

**Basildon Action On Learning Meeting**  
**Tuesday 16<sup>th</sup> January 2007**  
**Basildon District Council – Room 1**

**Minutes**

**Chair:** Malcolm Bridges ITEC Learning Technologies

**Present:**

Ros Sanders	Adult Community Learning
Jill Sharley	Basildon Hospital
Dave Fogarty	14-19 Co-ordinator
Graham Lewis	Prospects College
Martin Berry	Basildon Job Centre Plus
Sue Bottjer	Basildon Library
Michael Broderick	Basildon District Council
Paula Hornett	EST Connexions
Duncan Taylor	Essex County Council
Lucy Payne	Basildon District LSP
Maxine Williams	Interlock
Claire Mackaness	Learning Skills Council
Catherine Haywood	Essex County Council
Stephen Prewer	Basildon District Council
Simon Hughes	Basildon District Council
Doreen Stepney	Basildon District Council (Minutes)

**1 Apologies:**

Heather Stuart	Billericay Education Community
Kerry de Jager	East Basildon Local Delivery Group
Sharon Scott	Nextstep
Pam McCarthy	Basildon, Billericay & Wickford CVS

**2 Minutes of the last meeting held on 21<sup>st</sup> November 2006**

Item 5 – Paragraph 1 – Claire advised the meeting that she knew nothing about this and asked for her name to be removed.

Otherwise, the minutes were declared a true record of the meeting.

**3 Matters Arising**

Claire advised that the bids for this ESF round are with the panels at the moment.

There were no others matters arising.

#### **4 LSC ESSEX – SOUTH ESSEX REVIEW**

##### *COMPETITIONS FOR BASILDON & THURROCK*

The Competition for Basildon & Thurrock will be launched on 30<sup>th</sup> January. There will be two events one in Thurrock and one in Basildon mid to end of February. There will also be Stakeholder Workshops held on the 1<sup>st</sup> and 2<sup>nd</sup> March, information is available on the LSC Website.

There were several questions asked and the information given in respect of the Essex Competition was:

- a) The subjects for Basildon will be Engineering, Health & Health Sciences, Sports and Business Admin. Thurrock will cover Construction & Built Environment, Customer Services, Creative & Cultural, Retail and Hospitality.
- b) Timescales and Relationships in respect of 14-19 Bids – there are very strict timescales/guidance so the whole process is about 6 months. The outcomes will probably be announced September time. Large capital grants will also be available. The Nova Partnership have been invited to provide provision for the Grays area at Crown House.
- c) It was suggested that the competition criteria should be looked at as a group as partnership working will be encouraged.
- d) An additional BAL meeting may be needed to digest the criteria.
- e) The NOVA Group at Crown House in Grays have been invited to provide provision for the Grays area.
- f) SEEC is looking for ICT provision in Crown House too. It looks like EEDA/LSC money has been granted and this should be up and running by Easter.
- g) The main idea was for provision of a Centre in Grays. The training will be delivered through various initiatives. It could possibly be a Work Based Learning area for ITEC and other partners.

It was agreed to keep this item on the agenda, Malcolm will be attending an LSC Board Meeting on 24<sup>th</sup> January.

#### **5 DRAFT BAL ACTION PLAN**

Ros, Pam and Mike went through the Action Plan and amendments were made as per copy attached. Ros pointed out that this was done with no budget whereas it is believed that there is some funding available.

- Action 1) It is important that all members of the BAL Group should have a better understanding of the provision provided by all partners to make it possible to sign-post. There is a Common Assessment Framework being piloted in Basildon, it is not known if there is a cost to send

someone to this but it might be a good idea to get BAL staff on to the training.

- Action 2) Various ideas were put forward and it was suggested that all BAL members put together a list of events which everybody can attend to showcase their provision.
- Action 3) Duncan advised that the CDRP are paying for 10 screens for community television around the Town and are keen for other groups to add information. The screens go live on 26<sup>th</sup> January. It was suggested that the group should put a proposal forward for using this facility as a partnership. Simon will invite members to the launch. Mike agreed to chair a working group for this Action and Ros agreed to be a member.
- Action 4) Paula advised that the LAP Project is now fully staffed and based at Eastgate. She pointed out that we are all targeting the employers for various projects/schemes and suggested that it might be an idea to put a pack together, which could be used for publicity and various events. Maybe we need a Marketing Group to put this together.
- Action 5) The Bridge Pilot Project is aimed at bringing people in to learning up to Level II as well as Level II and higher. Simon advised that there is about £50,000 in the LAA but it might be preferable to put in a big lottery bid. However if we put in a small bid for marketing this should be acceptable. It was agreed that the Action Plan is a good start to put together a case for funding.
- Action 6) SET POINT have a database of people willing to work with young people in schools. Mike will invite somebody from this organisation for the next meeting. It was also suggested that the Extended Schools Co-ordinators might be able to help and that the parents also be marketed.
- Action 7) Two Trade School sessions have been planned for this year funded from various sources. In addition there will be three projects and graduations. There is a possibility of £1million of EEDA Investing in Communities money being awarded to continue the trade school for the next four years. The application will be submitted in March although we may be required to partner Thurrock. This funding is capital based. Mike will be working to set up Trade Schools in Engineering and Social Care.
- Action 8) Graham Lewis from Prospects is in attendance at the meeting today. Prospects and Lifeskills are both involved in the Trade School.
- Action 9) One of the activities for membership participation refers to assisting in Burnt Mills travel planning exercise, it was agreed that this will be omitted from the "Potential Activities".
- Action 10) There is a need to re-invigorate the Open Door Project. It is a great pilot to expand across the rest of the District.

