



## **Lincolnshire and Rutland Public Sector Compact Minutes of Steering Group meeting at BCMC on February 16th 2007**

### **Present**

Chris Donkin –Chair (this meeting only)	Lifelong Learning UK
Mike Crosby	Lincolnshire and Rutland LSC
Lynne Alexander	Lincolnshire and Rutland LSC
Stephen Naylor	Boston College
Jane Olney	Stamford College
Justin Brown	Lincolnshire County Council
Jane Johnson	Lincs Workforce Modernisation Service
Caroline Hotchin	Lincolnshire Enterprise
Val Frow	Job Centre Plus
Carol Laws	HMP Ashwell

### **Apologies**

Geoff Plummer	South Kesteven District Council
Nigel Howells	East Lindsey District Council
Cathy O'Reilly	Lincolnshire County Council
Nicola Marshall	Lincs County Council (Social Care)
Donald Brooks	Grantham College
Paul Jackson	RAF Waddington
Sgt Mould	The Army
Paul Collins	Boston College

### **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 LSC and Nigel Howells of the East Lindsey District Council. Nigel had agreed to be Chair of the Steering Group if the membership considered this to be appropriate. The meeting duly elected Nigel as Chair.

**Action : CD to contact NH and arrange to brief NH 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. Lincolnshire Enterprise representative CH suggested that they would be interested in making a contribution if it was deemed to be appropriate. It was agreed to explore various possibilities with the LSC, Nigel Howells and Lincolnshire Enterprise before the next meeting

**Action : CD to contact the LSC, Nigel Howells and Lincolnshire Enterprise to explore ways forward. CD to report back to next meeting of the SG**

### **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 Compact. 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 Lincolnshire and Rutland Compact. A discussion then took place. It was agreed that the mission of the group should be stated first and this should be a realistic and achievable statement. Other suggestions regarding making the Terms of Reference specific to the counties were adopted. It was agreed to omit lengthy references to the role of the LSC.

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

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 other issues to be addressed could be identified by commissioning a snapshot of current developments in the sector. It was noted that as part of their contribution LLUK had already 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](http://www.empscompacts.org.uk))

**Action : Terms of Reference to reflect emerging 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.**

**Action : CD, JB, JJ and Mc to meet on 28<sup>th</sup> Feb at LSC to discuss possible format of such an event**

### **Next Steering Group meeting – Either week beg 19<sup>th</sup> Mar or week beg 26<sup>th</sup> Mar**

The group expressed the view that Steering Group needed to meet again to establish Terms of Reference, decide on possible role of 'facilitating agency' and possible network groupings before nominating specific Compact activity.

**Action : CD to contact member of the Steering Group to establish most appropriate date of next meeting.**