

King's Lynn Town Deal - Skills Forum

Meeting Minutes

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| Date Tuesday 20 th September 2022 | Location Microsoft Teams |
| Time 14:30 – 15:30 | Chair David Pomfret |

| Attendees | | Apologies | |
|---------------------|----------------|------------------|------------------------|
| Becky Box | BCKLWN | Anita Jones | Freebridge |
| Carl Fiander | Adult Learning | Debbie Gates | BCKLWN |
| David Pomfret | CoWA | Duncan Hall | BCKLWN |
| Denise Saadvandi | Adult Learning | Jan Pitman | Norfolk Museum Service |
| Jemma Curtis | BCKLWN | Laura Bowater | UEA |
| Jo McKenzie-English | NCC KL Team | Louisa Kiddell | NCC KL Team |
| Kerry Dunham | NCC Skills | Robert Jakeman | West Norfolk CCG |
| Lisa Taylor | NCC KL Team | Sarah Blackledge | DWP |
| Natasha Waller | NALEP | Stuart Durrell | DWP |
| Nicci Broughton | DWP | | |
| Ruth Royle | NCC KL Team | | |

| Minutes | Actions |
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| 1. Welcome and Apologies | |
| 2. Previous minutes action All actions completed. Latest update of the mapping exercise was circulated out today. | |
| 3. King's Lynn Youth Retraining Pledge/Progress update Ruth Royle, Lisa Taylor and Joanne McKenzie-English presented an update on the project. Ruth introduced Lisa Taylor as the Skills Partnership Project Manager (SPPM) looking after the operational day to day business of the project and Joanne McKenzie-English, Project Activity Co-ordinator (PAC). The team shared their presentation which included an update on the project, its current activities, a case study and future activities. Action: to be sent round with the minutes | LK |

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Lisa talked through where the team is in terms of the project and its current activities:

- The project team is now up and running and working from King's Lynn
- We have been developing materials for the project and looking into automation to be able to streamline the registrations and referrals.
- Working with partners - partnership agreements are being finalised
- Procurement framework in place and is now live with a variety of providers now appointed (see presentation).
- New provision established for the digital youth hub, which will be working from the Job Centre in King's Lynn, working with unemployed 18–24-year-olds
- We have created a video for the project, which was shown, for those that haven't had chance to see it please click this link <https://youtu.be/XO3495DcW-0>
- We have 16 people now live on the project
- In July we organised an event for schools in the area, inviting those providers and organisation along to the event who could support those schools. It was a great event with very good attendance.
- Ruth has started conversations with Freebridge Housing, with the hope to grow the relationship, so that they can work together in reaching out and engaging with a few vulnerable groups. In the longer term, the team is hoping to do some leaflet drops, door knocking and even try and take the project to them.
- Links made with Lovells, who are part of the other town deal projects.
- Working with The Guildhall to potentially run an Enterprise Event.
- Working with the Volunteers Forum, and Museum Service, would like to link the young people into the Guildhall, by doing work experience or volunteering.

Jo continued with an update on activities that she has undertaken for the project:

- Attended the recent Princes Trust Team celebration event and had conversations with 4 of the 9 young people that were there, all had positive outcomes after completing the programme. Jo will be looking to follow up with any support that she can provide through KLYRP and to continue conversations with the others.

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- Lisa and Jo attended a network event at Collusion, where Artists showcase how they are using digital technology within their art, as an example one artist has developed music that goes along with the interactive maps for the walks in the town.
- working more closely with CWA and attending on a more regular basis to work with the young people.
- Jo has been in contact with over 70 stakeholders so far (*list as per presentation*).
- Attending different team meetings to raise awareness of the project and any possibility of cross working for the young people.
- Visited the Queen Elizabeth Hospital and had a meeting with the Work Experience manager, next week they will be holding a stake holders' day where she will be carrying out a day of work experience, to feed back to the young people.
- Visiting lots of businesses around King's Lynn to understand issues and current working environments.

Case Study – Zaine

Zaine is our first participant to the programme and was referred to us through DWP. I met with him at The Place and although he was very shy and lacked confidence, it was clear he had very good capabilities and just needed some encouragement to realise his potential. I had talked to him about the Green Light Trust project and if this was something he would be keen to do. He took up this offer and is doing really well. He has been really enjoying the wood craft type work and would now like to do some work experience in a Carpentry setting. I will continue to work with Zaine to achieve his next steps.

