

Notes from Skills and Training Working Group
Friday 19 March 2010 at 10am in Room 8 Maldon District Council.

	<p>Present: Jenny Lewsey (JL) Darren Connew (DC) Keith Hughes (KH) David Stephenson (DS) Vikkie Massey (VM)</p>	
	<p>In Attendance: Megan Davies - Maldon District Council (Minutes)</p>	
1.	<p>Apologies for absence – Helen Russell, Beverly Patnell, Hazel Berrett and Keith Brown.</p>	
		<u>Actions</u>
2.	<p>Minutes from last meeting and Matters Arising</p> <p>The minutes were agreed as a true record.</p>	
3.	<p>Matters Arising</p> <p>It was advised that Brian Collen had not sent the Terms of Reference for the Plume Community Forum Core Action Group to JL for onward distribution.</p>	

<p>4.</p>	<p>Action Plan – Summary and recommendations</p> <p>JL has put the action plan together which will be presented to the LSP Steering Group. The group agreed to present the whole document once finished, another meeting will need to be arranged. DS requested that a list of partners and their contact details including the web address is identified on the back of the action plan. The action plan will be included with the Economic Development Strategy.</p> <p>Aims Issues and Drivers JL went through the aims, issues and drivers, each point was discussed and there are a few amendments and title changes.</p> <p>Strategic skills and issues: The group decided to move the local skills gap i to Strategic skills and issues. b, Construction will be removed from the issues and only volunteer tourism will remain.</p> <p>Higher-skilled business: The group agreed to change the title to Higher skills, as the skills listed are not all business. f, the group are still discussing whether to keep this issue in Higher Skills. g, Health & Care sectors has been moved to Local skills-gaps.</p> <p>Local skills-gaps: i, have been removed to Strategic skills issues as per previous notes. j, has been taken out completely.</p> <p>Addressing barriers to work: Local office has been removed from the list as there is no local job centres in the rural areas. DC mentioned that there may be the possibility of having an adviser for the under 18s in the Maldon District from the job centre, this is currently happening in different districts and works well.</p> <p>Communication will be added to the list of specialist agencies on page 4.</p> <p>Page 9, section 6, paragraph 3: Schools and PCT Mid Essex will be added to the paragraph as they are large employers.</p> <p>The group all agreed more time is needed on the document, JL was happy with arranging another meeting.</p>	<p>JL</p> <p>JL</p>
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	<p>JL asked DC to do a case study.</p> <p>JL was requested by the group to keep the action plan and summary & recommendations simple.</p>	<p>DC</p>
<p>5.</p>	<p>Any Other Business There was no other business reported</p> <p>No meeting date has been arranged. This will be organised outside of the meeting.</p>	<p>JL</p>