

GREAT YARMOUTH

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LOCAL STRATEGIC PARTNERSHIP

# **AGENDA**

**for the**

# **MEETING OF THE GREAT YARMOUTH LEARNING FORUM**

**6 June 2007**

**at 2.00 pm**

**LARGER PRINT COPY AVAILABLE  
PLEASE TELEPHONE: 01493 846325**

## **LEARNING FORUM**

**Date:** Wednesday, 6 June 2007  
**Time:** 2.00 pm  
**Venue:** Great Yarmouth Library, Tolhouse Street,  
Great Yarmouth

## **A G E N D A**

### **DECLARATIONS OF INTEREST**

Members should declare interests in any items on the agenda when a decision on it could affect the financial position of himself, a relative or friend. Having declared an interest, the Member should not take part in the discussion of, or voting on, the item if the interest is significant. A "significant" interest is one which a member of the public would consider to be so significant as to prejudice the individual's consideration of the public interest.

#### **1. APPOINTMENT OF CHAIRMAN FOR 2007/08 MUNICIPAL YEAR**

To appoint the Chair for the year 2007/08 (nominations from the Statutory Sector will be considered at the meeting).

#### **2. APPOINTMENT OF VICE-CHAIRMAN FOR THE 2007/2008 MUNICIPAL YEAR**

To appoint the Vice-Chair for the year 2007/08 (nominations from the Voluntary and Community Sector will be considered at the meeting).

#### **3. FACILITATOR ARRANGEMENTS**

The Forum will be asked to consider a replacement Life Long Learning Facilitator for the Forum.

#### **4. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

#### **5. MINUTES**

... To confirm the minutes of the meeting held on 14 March 2007 (pages 1 - 7).

#### **6. MATTERS ARISING**

To consider any matters arising from the above minutes which are not covered elsewhere on the agenda.

#### **7. ISSUES ARISING FROM THE CLOSURE OF THE GREAT YARMOUTH LEARNING COMMUNITY**

The Forum will discuss any issues.

#### **8. FURTHERING THE WORK OF THE NORFOLK LEARNING PARTNERSHIP IN GREAT YARMOUTH**

The Forum will be asked to discuss the re-investment of the funds allocated to the Great Yarmouth Learning Community.

#### **9. COLLEGE IN THE COMMUNITY – UPDATE**

A verbal update will be given on the College in the Community.

#### **10. MEMBERSHIP OF THE FORUM**

The Great Yarmouth Community Trust (Parenting), Great Yarmouth Community Trust (Education Manager) and Great Yarmouth Library have all expressed an interest in becoming Members of the Forum.

#### **11. UPDATE ON EMPLOYMENT AND SKILLS ACTION PLAN**

... The Forum are asked to note the latest revision of the action plan (pages 8 – 10).

**12. LEARNING DIFFICULTIES AND DISABILITIES (LDD) SERVICES MANAGER**

Jean Simpson will give a verbal report to the Forum on the special education needs and the role of Connexions.

**13. PROJECT PROGRESS UPDATES**

Project updates will be received from the Intensive Support for attainment in Literacy (ED08), Raising Standards at Key Stage 3 in English, Maths and Science (ED16) and Development of Vocational Activities (ED10) projects.

**14. NRF COMMISSIONING ACTIVITIES FOR YOUNG PEOPLE**

Comments will be sought from the Forum in advance of the 18 June 2007 meeting.

**15. FORTHCOMING WORKSHOPS ON RAISING ATTAINMENT IN SCHOOLS**

The Forum will be informed of the above workshop.

**16. DATE AND TIME OF NEXT MEETING**

The date of the next Learning Forum meeting will be 5 September 2007.

17. To consider such other business as may be determined by the Chairman of the meeting as being of sufficient urgency to warrant consideration.

