

King's Lynn Town Deal - Skills Forum

Meeting Minutes

Date Tuesday 26 th April 2022	Location Microsoft Teams
Time 14:30 – 15:30	Chair David Pomfret

Attendees		Apologies	
David Pomfret	CoWA	Tom Humphries	NCC KL Team
Becky Box	BCKLWN	Denise Saadvandi	Adult Learning
Carl Fiander	Adult Learning	Anita Jones	Freebridge
Jan Pitman	Norfolk Museum Service	Stuart Durrell	DWP
Jemma Curtis	BCKLWN	Robert Jakeman	West Norfolk CCG
Laura Bowater	UEA	Duncan Hall	BCKLWN
Louisa Kiddell	NCC KL Team	Julia Nix	DWP
Natasha Waller	NALEP	Sarah Blackledge	DWP
Nicci Broughton	DWP		
Ruth Royle	NCC KL Team		
Debbie Gates	BCKLWN		
Glen Todd	NALEP		

Minutes	Actions
1. Welcome and Apologies	
<p>2. Previous minutes action</p> <ul style="list-style-type: none"> TH raised the question of whether the group has a mandate for asking a representative from Children's Services to join. DP advised we do have a mandate; there are strong connections to the work of Children's Services, and we should extend an invitation – TH is in conversation with the team to find the most relevant officer to represent them. DP noted that it would be useful to think about how the group communicates and how information is shared with members. Could there be a SharePoint where minutes could be uploaded, and project update reports and datasets shared? – There is a page on the Vision KL website which we are using to share meeting papers and project updates, a link will be shared with the group. NCC officers have set up a SharePoint Site, and are investigating how this could work best for the group. DP noted to NW to look through the mapping exercise as an agenda item at the next meeting – this has been actioned and is on the agenda. 	<p>TH</p> <p>KLYRP TEAM</p>

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<ul style="list-style-type: none">• DP noted that it would be useful to get a number of meeting dates in calendars and to have a forward rolling programme. DP to explore with TH. A full set of meeting dates for this calendar year has now been agreed, they are: 28th June 2022 - 14.30 20th September 2022 - 14.30 13th December 2022 - 14.30• JC gave an update on the Multi-User Community Hub<ul style="list-style-type: none">• A high priority project for the King's Lynn Town Deal.• Hudson's Architects have been appointed by NCC to refresh the RIBA Stage 1 report to reflect stakeholder engagement and needs identified from the consultation held in 2021.• There will be a series of key partner workshops in order to support the refresh of the RIBA Stage 1 report and put together the business case. If anyone would like to be part of the workshops they should contact Harriett Birchall at NCC.	ALL
<p>3. Kings Lynn Skills and Training Opportunities – Natasha Waller</p> <p>NW presented the King's Lynn skills mapping exercise spreadsheet; it lists Local and National initiatives that may have an impact on the King's Lynn area. Highlighting:</p> <ul style="list-style-type: none">• The New Construction Project through CRF.• A Kickstart Celebration in Mid-May – contact Natasha if you would like to attend or find out more• Bootcamps are definitely coming in to the NALEP area, Cambridgeshire/Peterborough already have their latest application approved and the Norfolk/Suffolk outcome is imminent. This is the 3rd wave and includes smaller geographies. Courses include Construction, Digital, Advanced Engineering and Green Skills. <p>The KLYRP project will be signposting people to the different initiatives and will get that information out there to help individuals to start their journey. DP confirmed that this is a very useful exercise to demonstrate the complex picture and breadth of support available.</p> <p>NB added that the new Schools Advisor for Norfolk DWP is Ashley English. NB also asked that the 'The Workshop' be added to the spreadsheet, they are based in the old Argos building and help families</p>	ALL

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<p>through drama and art. Also, JETS, 'Job Entry Targeted Support' which offers extra help on funding work process, getting people started on job searching, and SWAPS 'Sector Based Work Academies', which offer work experience including virtual tours of workplaces, based in specific sectors and with a guaranteed job interview at the end of the process.</p> <p>JC thanked NW for her work on this, a good base for the KLYRP to use and build on to create wider awareness of these programmes in West Norfolk.</p> <p>JC highlighted links to UKSPF and the Levelling-Up prospectus, with responsibility for delivering funding now with Local Authorities. KL&WN have £1.8m to deliver in 22/23. Skills interventions do not kick in until the 3rd year, however the Borough can support existing programmes, such as those part run by Charities, and are proved to be working in the earlier years of the scheme. KL&WN need to produce a West Norfolk Investment Plan and are appointing a consultant to deliver this by the August deadline. There is an opportunity for SPF to use this pipeline to support the work of existing organisations, and JC asked whether there is anything KLYRP can do to support programmes which support those with barriers to work and learning. It is requested that we focus on the 'West Norfolk Investment Plan' in the next meeting of this group, inviting along the appointed consultant.</p> <p>NW to add end dates to existing funding on this spreadsheet and update accordingly, a refreshed version can be posted on the Vision KL website with the papers.</p> <p>Is there an existing evaluation of the currently running programmes, it would be useful to pull together how well these programmes are running and the benefits, maybe the KLYRP team can look at this.</p> <p>DP good to see a bit more nuance on what might be available to local people is KL getting its fair share. The opportunity of the KLYRP initiative is that it makes the best of what is already there. It will also be useful to focus on charities who are also looking after vulnerable people and mental health support, as these are part of the increased barriers to learning.</p>	<p>ALL</p> <p>NW/LK</p> <p>KLYRP TEAM</p>
<p>4. King's Lynn Youth Retraining Pledge/Progress update – Ruth Royle</p> <p>Recruitment is now complete; the Project Team will be:</p>	

