

# Steering Group Meeting

## Minutes

Friday 19<sup>th</sup> September 2008, 10:00, SAVO Office, Woodbridge Road East, Ipswich

### Attendees

Derek Amner	Meridian East
Suzanne Anderson	Suffolk County Council
Gail Bushell	Age Concern Suffolk
Will	Insight Track
Robin Hodgkinson	SAVO (Chair)
Chris McGuinness	Suffolk College
Clive Mobbs	WEA
Jonathan Moore	SAVO
Christine Pinsent	Waveney Community Forum/Lowestoft College/SAVO
Gill Robinson	Suffolk Volunteering Federation
Simon Waldron	SAVO (Project Coordinator)
Jacqui Wilkinson	Young Suffolk

### Apologies for absence

Gill Peat	Local Infrastructure Partnership members
Trevor Jones	CSV Media
Anesta Newson	The Bridge Project Sudbury
Marian Sedwell	Babergh Communities Together
Keith Whitton	Anglia Care Trust

### Introductions

Robin welcomed everyone.

### Suffolk County Council ACL Consultation Process

Suzanne gave a PowerPoint presentation which outlined the consultation process and the six desired outcomes (copy of PowerPoint on Learning Consortium website).

The meeting held a brain storming session to look at the six outcomes and how these relate to the VCS.

<b>Simon</b> discuss with Suffolk TAP to publicise VCS courses open to Business	AP 9.1
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Action Plan to be produced before Christmas (copies sent out to engaged bodies)

Everyone is requested to provide feedback to [helen@insighttrack.co.uk](mailto:helen@insighttrack.co.uk)

### Minutes of previous meeting and Matters Arising

Minutes of the previous meeting were agreed

<b>Jonathan</b> to seek SCC consortium rep. due to their HE budget - <b>DONE</b> .	AP 2.5
Welcome to Susanne Anderson	
<b>Simon</b> to develop Communication Plan (using Best Practice within Region)	AP 6.2
Awaiting development of regional plan. <b>ONGOING</b>	

<b>Simon</b> to seek permission to publish regional work on website. <b>ONGOING</b>	AP 7.1
<b>Simon</b> to gather more info on whiteboard applicants and agree bid winners <b>DONE</b>	AP 8.1
<b>Simon</b> to publicise on website who has got whiteboards + mobile, together with user guides for the whiteboards and TurningPoint	AP 9.2

## LSC Project Audit

Robin reported that SAVO will be having an LSC audit next Monday, auditor from Norfolk LSC, for the Suffolk Learning Consortium Project.

## Funding

Simon reported that three LSC/ESF contracts have been advertised and these have been publicised to members and Expressions of Interest have been requested from any VCS organisation who would be interested in acting as a sub-contractor.

Robin has submitted BASIS2 bid (5 years funding) to support funding for the consortium, which includes developing courses for delivery by members, toolkits, money to LIP's for funding workshops, funding for Quality Standards, fundraising network with mentoring and virtual trainers network. Bid announcement in January 09. Three bids have also been made for Regional BASIS2 funding.

Simon reported that the Suffolk Learning Consortium has received £7,000 from the Regional LSC/VCS Working Together project (Technical Assistance funding obtained from EEDA by the LSC) to cover costs of attending regional meetings / work packages. We are continuing to seek

## Workforce Development Project

Simon reported that the Workforce Development Working Group was progressing well, and that by his visiting organisations to explain the project had so far resulted in a 100% take-up of the package, with most organisations also signing up to the Learning Champions programme.

Full details of the Working Group can be found on the website.

It was noted that SAVO had challenged the need for deliverers of LSC contracts to have IOSH qualification (as requested by North Herts College to deliver Learning Champions) and this has now been confirmed (by National LSC and North Herts College) not to be the case.

However, Simon has been awarded a bursary from the East Region Working Together group to attain an NVQ Level 3 in IAG (which will be useful in our future desire for SAVO as consortium lead to gain MATRIX accreditation), and it was suggested that he also obtain a basic Health and Safety qualification to carry out risk assessments as sites where he is delivering Learning Champions.

## NLDC Funding Project

Successful launch event on September 4<sup>th</sup> at ITFC, £30,000 capital and £80,000 revenue, 46 EOI's from 29 orgs, some very innovative ideas but already 3 times over sub-scribed.

Robin now chair of PCDL partnership, will be seeking clarification on funding allocation, and seek possible funding for NLDC projects which we can not fund.

## LSC / Regional News

2012; in Suffolk 300 volunteers needed, 50% specialist, training programme to be developed, hopefully delivered by VCS.

Invitation to EECETT launch event on November 14<sup>th</sup>, at WSC, seeking engagement with the VCS.

## AOB

Robin intending to go on SOLE training (Soft Outcomes) so that he can start delivering SOLE next year.

<b>Simon</b> contact non-attendees to find out why not attending Steering Group meetings	AP 9.3
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## Date of next meeting

Friday December 5<sup>th</sup>, 10:00 at SAVO

## Meeting finished at 12:20

### Simon Waldron

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