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**LEARNING FORUM**

**14 March 2007 – 2.00 pm**

**PRESENT:**

Representing Next Step, Norfolk Careers Service:  
Teresa Gonzalez (Chair)

Representing the Disability Forum:  
Lindsay Seward

Representing GO-East:  
Derek Banks

Representing Norfolk County Council Children's Services:  
Trevor Cockburn

Representing Norfolk County Council Adult Education:  
Annie Whiteman

Representing Great Yarmouth Learning Community:  
Rachael Jackson (Vice-Chairman)

Representing Norfolk County Council:  
Jill Warwick

Representing the Learning Skills Council:  
Howard Foale

Representing the Great Yarmouth Excellence Cluster:  
Gill Buckley and Claire Wadham

Representing Connexions:  
Roger Allen

Representing Seachange:  
Corrina Giles

Representing LSP:  
Tim Leonard

Representing Great Yarmouth Borough Council:  
Karline Edmonds

### 1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Richard Packham, Councillor Shrimplin, Robin Parkinson, Christine Chalmers, Ray Leake and Jim West.

### 2. **MINUTES**

The minutes of the meeting held on 6 December 2006 were confirmed.

### 3. **MATTERS ARISING**

#### **Life Long Learning**

Rachael Jackson reported that she had been unable to meet with the Learning Community Partnership to set an Adult Target, but had met with the Community Partnerships who would be willing to assist in setting a target.

### 4. **CHANGE OF EMPLOYMENT OF FORUM CHAIRMAN**

The Chair reported that Roger Allen would be leaving the Learning Forum as he was changing roles within Connexions and would be covering the North East of Norfolk. Teresa Gonzalez stated that she would be leaving Norfolk Guidance Service on the 23 March 2007 and would be starting with Connexions on 26 March 2007 taking over Roger Allen's role. She asked the Forum to consider whether they would like her to remain as the Forum's Chairman, which was proposed and seconded.

RESOLVED:

That Teresa Gonzalez remains as Chairman of the Learning Forum.

## 5. SEACHANGE

The Chair explained that the LSP Executive had expressed an interest in Seachange becoming a voting member of the Learning Forum. The Chair asked for consideration to be given to this and the Forum agreed that Seachange should become a member of the Forum.

RESOLVED:

That Seachange become a Voting Member of the Learning Forum.

## 6. NRF MONITORING REPORT

The Chairman stated that the NRF Monitoring Report was provided for the Learning Forum on a quarterly basis to look at the spending of the various projects.

Questions were raised with regards to the final column on the budget as Members queried if this was the total amount or how much had been spent. The Forum agreed that there was a need for clarification on this document and it was noted that this item would be discussed at the forthcoming LSP Executive Meeting and that questions could be raised there. A discussion ensued around the relevant statistics to be presented to the Forum for consideration and it was felt that only the Learning Forum project statistics should be presented to the Forum.

RESOLVED:

That reports from Amanda Burke relating to the Learning Forum Projects be made available to the Forum with any comments about areas of concern with regards to the projects.

## 7. PROJECT PROGRESS UPDATES

The Chairman stated that project updates had been requested from the Youth Service Mentoring, the Excellence Cluster Learning Support Units and the ESOL Family Learning and Skills for Life projects.

The Project Lead for the Youth Service Mentoring Project had been unable to attend and had submitted a report for the consideration of the Forum which had been tabled. The Forum expressed concern with the mention of the scheme being targeted at Key Stage 4, stating that this was not the level the project was originally submitted at. The Forum asked for clarification on this issue from Amanda Burke.

Annie Whiteman reported on behalf of the ESOL Family Learning and Skills for Life Projects, stating that she oversees the projects and that there had been significant slippage of the project, and that this had resulted in a meeting with Roy Beiley at the beginning of 2007 to raise any areas of concern that could be addressed. She stated that there was a lot of competition for providing skills for life and that there were currently no ESOL courses for adults running in the Yarmouth area. She informed the Forum that she was now considering re-profiling the work and instead of working towards Key Stage 3, changing this to Key Stage 1. She informed Members that she had been liaising with the Priory Centre, Community Connexions and local schools. It was noted that there would need to be value for money as a result of the course changing as half of the funding had already been spent in the first year without achieving any outcomes. It was agreed that the Excellence Cluster Learning Support Units would provide any help with linkages between the ESOL project and schools. There was mention of the Great Yarmouth College led ESOL projects and it was suggested that Annie Whiteman ought to make contact in order to identify where they had gained success and investigate any possible linkages from that project.

