

# Steering Group Meeting

## Minutes

Thursday 6th September 2007, 10:00, SAVO Offices

### Attendees

Trevor Jones	CSV Media
Emma Horne	Ipswich Council for Voluntary Services
Richard Watson	Ipswich Council for Voluntary Services
Simon Waldron	SAVO (Project Coordinator)
Robin Hodgkinson	SAVO (Chair)
Jonathan Moore	SAVO
Tim Abbott	Suffolk Connect
Christine Pinsent	Waveney Community Forum
Jacqui Wilkinson	Young Suffolk

### Apologies for absence

Keith Whitton	Anglia Care Trust
Gail Bushell	Age Concern Suffolk
Marian Sedwell CEO	Babergh Communities Together Ipswich Council for Voluntary Services
Chris McGuinness	Lowestoft College
Carol Deslandes	Suffolk ACRE
Laura Hack	Suffolk Coastal Resource Network
Gill Robinson	Suffolk Volunteering Federation
Tony Williams	Suffolk College
Hazel Pidsley	West Suffolk Consortium of Voluntary Organisations
Dr Bud Simpkin	Young Suffolk

### Introductions

Robin welcomed everyone and attendees introduced themselves.

### Minutes of previous meeting and Matters Arising

The Minutes of the meeting on 25<sup>th</sup> June 2007 were agreed.

### Action Points

<b>Simon and Robin</b> to attempt to rationalise Objectives - <b>Discharged</b>	AP 1.1
<b>SAVO, SACRE, Young Suffolk</b> to provide Job Descriptions - <b>ONGOING</b> Drafts send out, awaiting sign off	AP 1.5
<b>Robin Hodgkinson</b> to arrange first CIF WG meeting date - <b>ONGOING</b> (see report below)	AP 1.7
<b>Simon</b> email out Managed Networks Action Plan - <b>DONE</b>	AP 2.1
<b>Simon</b> email out Needs Survey / Introduction to Steering Group - <b>DONE</b>	AP 2.2
<b>All</b> to register on the SVLC website - <b>ONGOING</b> Simon to email all on details of how to register	AP 2.3

<b>All to submit ideas for Conference themes and speakers - FAILED</b>	AP 2.4
SCC had substantial HE budget and a consortium rep. should be sought. <b>Jonathan to discuss with his HE contact at their next meeting - ONGOING</b>	AP 2.5

### Working Group reports:

**Youth** (Young Suffolk) - Next meeting on 14<sup>th</sup> September to review Needs Survey results and plan next actions. Working Group updates / news:

- Jane Barham from ISCRE invited to cover Diversity
- SCA leading on NEET requirements
- CWDC funding 'Introduction to work for Young People' for three years, tender for work packages sent out for expression of interest

**Common Inspection Framework (SAVO)** - Currently working with Toby Cunningham from Community Connections in Norfolk with view of adopting PAAVS as best practice and launching in Suffolk.

Robin is working through CIF documentation. Simon reported that by adopting '10 Steps to Improvement' (provided through LSC training and now being taken up by East Region LSC/VSC Working Together Group) a best practice simple solution could be provided. Trevor offered the pro-formas used by CSV Media to assist.

**Skills for Life / Employment entry (SAVO)** - Next meeting TBS to review Needs Survey results and plan next actions.

**Managed Networks (SACRE)** - Awaiting feedback from Steering Group on Briefing Paper. (see below)

### Learning and Skills Needs Survey - Results

Simon gave a précis of the report, which had only just been drafted, and highlighted some of the findings.

<b>ALL</b> to read Needs Survey report and submit comments and Case Studies	AP 3.1
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Whilst it was noted there was still a high demand for IT training the meeting suggested that the most effective training was in small groups and answered individual issues. Emma suggested that Simon contact Learning Champions to investigate if there was a commonality in their work and the consortium.

<b>Simon</b> to contact Learning Champions	AP 3.2
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### Website - current and future

Somewhat disappointing that Steering Group members have not registered on the website; what message does this send out to the VCS?

