



Northamptonshire Public Sector Compact Minutes of Steering Group meeting at Northampton College on Feb 27th 2007

Present

Chris Donkin –Chair (this meeting only)	Lifelong Learning UK
Valda Carpenter	Kettering Borough Council
Len Closs	Northampton College
Caroline Evans	Northants Fire & Rescue Service
Jo Garner	Tresham Institute
Dianne Panter	NHS East Midlands
Heather Payne	Northamptonshire Enterprise
Clare Reynolds	Learning and Skills Council
Andrew Cheal	Learning and Skills Council
Sheila Sturgeon	NTDP

Apologies

Alison Hope	Tresham Institute
Chris Mallender	Corby Borough Council
Chris Malpass	Northampton Hospital NHS Trust
Bill McHugh	Northampton Probation Service

Election of Chair

In the emailed returns to LLUK, none of those present had indicated that they wished to be Chair of the Compact. CD reported that discussions had taken place between the Lifelong Learning UK and the LSC and Liz Searle, the Area Director of the Northamptonshire LSC. Liz had agreed to be Chair of the Steering Group if the membership considered this to be appropriate. The meeting duly elected Liz as Chair.

Action : CD to contact LS and arrange to brief LS re Compact activity thus far.

Enlisting the support of a facilitating agency

The Steering Group agreed that the support of a facilitating agency in the first year would be useful in sustaining the momentum established in setting up the Compact. It was noted that LLUK's involvement is to help establish the Compacts and that their contracted input is only available until the end of March 2007. Northamptonshire Training and Development Partnership (NTDP) representative SS suggested that they would be interested in making a contribution if it was deemed to be appropriate. The LSC representative AC offered that in addition to the support provided by NTDP the LSC could provide additional support for this 'facilitating' role and that CR would be available to work with SS. This offer was accepted and welcomed by the group. The LSC have earmarked a small amount of funding to re-imburse the facilitating agency for their contribution.

Action : CD to meet with SS and CR to discuss how to make most effective use of these inputs. CD to report back to next meeting of the SG

Action : SS to contact AC to establish contracting conditions for provision of facilitating agency support.

Establishing Terms of Reference

The group were provided with the Leicestershire Public Sector Compact Terms of Reference and draft Terms of Reference for the Nottinghamshire and Lincolnshire & Rutland (L&R) Compacts. Whilst acknowledging that the Leicestershire Compact Terms of Reference were fit for purpose for Leicestershire, there was an enthusiasm to produce something slightly more concise for the Northamptonshire Compact. A discussion then took place. It was agreed that the L&R draft Terms of Reference provided the best template to consider amending. It was agreed that the Northamptonshire Compact's Terms of Reference should include an explicit reference to supporting Skills for Life developments and also a stated aim to 'To create opportunities for public sector organisations to stimulate training and development within their organisations for employees across the age spectrum.'

Action : CD to draft Terms of Reference for the next Steering Group meeting to consider. CD to send out draft Terms of Reference in advance of the meeting.

Identification of issues to be taken forward in an emerging action plan / Appointing Sub-Groups

The Compact reached a broad agreement to address 'Learning and Development' and 'Recruitment and Retention' issues. The exact constitution of the theme groups to be established to take issues forward to be decided at the next Steering Group meeting. It was suggested that the theme groups would benefit from having a mini 'Terms of Reference' document that reflected the intended activity and also gave an indication of what outputs would be achieved by the Sub Groups.

Action : Terms of Reference to reflect emerging priorities

Action : CD to draft 'operational framework' document for the Theme Groups to be distributed to SG members for consideration at next SG meeting.

Any other business (1)

The group agreed that the 'green people' logo was suitable branding for Compact activity. The group asked that the logo could be made specific for Northamptonshire and that a smaller version (that would appear clearly when printed in black and white) be available too.

Action : Ark ICT Solutions to produce two new versions of the 'green people' logo specific to Northamptonshire needs.

Any other business (2)

It was noted that as part of their contribution LLUK had undertaken a mapping exercise to identify what apprenticeship opportunities relevant to the public sector are

currently available. This analysis is available on the project web site (www.empscompacts.org.uk) and the Northamptonshire extract was distributed at the meeting. SS suggested that amendments to this documents were needed to reflect the involvement of the providers rather than have many of the apprenticeship opportunities shown as referenced to NTDP

Action : SS and CD to liaise and CD to produce amended Apprenticeship provision in Northamptonshire for publication on the web site

Any other business (3)

It was agreed that LSC would produce a short paper on current education and training offer. This was to help identify what support is already in place - leading to identifying future needs.

Action : CR to take this forward - for circulation and discussion at the next steering group.

Next Steering Group meeting The group expressed the view that Steering Group needed to meet again soon to confirm the Terms of Reference and to establish possible network/theme groupings before nominating specific Compact activity. Liz Searle to Chair this and subsequent meetings. It was agreed to hold the next Steering Group meeting Thursday 29th March at 3.30 pm at Northampton College

Action : CD to send out next agenda and minutes of this meeting