Ros advised that they are starting in Fryerns/Craylands later this year with funding through the Lottery.

Mike asked for immediate reactions on the Action Plan. Malcolm felt that we are doing everything we should be doing. Paula felt that if you didn't get to the hearts and minds of young people before 16, then it is very difficult to get them interested in Lifelong Learning.

It was felt that we need to concentrate on marketing and a sub-group be set up to produce a Marketing Strategy/Plan. The group will consist of Graham, Ros, Mike, possibly Pam/Bernice, and possibly somebody from ITEC.

Action Point: Marketing Group to meet on 19<sup>th</sup> February.

## **6 LSP/LAA UPDATE**

Lucy Payne has been appointed as co-ordinator and will be the direct contact regarding LAA Priorities/LSP Funding.

LSP – Main projects: Terms of Reference across all partnerships, which will be updated as it develops.  
Community Strategy in place, consultation in the Towngate, it is hoped the draft will be finished by April.

LAA – Continue to build networks and support BAL.

Steve informed the group that the Groundwork Trust is the preferred deliverer of projects in the Green Grid area. One has been established for South Essex, John Meen is the Chief Executive and there is a shadow Board representative from Basildon District Council. There is a lot they can offer in this district and John is meeting with all projects Ros felt they should be invited to this group.

Claire attended the Social Regeneration Forum, which didn't know of the existence of BAL.

## **7 TRAIN TO GAIN**

Ros, Malcolm and Graham are members of the BAL group who are involved in this. Generally, it was felt that it had been found disappointing with no referrals and it was felt that it is time for review. Health & Safety issues re vetting of employers are proving a problem area and providers need to ensure that they don't get caught by H&S issues. There is also a problem with the Broker being unaware of the training provision available.

Action Point: Malcolm Bridges to meet with LSC to discuss concerns.

## **8 14-19 STRATEGIC GROUP**

Dave Fogarty provided a briefing on the 14-19 Area Planning Group to the Basildon Action on Learning. The LSC have provided additional funding for 85 young people aged 14-16 at £1440 each for this year.

The Specialised Diploma Capital Bid has been submitted and we should know by end February early March.

## **9 LEARNING AGREEMENT PILOTS**

There was no update on this topic but it will be kept on the agenda.

## **10 FRYERNS & CRAYLANDS**

There was no update on this topic but it will be kept on the agenda.

## **11 MEMBERS NEWSROUND**

Malcolm invited Graham Lewis to attend the meeting to speak about Prospects.

Graham: Prospects is a not for profit registered charity based in Southend with premises at Pipp's Hill delivering engineering apprenticeships. They also provide commercial courses in subjects including Health & Safety and Management training for adults.

Prospects have been awarded funding from EEDA to develop a vocational centre in Basildon opening at the end of March delivering 30 E2E and 40 apprenticeships.

Mike: The Council will be hosting a Construction Event on 19<sup>th</sup> March from 4.30 until 7.00pm for local companies. There will be four speakers and also space for exhibits from training providers and companies. (*nb Since the meeting, it has been discovered that a similar event is being held in Southend in February, the Basildon event will therefore now be held in Autumn 2007*).

Sue: The libraries are still going through a cost cutting exercise and it is not apparent at the moment what impact this will have on the BAL group. Sue has been accepted for the job she has applied for.

Paula: The EST Connexions Centre has now moved and settled in to the new premises. They are also pleased to announce that they have met their NEET target for this period.

- Duncan: Following the re-organisation Sally Thallon will be representing the County Council at these meetings instead of Duncan. However, he will attend the next meeting.
- Simon: There is a Regeneration Inspection at the moment. It is hoped that the inspection will be published which will be useful for a group like BAL to see what is going on in the area.
- Claire: There are still 7 vacancies left. The new recruitment drive will commence on 22<sup>nd</sup> January. Claire will be leaving in May for a year's maternity leave but will bring her successor to the meeting to introduce them to the group.
- Catherine: The Travel Plan should be analysed and put in place by September.
- Steve: A leaflet regarding a 7 point manifesto "Learning Outside the Classroom" was provided copies of which can be obtained from:  
<http://www.teachernet.gov.uk/teachingandlearning/resources/materials/outsideclassroom>

Steve would like BDC to sign up to this.

## **12 ANY OTHER BUSINESS**

Malcolm has a spare ticket for the " Communities Coming Alive " event by Thames Gateway South Essex on 30th January. Claire will be representing BAL.

The Lord Leitch Report- Malcolm issued a summary of this report. Keep on agenda for next meeting.

BBC News Education reported that there are wide concerns over the new diplomas.

The Regulatory Reform ( Fire Safety) Order 2005 came into effect on 1<sup>st</sup> October 06. Fire Marshall training is a legal requirement. If it is the need of the group there is the possibility of joint training. Mike suggested doing something at the Business Breakfast.

Action: Malcolm and Mike to liaise and organise if needed.

The Association Of Learning Providers have a dissemination conference on 7th March 07 in Coventry covering ALI key findings and messages.

## **13 DATES OF NEXT MEETING**

Dates were set and will be confirmed subject to room availability at the Council Offices.