The SVLC is being kept updated with any 'learning' news/courses provide to Simon.

<b>ALL</b> to submit, via SVLC website, data for Trainers / Courses / Venues	AP 3.3
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Tony Bronze, who has produced the LIP and new SAVO websites, has been commissioned to refine the SVLC website.

<b>Simon</b> to ask SAVO/LIP's to share website diary	AP 3.4
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Jonathan suggested considering other website domain names to make it more findable.

<b>ALL</b> to submit suggestions for funky website names to Simon by 28/09/07	AP 3.5
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### SVLC Conference, 4<sup>th</sup> October 2007

In view of the lack of contributions from the Steering Group (except Tim Abbott), Simon has had to put together his own Agenda, which includes presentations on LSC needs, Regional Consortia and Teacher Qualifications.

<b>ALL</b> to send personal invites to conference to 10 organisations by 28/09/07	AP 3.6
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It was suggested that the conference needed a catchy title to attract more attention but Simon said that the opportunity for input was over and publicity material was issued.

It was however felt that the conference could be used to seek more background information on some of the Needs Survey results and Simon would investigate this, together with highlighting the services of the consortium, and having 'Jargon Busting' cards for delegates.

### LSC / Regional News - Tutor Qualifications, PQQ, e-procurement

Robin attended a LSC workshop on 31<sup>st</sup> August on the PQQ/e-procurement process. Simon attended a COVER/TDI workshop on 5<sup>th</sup> September on completing the PQQ, and highlighted that ALL VCS organisations seeking future LSC/ESF funding must complete the PQQ by September 28<sup>th</sup>

<b>SIMON</b> email ALL with info. on PQQ registration, offering support	AP 3.7
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Robin and Simon have a Project Review meeting with the LSC on September 13<sup>th</sup> and Simon has a meeting with Amanda Stevens (LSC) on September 18<sup>th</sup>.

### Discuss Formal Structure

Ronagh's draft paper was noted by the group. Some members found it difficult to grasp the concept of a Managed Network. Others were concerned that with some networks already established the idea of one concept / template structure fitting all areas was unworkable, given the diversity of the sector and the diversity of areas of work.

As some of those present had not read the paper, it was agreed that people would go away and, using the comments page at the end of the report, feed back to Ronagh (also sending a copy of their comments to Simon) so that views and concerns could be addressed quickly.

<b>ALL</b> to read Managed Networks paper and feedback views / concerns to Ronagh, with copy to Simon by 28/09/07	AP 3.8
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Robin explained that, in terms of the Learning Consortium and bidding for funds, the LSC wanted the Consortium to be the focal point for VCS bids. If the Consortium was to co-ordinate the VCS response to tenders of relevance, then this would be an example of the Network working in practice.

### AOB

**Lloyds TSB Bid** - Jonathan circulated a draft to develop a Suffolk Trainer Exchange Partnership as part of the funder's Collaborative Programme funding stream, to help develop trainers across the county and also help in ensuring that those requiring training qualifications are given the right advice on what qualifications they need.

The maximum bid was approx £15,000 a year (for three years) and would therefore only part-fund a co-ordinator post, but could act as a lever to bring in other funding. SAVO would put in the bid, but this would be a consortium post and could be based with a consortium partner organisation.

Jacqui felt that the post might have an excellent tie-in with Youth Workforce Development work that Young Suffolk was undertaking. Jonathan would be writing the full bid in the next couple of weeks and would like partner endorsement of the bid (via e-mail).

<b>Jonathan</b> to circulate finalised bid to all Steering Group Members <b>ALL</b> to reply with endorsement (or otherwise) by 28/09/07	AP 3.9
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Steering Group Papers – a request was made for papers to sent out earlier, particularly if there was a lot to read.

### Date of future meetings

Thursday 8<sup>th</sup> November 2007, 10:00 Venue TBA

Tuesday 8<sup>th</sup> January 2008, 10:00 Venue TBA

**Meeting finished at 12.00.**

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### Simon Waldron

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