

King's Lynn & West Norfolk Skills Group

Meeting Minutes

Date Tuesday 7 th June 2023	Location Microsoft Teams
Time 14:00-15:00	Chair David Pomfret

Attendees	Apologies
David Pomfret (DP) - CoWA Verity Bennett (VB) – KL Multi-user Community Hub Jemma Curtis - BCKLWN Hannah Edge (HE)- KL Multi-user Community Hub Louisa Kiddell (LK) – NCC Skills Team Gill Mason (GM) – DWP Ruth Royle (RR) - NCC Boost Team Lisa Taylor (LT) - NCC Boost Team	Becky Box – BCKLWN Carl Fiander – NCC Adult Learning Duncan Hall - BCKLWN Anita Jones - Freebridge Housing

Minutes	Actions
1. Welcome and Apologies	
2. Previous Minutes and Actions <ul style="list-style-type: none"> Further connections have happened with CoWA referral team, and this will be ongoing. The minutes were confirmed. 	
3. King's Lynn & West Norfolk Skills Group – Terms of Reference (ToR) <p>Ruth Royle introduced the conversation, following an earlier distribution of the updated ToR document.</p> <p>This group was set up as a steering group for the (now BOOST) project originally but is now more of a mechanism to look at skills across town deal projects and wider - expanding beyond the steering group to maximise impact and engagement - thinking more broadly across West Norfolk and supporting services. The new ToR is looking at roles rather than the people, the functions of those organisation to influence outcomes, and it should ultimately include areas of education, skills-related services and borough council functions and housing Association representatives.</p>	

King's Lynn & West Norfolk Skills Group

Meeting Minutes

<p>JC asked about Robert Jakeman who was on the group, but not invited today, and not on the ToR – representing the health sector. RR clarified that attendance from previous members was a consideration when considering ongoing membership. All agree that engaging with the Group was important and that a health representative would be a benefit.</p> <p>DP happy to have personal conversation with Robert. Agree health is a key sector and direct input is needed from them.</p> <p>Thanks to Ruth and team - ToR are clear and well set out with responsibilities to reflect the broader remit and skills solutions & opportunities, averting duplication etc. All for the best interests of local people.</p> <p>All agreed to adopt updated ToR.</p>	<p>DP to discuss group membership with Robert Jakeman.</p>
<p>4. BOOST Progress update – (formerly King's Lynn Youth Retraining Pledge)</p> <p>Lisa Taylor presented the most recent project update.</p> <ul style="list-style-type: none">• 296 young people are now registered with the project, and as these numbers are continuously updated, there are not any in the pipeline• 6 new courses have been developed, with 1 in the pipeline• 22 leaners have been assessed as 'job-ready'. Under DLUHC reporting there are no expected outputs around actually entering employment - many are definitely job-ready, as 19 have already entered employment or volunteering.• The new Project Activity Co-ordinator, Lisa Cook, is looking at 18-30 unskilled and in employment, working with employers in the area.• The team have introduced some new automation around statistics for the on programme - rather than needing to enter everything on a spreadsheet and analysing separately.• Case studies really bring the impacts so far to life, sometimes it's easy to get caught up on metrics instead of real-life outcomes. One of the case study businesses has highlighted how the scheme helps young people to grow and stay employed, whilst helping to grow the business.• Lisa shared a recording of a student, which is available through the presentation.	<p>The presentation to be circulated with the minutes. (Boost Team)</p>

DP agrees it shows how the name BOOST really demonstrates what the project does for young people.

Thanks to TFH for his support, the student in the recording wants to become an actress, and he gave her an inspirational talk.

- Have asked Greenlight trust to develop a Certified Programme with young people from King Edward VII Academy (KES), to show more than just confidence building and so they can come away with something more tangible. Those referred to this programme are also all at very high risk of exclusion.
- The Kier programme is for 1 week and will come to KL from Norwich, includes work cards, work experience and hopefully leads to employment.
- Ixion Traineeships - trialling in the area for the first time
- Digital inclusion is being picked up - with existing hubs in Hunstanton and Downham targeted at older people – the team explained how digital poverty also effects young people, so the team are in talks to have a hub in KL job centre, alongside the Digital Youth Hub.