Gill Buckley and Claire Wadham reported on the Learning Support Units stating that they were currently working with 17 schools in the Borough. They detailed that a third of their funding is from the NRF with the remainder of the budget being provided by the Excellence Cluster. They explained that Learning Support Units are attached to schools to provide support to youths that are suffering from behavioural or learning difficulties with an aim to return them back to main stream school as soon as possible. It was noted that the schools track and monitor their data on the progress of the youths. Forms were circulated to the Forum that the children use to monitor their progress and the forms were designed around the Every Child Matters criteria. It was noted that the NRF funding and the Excellence Cluster funding finishes in 2008.

RESOLVED:

(i) That Amanda Burke be contacted for clarification on the original project criteria submitted from the Youth Service.

(ii) That firm links be made with the Excellence Cluster and the ESOL Skills For Life years 8 and 9 projects.

(iii) That the Learning Forum authorise a meeting between the Chair, Vice Chair, Roy Beiley and Amanda Burke who would decide how to reallocate any funds if linkages were not made.

**8. ADDITIONAL NRF FUNDING FOR THE LEARNING FORUM**

The Chair informed the Forum that the Sub-Group had met to discuss the three funding applications received for the slippage money. She stated that at the last Sub-Group meeting the Group had requested more information on points raised, and that the projects had all replied but some had still not covered the relevant points raised.

Annie Whiteman expressed concern with the raising aspirations application stating that this project was overlapping with hers.

Rachael Jackson stated that a decision needs to be made on the projects as the funding has a deadline for being spent.

**9. IT PROVISIONS IN THE BOROUGH AND FEEDBACK FROM COMMUNITY PARTNERSHIPS**

Rachael Jackson stated that concern had been expressed from two of the Community Partnerships about IT provisions in the Borough. She stated that 8 providers were contacted and that most providers require you to enrol on a course in order to use their IT provisions, with the exception of the Libraries or the Learning Shops where there are no informal drop in sessions provided and the Community Partnerships have said that there is a need for this.

Annie Whiteman stated that this could be something that Skills for Life looks to provide as short bite sized basic IT support linked to ESOL.

The Forum noted that all the local schools have IT suites and that these could be made available to the public as part of extended schools activities.

The Forum were informed that Yareside and other community partnerships have held workshops looking at learning issues and they were keen to support the learning forum in addressing the IT issue and in supporting the forum in developing Adult Learning Targets. The forum welcomed the support of the Community Partnerships.

**RESOLVED:**

(i) That Trevor Cockburn will liaise with the relevant people around the use of IT suites in local schools and will report back at the next Learning Forum meeting.

(ii) That Rachael Jackson reports back to the Community Partnerships the comments of the Forum and identifies how they can best support the Forum.

(iii) That Lindsay Seward liaises with the Great Yarmouth people about the project.

## **10. TREND DATA FOR EXAM RESULTS**

Trevor Cockburn reported on the key figures for key stage skills targets for Great Yarmouth and Norfolk. He stated that all the levels in Great Yarmouth were below the national average due to deprivation problems in the borough. He reported that Great Yarmouth's average in English is close to the Norfolk average and that the trend for Science is on the increase. The percentage for five A-C grades is below the national average. Trevor Cockburn stated that he would e-mail a copy of the Trend Data to all members of the Forum at a later date.

## **11. BIG LOTTERY – YOUNG PEOPLE'S FUND**

The Chair informed the Forum that the Big Lottery Fund had expressed disappointment that they had not received enough good bids from the Great Yarmouth area and would like to attend an LSP Executive Meeting in the near future to try and encourage organisations in the borough to submit applications.

## 12. EMPLOYMENT PLAN

The LSP Officer spoke to the Forum about this document detailing the Employment Plan, stating that the Job Centre Plus is the lead on this and that the document was for the information of the Forum. He asked if there were any organisations that could help move this forward to express their comments. Concern was expressed that the Employment Plan Group had not included someone from the Learning Forum and that NEET targets from the LSP should have been included. The Forum were informed that the next meeting would be held at the end of April.

### RESOLVED:

That the Chair and Roger Allen send their comments to the LSP Officer to be passed on to the Employment Plan Group at their next meeting.