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- Tom Humphries – continued involvement but less operationally as we move into delivery
- Ruth Royle – Project Manager 0.1 FTE
- Louisa Kiddell – Skills Officer 0.5 FTE
- Lisa Taylor – Skills Partnership Project Manager 1 FTE
- Jo McKenzie-English – Activity Coordinator 1 FTE

With a varied range of experience across the skills & FE arena, and in working with young people, the team are very keen to get going. The team are keen to have orientation days to meet members of this group and wider partners.

There is a current challenge around the final funding agreement which TH is working on, including SLA's with CWA & Adult Learning Services, and he would like to continue to be involved, but is working on other strategic projects, so RR will now operationally continue to run the project as The Employment & Skills Project Manager for County.

Communications:

- A meeting has been held with Becky Box and with EAN re schools' communication
- Positive meeting with Sharon Clifton at BCKLWN, the discussion around project comms included:
 - Name, Branding and Logos – its agreed that we need something catchier for the Young People to engage with and the group should let the team know if they have an idea for a name.
 - Use of Vision KL website to promote the project – rather than using NCC channels it is thought best that we use the resources that already exist through Vision KL to maximise the impact going forward
 - Ideas discussed of how to reach YP e.g., posters where people go; QR Codes to go in businesses premises
 - Document produced for further discussion defining audiences, key messages and call to action

A Project Management Plan and Risk Register have been produced and were shared with the Group. These will be updated on an ongoing basis and discussed, as required, at future meetings, and can be accessed on request to the team. A copy of the Risk Register & Project Management Plan will be circulated with the minutes.

Future Plans:

ALL / KLYRP
TEAM

ALL/LK

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<ul style="list-style-type: none"> • Future Reporting – monthly progress reports into programmes team plus quarterly steering group reporting • Outcomes <ul style="list-style-type: none"> • Young people engaging with new skills activity • Young people evidencing increased employability skills • Young people engaged with employer-inspired activity • Large/SME organisations engaged in project activity • New courses facilitated/delivered • Information – data and insight • Updates and plans e.g., activities, events, partner activity • Progress monitored against Cross Cutting Themes, such as Health and Wellbeing of Young People and improving Social Mobility. This would be useful to pick up at the next meeting. <p>JC asked about the staff base that TH found for the team, and have there been any further decisions about their physical base.</p> <p>KL BID has a 'pop-up- hub space at 'The Place' in KL – it is part of a CRF Funded project running until July/August, but a great way to run or test something in the community. KLYRP Team to get in contact with Vicky if they would like to utilise the opportunity.</p> <p>The project team will be based at NCC for day-to-day work, but they will be working in the community and looking to use existing partnership organisations to engage with the public and employers, and KL BID is one option they are working with.</p> <p>DP commented that Sharon in Comms is very good, and has organised DP to do a video piece about the project.</p> <p>In terms of the future reporting of deliverables, this should be updated and on the agenda for all future meetings, with a short sharp spot for wider updates.</p>	<p>ALL</p> <p>KLYRP TEAM</p>
<p>5. Group Member update – All</p> <p>CF updated the group on the CRF Funded Project through Adult Learning, the Construction Training Hub. A venue has been found and a Change of Use planning application is now going through the system. Once these and the leases have been approved, delivery can start in September.</p> <p>DP updated on the School of Nursing Studies Project – it is progressing well and has had unconditional approval from the Nursing & Midwifery Council (NMC). The first cohort of 11 started in January, training in Peterborough with Anglia Ruskin University, relocating to KL once NMC board approval has gone through. They have had over 100 expressions</p>	

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<p>of interest for the next cohort, and interviews for the next 25 participants will take place next month. The idea is that the centre is used by a wide range of health and social care organisations. In regard to CWA, there have been 37 student applications for World Skills competitions across a breadth of subjects and the first foundation applications are going through, these are basically 'Skills Olympics' and help to raise local aspirations.</p>	
<p>6. AOB</p> <p>None</p>	
<p>7. Date of next meeting</p> <p>28th June 2022, 2.30pm on TEAMS</p>	