



## **Nottinghamshire Public Sector Compact Minutes of Steering Group meeting at EMDA on February 12th 2007**

### **Present**

Chris Donkin –Chair (this meeting only)	Lifelong Learning UK
Matthew Posaner	EMDA
Debbie Todd	Castle College
Karen Tomlinson	Notts Probation Service
Don Parker	Notts LSC
Lizi Thomas	Nottingham City PCT
Mike Kilraine	North Notts College
Colin Brown	Newark College

### **Apologies**

Brian Fairchild	Nottinghamshire County Council
Graham Allen	Rushcliffe Borough Council
Brett Kerton	Nottingham City Council
Michael Rimington	EM Ambulance Service
Jane Wild	Newark and Sherwood District Council

### **Election of Chair**

In the emailed returns to LLUK, none of those present had indicated that they wished to be Chair of the Compact. Rather than elect a chair at the start of the meeting, it was agreed to defer this item until the end. After due discussion at the end of the meeting it was agreed to elect a Chair at the commencement of the second Steering Group meeting.

### **Action : none**

### **Enlisting the support of a facilitating agency**

The Steering Group agreed that the support of a facilitating agency in the first year would be essential in sustaining the momentum established in setting up the Compact. It was agreed to contact a suitable local organisation.

**Action : CD to contact the Greater Nottingham Learning Partnership to see if they are interested in supporting the Compact.**

**Action : DP to establish whether or not LID funding could be made available to provide financial support for the facilitating agency**

### **Establishing Terms of Reference**

The group were provided with the Leicestershire Public Sector Compact Terms of Reference. Whilst acknowledging that the Leicestershire Compact Terms of Reference were fit for purpose for Leicestershire, there was an enthusiasm to produce something more concise for the Nottinghamshire Compact. It was agreed to draft Terms of Reference on a single sheet to make the arrangement more

accessible. It was agreed that the Nottinghamshire Terms of Reference should be framed around four sub-headings. These being: (i) Vision, (ii) Values, (iii) Membership and (iv) Structure. The structure to reflect the intended theme groups. It was agreed that an attempt would be made to establish theme groups to address (i) Learning and Development issues, (ii) Recruitment and Retention Issues and (iii) Equality and Diversity issues.

**Action : CD to draft Terms of Reference for the next Steering Group to consider.**

**Identification of issues to be taken forward in an emerging action plan**

As stated above the Compact intend to address 'Learning and Development', 'Recruitment and Retention' and 'Equality and Diversity' issues.

**Action : Terms of Reference to reflect priorities**

**Any other business**

CD informed the group that a possibility existed for the Compact to stage a special event, possibly a 'mini conference', before the end of March funded by the East Midlands Public Sector Compact project. The group thought that the timescale would be too challenging and asked if such an event could be staged at the end of April to allow a longer lead-in and the chance to ensure a good attendance.

**Action : CD to check with LLUK whether funding could be vired to allow such an event to be held after the official end-date of the project. CD to feed back to the group via email.**

**Next Steering Group meeting – 19<sup>th</sup> March 14.00 EMDA**

The group expressed the view that the membership of the Steering Group needs to be widened to be more representative of the Public Sector.

**Action : CD to contact key individuals from key public sector organisations to extend the membership of the Steering Group and hence ensure greater representation.**