

# Steering Group Meeting

## Minutes

Monday 23<sup>rd</sup> April 2007, 14:00, Kesgrave War Memorial Community Centre

### Attendees

Gail Bushell	Age Concern Suffolk
Keith Whitton	Anglia Care Trust
Marian Sedwell	Babergh Communities Together
Bruce McGregor	CSV Media
Richard Catherall	Ipswich Council for Voluntary Services
Chris McGuinness	Lowestoft College
Derek Amner	Meridian East
Simon Waldron	SAVO (Project Coordinator)
Wil Gibson	Suffolk ACRE
Robin Hodgkinson	Suffolk Association of Voluntary Organisations (Chair)
Jonathan Moore	Suffolk Association of Voluntary Organisations
Laura Hack	Suffolk Coastal Resource Network
Tony Williams	Suffolk College
Tim Abbott	Suffolk Connect
Christine Pinsent	Waveney Community Forum
Dr Bud Simpkin	Young Suffolk

### Apologies for absence

Colin Poole	Optua
Ronagh Withames	Suffolk ACRE
Gill Robinson	Suffolk Volunteering Federation
Hazel Pidsley	Volunteer Centre Bury St Edmunds
Jacqui Wilkinson	Young Suffolk

### Introductions

Robin welcomed everyone and thanked them for their support with the bid and attending today. Attendees introduced themselves.

### Ground Rules

Normal meeting ground rules were agreed, and in addition:

- ensure acronyms/technical terms are explained to all
  - anyone unable to attend a meeting must report back updates on Action Points
- Expenses (travel to meetings, etc.) must be claimed within 3 months

## Project Plan

The project budget is £133,146, April 1<sup>st</sup> 2007 - June 30<sup>th</sup> 2008, which facilitates a reasonable cash flow as long as targets achieved.

Simon read through the Project Plan which details the funders targets and proposed actions and timescales to meet them (note there are 3 sheets on excel spreadsheet)

## Agreement of Terms of Reference (Draft 2 attached)

The group read through the draft and a number of amendments were agreed.

<b>Simon and Robin</b> to attempt to rationalise Objectives	AP 1.1
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It was asked if the secretariat role could be detailed; this will be included in the Job Descriptions.

<b>Simon</b> to copy out details of other learning consortia for the group to see what is going on around the country (attached)	AP 1.2
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## Agreement of Consortium Name and Website address

The group agreed that the consortium name would be the "Suffolk VCS Learning Consortium" and the website address would be [www.suffolklearningconsortium.org.uk](http://www.suffolklearningconsortium.org.uk).

## Agree data capture required for Learning Providers, Course & Venue Details

It was clarified that the data capture would be open to all VCS learning users and providers for Suffolk.

<b>ALL</b> any additional requirements to be emailed to Simon by 07/05/2007	AP 1.3
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## Agreement of a 'One Stop Shop' for data

In order to reduce duplication of information, and resource, the aim would be that once the website is established individual organisations would not provide their own listings but would signpost to the consortium website.

The group acknowledged that currently tension exists through concern that the VCS is not in position to compete with the commercial sector. It was also thought that we must not stifle individual organisations creative roles.

## Agreement of Prospectus content

The group asked how far will prospectus go and will it include college prospectus? It was agreed that the prospectus would be focused on the VCS and that it was important not to duplicate information so signposting would be important.

<b>Simon</b> to email out links to Herts. and Essex prospectuses	AP 1.4
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The group highlighted the perception that non-accredited means 'not useful'. More needs to be done to highlight the value provided by non-accredited learning as a stepping stone.

## Agree lead on Business Plan / Governance Structure

The group agreed that this would be progressed through the Managed Networks Working Group. Anyone interested in working on this please let us know.

## Core Project Staffing

<b>SAVO, SACRE, Young Suffolk</b> to provide Job Descriptions by end of May	AP 1.5
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These will be published so members know who is doing what.

## Working Groups, agree leads / members and timescales

### Youth – Lead Young Suffolk

Workforce Development and MEET. Skills development for youth, majority of learning delivered by colleges, needs to be more co-ordination of learning provided. Production of procedures for Quality Standards using Young Suffolk network of contacts.

WG volunteers – CSV Media

<b>Jacqui Wilkinson</b> to arrange first meeting date, before end of May	AP 1.6
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### Common Inspection Framework – Lead SAVO

To include support for smaller orgs who deliver training to meet CIF and gain accreditation where required.

WG volunteers -

<b>Robin Hodgkinson</b> to arrange first meeting date, before end of May	AP 1.7
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### Skills for Life / Employment entry into employment – Lead TBA

Database of VCS orgs who provide Skills for Life training. Help for orgs delivering to vulnerable adults

WG volunteers – Suffolk College, Meridian East, Suffolk Connect, Robin

First Meeting – Thursday 3<sup>rd</sup> May @ 10:00, Bury Volunteer Centre

### Managed Networks – Lead SACRE

Concept from OVS lead by SACRE (see OVS website) Key drivers as part of LAA targets – VCS delivering more for stat bodies, desire of VCS to secure more contracts, build capacity of VCS, deliver higher quality services.

How to pull agencies together, lever in more funding from statutory sector.

What will the model look like? Governance?

WG volunteers – ICVS, BCT

<b>Ronagh Witthames</b> to arrange first meeting date, before end of May	AP 1.8
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Underpinning the above four WG's is Information Advice and Guidance which could be supported by CSV Media, Meridian East and College/University input.

The group agreed that all work should involve IAG and diversity, and that Working Groups must work on their whole remit and not just focus on one key area.

## Learning and Skills needs survey (Draft 2 attached)

This survey is targeted at all learning and skills providers and for the VCS in Suffolk. Distribution would be sought from all Steering Group members, and also from Local Infrastructure Partnerships (LIP's) which could be supported from the budget.

<b>ALL</b> any additional requirements to be emailed to Simon by 07/05/2007	AP 1.9
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Will provided a definition of Managed Network “How can VCS organisations work collectively in a formal manner to increase its procurement from the statutory sector”.

Full results of the survey will be published on website.

## Reporting

The group requested that all Working Groups circulate their minutes to the Steering Group. To support reporting, and prevent duplication of work, Simon would attend all Working Group meetings and provide secretariat for them.

Tim suggested that for a consortium to succeed in becoming independent the Business Plan and funding needs to be sorted sooner than later.

The group also hoped that the project would demonstrate of our commitment and help in securing future LSC funds.

## Date of future meetings

Monday 25<sup>th</sup> June 2007, 10.00

Thursday 6<sup>th</sup> September 2007, 10.00

**Meeting finished 16.15.**

## Action Points

<b>Simon and Robin</b> to attempt to rationalise Objectives	AP 1.1
<b>Simon</b> to copy out details of other learning consortia for the group to see what is going on around the country (attached)	AP 1.2
<b>ALL</b> any additional Data Capture requirements emailed to Simon by 07/05	AP 1.3
<b>Simon</b> to email out links to Herts. and Essex prospectuses	AP 1.4
<b>SAVO, SACRE, Young Suffolk</b> to provide Job Descriptions by end of May	AP 1.5
<b>Jacqui Wilkinson</b> to arrange first meeting date, before end of May	AP 1.6
<b>Robin Hodgkinson</b> to arrange first meeting date, before end of May	AP 1.7
<b>Ronagh Witthames</b> to arrange first meeting date, before end of May	AP 1.8
<b>ALL</b> any additional Survey requirements emailed to Simon by 07/05	AP 1.9

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