RR added that one of the best bits that's come out of project is the identification of mental health needs and the support that has been put in place working in partnership with CWA.

Also, with digital inclusion - not every young person, has a smart phone or knows how to use tech or computers.

- Getting high referrals this month - some are coming through as they are worried what happens to them when their courses finish
- CWA - supporting with employer engagement

DP – the project is outperforming on targets already, any areas of concern?

RR more the issues of getting certificates for formal training/completing training as an outcome. When the project was shaped, we thought we knew what the area needed in terms of qualifications, and some of the challenges are greater and deeper than expected – some young people are far from education or further training – and we only just beginning to scratching the surface in tackling their complex needs. We need to be honest about what we are doing and the cohort, to ensure we can best support those young people.

King's Lynn & West Norfolk Skills Group

Meeting Minutes

<p>The new reporting capabilities will help identify these things and take them forward.</p>	
<p>5. Future of BOOST</p> <p>The group discussed the potential mechanisms for extending the project.</p> <p>JC – the project work really shows how we need strong partnership and integration - to make sure its sustainable – and it's really getting traction but needs to continue.</p> <p>RR - Schools are starting to come to them, rather than the other way around - which shows that the dynamic is changing through the project profile.</p> <p>The team/project is now a connection service and about leading all things into each other - and need to talk to one another - with real support for the young people coming through.</p> <p>DP - Public sector services are really squeezed, and this has become a vital service.</p> <p>JC - some work is being done, especially around the districts Shared Prosperity Funding over the coming couple of years, and the ongoing legacy. SPF funding will fall under people and skill strand - other pieces and sector needs to be discussed with a holistic look but is only for 1 year and needs a longer-term solution, cabinet will discuss next quarter to fund BOOST for the next year.</p> <p>RR – depending on what does and doesn't happen with county deal (e.g., SPF allocation), NCC really want to support these programmes longer term.</p>	
<p>6. Multi-User Community Hub (MUCH) update</p> <p>Verity Bennett gave a brief update on the project.</p> <p>NCC now own the building, they cannot tell us main contractor as it is now in the standstill period following appointment - but engagement will get underway as to development and architecture of the building once this is over.</p> <p>The building will have a training kitchen which can be hired out also for catering/showcasing. Also, bookable, flexible spaces and places for people to meet. It wants to be complimentary to the work at the guildhall, and the conversations they have had with the group have got them thinking about comfortable spaces for young person engagement and a bit of softer engagement through workshop use to develop use of the space - so isn't seen as a council building.</p> <p>The MUCH will open in Sept 2025.</p>	

King's Lynn & West Norfolk Skills Group

Meeting Minutes

<p>JC- asked what's happening with the name. HE- liked BOOST idea to use the students to develop the name and brand. Need to give a bit of thought of the brief and get them involved through the college.</p>	
<p>7. AOB and member updates</p> <p>TF Guildhall update – They have appointed a new Engagement and Learning Officer through the Borough – officially starting in September – her name is Jane Hamilton. Trying to appoint trustees at Guildhall and get students on board – it needs a shadow board with another name, to encourage them learn how to become trustees without the scary title. Guildhall – TF talked about some of the different types of activities they have laid on, e.g., a Tudor weekend, and summer schools throughout August including some for SEND people. A new design team have been appointed. TF happy to attend meeting with Councillor Kemp.</p> <p>JC – would like to do a bit of scoping around sectors and skills priorities at next meeting. For example - what does LSIP need for/from West Norfolk?</p>	<p>LK to update on LSIP at the next meeting.</p>
<p>8. Date of next meeting</p> <p>TBC – early September</p>	