amounts
Pink Sky Cycling	Rev: 11320 Cap: 1672	Apply – subsequent conversation – they had got the number of learners wrong – it should be 72, not 36
Felixstowe Community Radio	5,000 including capital	Rather vague – where is the learning? Is the learner figure of 200 realistic? How will they capture the data?
ICVS and other orgs – 4 applications	All revenue – 950, 1600, 750 & 3612	The £950 Making Tracks – not applicable – could be taken up by Train to Gain – Simon to contact The £1600 Volunteer Ipswich more appropriate to PCDL – suggest they contact Imani The £750 Volunteer co-ordinators – apply but specify wider audience ICVS 3,612 – put in application
Newmarket	Rev: 12,500	Put in applications

Community Partnership	Cap: 2,500	
Bangladeshi Support Centre	Rev: 17,500	Definitely apply but need to ensure that there is no duplication of learners ie is it a programme of modules or short courses
WEA/New Cuts	Rev: 4,500 Cap: 2,000	Interesting project, Could perhaps liaise with CSV Media
Papworth Trust	Cap: 2,500	Whiteboard – must ensure its use is not connected with Pathways to Work
Ipswich Community Radio	20,572 including capital	Put in application but base it around 6 not 8 courses – fast track it around one course to begin with
SAVO (IT) in Waveney	Rev:13,970 Cap: 2,400	Will need to put separate application forms in for each venue. Southwold – will need to justify this
New Thresholds	Rev 17,050 Cap 1,294	What do they charge normally? Are they all different learners?
Waveney Community Forum – keeping The Crossing going	Will need to resubmit with staff salaries omitted	Where will learning take place? Kirkley Centre? Question no of learners (350) Maybe drip feed some money
Taefan House		30 learners project. Submit an application

Some other expressions of interest have been received since the meeting – I will send you details of these when I have had the time to put these in tabular form.

**ACTIONS: ROBIN WILL E-MAIL ALL GROUPS WITH OUR COMMENTS INVITING THEM TO SUBMIT APPLICATIONS WHERE APPROPRIATE. GIVEN THE OVERSUBSCRIPTION PARTICULARLY ON REVENUE, REQUEST LARGER BIDS TO SAY WHAT THEY MIGHT ACHIEVE WITH LESS MONEY  
ROBIN AND NICKY TO MEET UP EVERY COUPLE OF WEEKS TO REVIEW APPLICATIONS AND GET THE MONEY DISTRIBUTED**

### **NLDC Budget for 2008/09**

Nicky submitted the overall budget for the year. There were several changes to be made as some figures were wrong. The SAVO Level 2 course (to be run as separate modules) would attract 60 – 70 learners and cost £22,566. VOICES was missing – 50 learners and would cost £7,750. It was agreed that CSV targets would be 150, rather than 200 learners. Because these changes would mean that the budget was overspent, the group looked at ways that expenditure could be reduced. Some concern was expressed about MEAL as there was a proportionally much higher cost per learner than other projects; also Amanda had heard that Street Forge who had delivered the training in the previous year was no longer working with MEAL. Simon also expressed concern on the £5000 IT Access point cost.

ACTION: NICKY TO REVIEW THE BUDGET AND TALK TO MEAL ABOUT REDUCING THEIR COSTS AND/OR WHETHER IT WAS FEASIBLE TO CONTINUE FUNDING THEM AGAIN THIS YEAR

**6) Next meeting**

Wednesday 19th November 2008 2.00pm at Felaw Maltings

Robin & Nicky to meet at 1.30pm on Thursday 25th September at Castle Hill.