## 13. RESTRUCTURE OF THE LSP

The LSP Officer explained the proposed restructuring of the LSP stating that under the new Local Area Agreement there would be a pooling of funds, and that under the new proposed arrangement the CDRP would feed into block 3. He asked the Forum to look at the diagram detailing the proposed changes and to pass any of their comments on to him.

## 14. DATE AND TIME OF FUTURE MEETING

The date of the next meeting was agreed as 6 June 2007 at 2.00 pm.

## 15. CLOSURE OF MEETING

The meeting closed at 4.20 pm.

GREAT YARMOUTH EMPLOYMENT & SKILLS ACTION PLAN (Updated 25 April)

What	Why	Who	Funding Source	By	Target/ Output
To undertake an analysis of Jobcentre Plus vacancies for Great Yarmouth by Occupational area.	To identify five priority occupational areas where we can potentially develop employer led training programmes and consider if they mirror Norfolk priority areas (Retail, Distribution & Logistics, Care, Construction, Leisure & Tourism).	Jobcentre Plus	NA	End December 2006 Completed	
∞ To undertake an analysis of employers and recruitment agencies not using Jobcentre Plus to identify current/future vacancy trends.	To support the analysis by Jobcentre Plus and to provide a complete picture of the vacancy situation.	Consultant	NRF	Consultant identified by end January 2007 Complete Report delivered by end March 2007	Received April 07
To develop a detailed map of training providers and funders in Great Yarmouth leading to development of a web page detailing all support available.	To provide employers with a comprehensive overview of providers in Great Yarmouth what they deliver and where funding for training can be found.	Consultant	NRF	Consultant identified by end January 2007 Complete Report delivered by end March 2007	Received April 07
To develop occupational specific routeway training programmes in the key occupational areas targeted at	To meet employer needs and to assist workless benefit recipients to enter employment.	Jobcentre Plus: LSC Service Providers: (With support from	New Deal funding (Jobcentre Plus)	One routeway (Leisure & Tourism) to be developed and delivered within two	To move x number of people in receipt of Job Seekers Allowance through a

key employers and sectors. This to include community engagement and address employer perceptions		Chamber of Commerce, Voluntary Community Organisations, employers, GYBC)	Train to Gain (LSC) iIC	months of receipt of Consultants report. Others to be rolled out within 12 months	program of support resulting in x moving into employment within 8 weeks of support ceasing
To develop a fund to remove barriers to employment faced by unemployed people that cannot be removed through interventions of other agencies.	To ensure that unemployed people have greater access to employment and are more competitive in the labour market.	Jobcentre Plus via LEGI funding	LEGI (Barriers to Work Fund)	End May 2007	Process applications for funding up to a maximum of £150k in financial year. Anticipated x applications and x people entering employment
To identify long term employment opportunities for local people resulting from East Port and Urban Regeneration targeting suitable employers who are willing to engage	To ensure local people have the opportunity and skills to compete for employment opportunities	LA	LA possibly via consultancy	End June 07	
To introduce a targeted programme of Work Trials to employers.	To involve employers more in recruiting people who have been unemployed.	Jobcentre Plus	Jobcentre Plus	End February 2007	20 Worktrial starts with 60% resulting in paid employment
To undertake consultative work with PCT around support available to those who are incapacitated to move closer to employment	To link to the Pathways to Work agenda around this customer group that is due to commence December 2007	?	?	End Sept 2007	
To review the provision and	Childcare is perceived as a real	Community		End May 2007	Increase the uptake

research reasons for low take up of Childcare in Great Yarmouth to ensure that it meets the needs of parents seeking to return to work.	barrier to Lone Parents and married couples to taking up employment opportunities but take up in some areas of Gt Yarmouth is very low.	Connexions			of support by x% in next operational year
To build upon work currently in progress in some High schools & GYCFE to build links with local employers (for example Ready to Work programme)	To enhance work experience and skills opportunities for children unlikely to obtain non vocational qualifications by establishing pre leaving school links with employers across a wide spectrum of occupations	, GYCFE	DfES	End June 07	
To increase volume of ESOL provision locally for those seeking or recently entering employment	Increase employability of target group	LSC	LSC	End June 07	Increase volume of places available by x%