Future activities

One of our main focuses over this past period is the registration of young people to the project. We had a target of 15 by end of September and the team have worked incredibly hard to achieve this target.

We are looking to set up an Enterprise Challenge which would hopefully take place before Christmas. This follows conversations we have had on the challenges for King's Lynn around business start-up. Trying to create a pipeline and inspiration around enterprise feels like a positive thing to be doing and feels good to be building upon those opportunities that we might know exist within schools and colleges to be able to take that a bit further.

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Working with Tracey, Enterprise Co-Ordinator for King's Lynn we would like to set up an Enterprise Challenge, using a small amount of funding from the project. Tracey has got a series of activities that people can engage with through schools. These would be sent across weekly over a period of weeks for the students to be able to progress their enterprise piece. Working with Tim, we are looking at potentially holding an Enterprise Market at The Guildhall for the schools and colleges. Ideally, we would like CWAs students to be involved in the enterprise side but also in the hospitality of the event. Also, with the businesses that we would be engaging with we would offer some mentor support to young people who are taking part in those challenges.

We are currently undertaking some comms activity to rename and rebrand the project. Aspiration is to involve the CWA students as well as the young people in schools in King's Lynn, to come up with a new name and/or branding for the project so it can feel owned by the people we want to reach in the community.

Jo will be looking to set up more engagement work in the college with the students on a more regular basis and to also go into some schools.

Lisa has been working with DWP to develop some sector-based work academies with Lovells and QEH, so hopefully will see this work launching over the next year. The Digital Youth Hub (DYH) is working with the job centre in King's Lynn, it has been commissioned and will be run by the Mason trust. DYH is a mentoring programme supporting young people to overcome barriers, boost confidence and find sustainable employment. There will be two employment mentors who will have weekly digital and face to face sessions with the individual's and group sessions going forward.

We will also be reopening our framework to encourage more providers, so that we can offer more variety of training and activities.

DP commented that the team has done some great work and have made some great connectivity so far. CWA would happily get involved in the Enterprise Challenge and am sure the graphic design team could help in the renaming and rebranding of the project.

CF has offered assistance and recommended a meeting with LT and JME and to also bring along Sharon Locke

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4. Cross-Cutting Themes

RR – wanted to express thanks for people's input/thoughts following the last meeting on cross-cutting themes and how we can measure going forward.

Taking those on board, the project teams thoughts include:

- Equality, diversity and inclusion, information around participants with protected characteristics, with an intent to work across the community and reach as many people as we can.
- Inclusion piece around poverty and those living in areas of multiple deprivation of indices, linking with social mobility element.

Do these areas feel sensible and good use of time as having these as cross-cutting themes?

DP – suggested contacting the DfE team that lead on the opportunities area projects (11/12 in UK), with social mobility being the main driver for those initiatives; it will have a very clear focus of what are and aren't effective measures, and impact on social mobility.

The NEET register for the area will enable us to get an understanding on whether we are having an impact on the NEET number.

CF - Barriers to learning – a key measure that we use is the financial barrier, looking at discretionary learning support fund i.e., paying for travel etc. Identifying those that would need that additional learning support, would be captured on the ILR (individual learner record).

- Health and wellbeing – this is a challenging measure and conscious not to over-gather data. The project is part funding, with CWA, a Wellbeing Practitioner, who will be working with young people. We could look at the numbers engaged over time, and at specific feedback from those participants who have engaged, as well as those that have been part of the wellbeing initiatives; using those to enrich project updates. Collaborating and gathering data from across the Town Deal projects and joint activities where we work closely would also prove useful.

NW – how could you support families more? Could you offer a wraparound support for families and breaking down the barriers of individuals within this, maybe a signposting service?

RR will investigate how we could support this more.

RR

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| <p>5. AOB and member updates</p> <p>DP – Multi-User Community Hub (MUCH) has gone through the Town Board and has been approved for submission to central government for their approval. The project is progressing as planned and the board has signalled support for that project.</p> <p>Q: LT would it be ok to invite Hannah and Natasha from the MUCH team to be part of this Steering Group.</p> <p>A: Would be very sensible to invite them to join up the two teams and continue to make those connections with other projects.</p> | LT |
| <p>6. Date of next meeting</p> <p>13th December 2022 – 2.30pm via TEAMS</p> | |