

Steering Group Meeting

Minutes

Thursday 8th November 2007, 10:00, SAVO Offices

Attendees

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| Tim Abbott | Suffolk Connect |
| Derek Amner | Meridian East |
| Will Gibson | Suffolk ACRE |
| Emma Horne | Ipswich Council for Voluntary Services |
| Robin Hodgkinson | SAVO (Chair) |
| Chris McGuinness | Lowestoft College |
| Jonathan Moore | SAVO |
| Christine Pinsent | Waveney Community Forum |
| Simon Waldron | SAVO (Project Coordinator) |
| Jacqui Wilkinson | Young Suffolk |

Apologies for absence

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| Keith Whitton | Anglia Care Trust |
| Gail Bushell | Age Concern Suffolk |
| Marian Sedwell | Babergh Communities Together |
| Laura Hack | Suffolk Coastal Resource Network |
| Trevor Jones | CSV Media |
| 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 6th September 2007 were agreed.

Action Points

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| SAVO, SACRE, Young Suffolk to provide Job Descriptions - Discharged SAVO & Young Suffolk signed off, finalising Suffolk ACRE | AP 1.5 |
| Robin Hodgkinson to arrange first CIF WG meeting date - Discharged CIF Toolkit due to be ready in December with first meeting in January | AP 1.7 |
| All to register on the SVLC website - Discharged | AP 2.3 |
| SCC had HE budget and a consortium rep. should be sought - ONGOING. Robin meeting Miles Cole today, Jacqui asked he highlight the need for SCC to support WfD course which meet VCS (not just Business) | AP 2.5 |
| Jonathan/Robin to provide short brief to Jacqui on SCC meeting, by 01/12 | AP 4.1 |

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| ALL to read Needs Survey report and submit comments and Case Studies No replies - Discharged | AP 3.1 |
| Simon to contact Learning Champions - Discharged Productive meeting held and hope to set up partnership working. | AP 3.2 |
| ALL to submit, via SVLC website, data for Trainers / Courses / Venues No replies - Ongoing | AP 3.3 |
| Simon to ask SAVO/LIP's to share website diary. Agreed. Discharged | AP 3.4 |
| ALL to submit suggestions for funky website names to Simon by 28/09/07 No replies - Discharged | AP 3.5 |
| ALL to send personal invites to conference to 10 organisations by 28/09/07 Cancelled - Discharged | AP 3.6 |
| SIMON email ALL with info. on PQQ registration, offering support Done, with good take up of offer for help. Discharged | AP 3.7 |

It was reported that SAVO had failed its PQQ and Suffolk ACRE agreed to lead on ITT.

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| ALL to read Managed Networks paper and feedback views / concerns to Ronagh, with copy to Simon by 28/09/07. No replies. Discharged | AP 3.8 |
| Jonathan to circulate finalised Lloyds TSB bid to Steering Group Members ALL to reply with endorsement (or otherwise) by 28/09/07. Discharged. | AP 3.9 |

Funding

SVLC have obtained £30,000 capital funding from NLDC to purchase IT equipment for the delivery of learning. It was agreed that SVLC members could apply for up to £2,500 each, with SAVO offering to combine bids to bulk purchase with cost savings.

Working Group reports:

Youth (Young Suffolk) - three groups working in partnership to propose solution and seek funding for NEET.

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| ALL provide details on Youth Work Qualifications to Jacqui | AP 4.2 |
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Common Inspection Framework (SAVO) - see update for AP 1.7.

Skills for Life / Employment entry (SAVO) - No updates.

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| Simon to arrange SfL WG meeting | AP 4.3 |
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Managed Networks (SACRE) – Will reported that the work was progressing well and the proposal and DRAFT Business Plan would be ready in the first week of December.

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

Simon has attended a number of county and regional briefings and sent out Briefings to all members on key information.

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| SIMON re-send briefing on PQQ/ITT, TtG, IfL/CPD | AP 4.4 |
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Formal Structure

Will reported that the Structure Proposal and Business Plan, based on best practice from the rest of the country, would be drafted by early December.

Jonathan offered Suffolk Forward (SAVO, SACRE, Young Suffolk) as a possible organisation to move the SVLC forward.

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| Will Gibson to feedback to Ronagh timescales and the need to finalise the structure and Business Plan at the next Steering Group Meeting. | AP 4.5 |
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AOB

IAG should be included on future Agendas; we have a budget for IAG and need to identify effective projects to use it.

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| CSV Media / Meridian East / Lowestoft College to suggest projects to support IAG | AP 4.6 |
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Date of future meetings

Tuesday 8th January 2008, 10:00 SAVO offices

Meeting finished at 12.00.

Action Points

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Simon Waldron

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