

MINUTES OF MEETING



Meeting title: LLDD Thematic Group
Date and time: Monday 5 December 2016, 1.30pm
Location: Kirkby in Ashfield Library

Name		
Maxine Murray – CLASS	07976 231564	maxine.murray@inspireculture.org.uk
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Item	Commentary	Actions/ Timescales
1. Apologies	Amanda Ball – Central College Nottingham	
2. Introductions	MM welcome everyone to the meeting, who in turned introduced themselves.	
3. Structure of Future Meetings & Terms of Reference Exercise	<p>MM reported that these meetings would be replacing the previous area based Community Learning Group Meetings. MM also said there would be other Thematic Group meetings for Health & Wellbeing, Employability and Family Learning and confirmed that details of these had been circulated to CLG lists and all providers. It was agreed that meetings would take place termly, CS said she liked the idea of moving the meeting around the county as with other CLASS meetings. MM felt it was useful to have the meetings in a more central location to cut down on traveling time for those attending.</p> <p>MM confirmed that minutes from all thematic meetings would be uploaded to the Inspire Website, and an email would be sent to all on the mailing list to inform that minutes were available to view.</p> <p>MM carried out a group exercise, notes will be put together with those of the other 3 themed meetings and a collective draft TOR will be written up from these and sent out for discussion. TR said it would be useful to know what the aims are before carrying out the exercise. MM said CLASS see these meetings as mapping activity across the county to ensure there is no duplication and to complement the work that each provider provides. MM said speakers could be invited along to the meetings to talk about specific things.</p>	

	<p>KS asked if information could direct future CLASS funding, MM said information from these meetings would be feedback to CLASS management. MM suggested a speed dating type event providers e.g. a-2-e, Reach, Creative Paths would be invited along with care homes and other service users within the county to see what can be offered.</p> <p>MM said there was still LLDD monies available in the smaller “LOTS”, but unfortunately those providers at the meeting couldn’t apply to these “LOTS”, TR/PR asked how many smaller providers offered LLDD, MM to find this out. MM confirmed that “LOT” 6, for smaller LLDD providers was very limited in what it could offer.</p> <p>CS said links with tutors from other providers was taking place, and ideas, suggestions and information was being shared. JD said work around this had taken place at the curriculum meetings in the past and had also worked well when numbers attending had been good. It was asked if there would be a tutor conference this year, MM said she would find out. Those at the meeting felt the best time of year for the conference was the summer term, can then use what had been learnt/discussed in the autumn term.</p> <p>JD confirmed her role was now Curriculum Lead for LLDD within CLASS and she was no longer involved with the bidding process, and confirmed that neither herself or MM had any influence on who is allocated funding, this now all goes through the NCC procurement department.</p>	<p>MM</p> <p>MM</p>
<p>4. Review of CLASS LLDD adapted paperwork for learners</p>	<p>MM said that Andy Ashley had asked if the LLDD adapted paperwork for learners could be discussed at this meeting. Comments from members included:</p> <ul style="list-style-type: none"> • There are no carbon copies to the set of revised LLDD paperwork. This proves expensive in having to print off additional duplicate copies. • The LLDD paperwork was considered wordier than the standard paperwork. • There is more space to write on the LLDD paperwork, there is more chance of understanding the questions than not. TR does not keep copies of the paperwork and has never used the standard paperwork. • Question about their support needs rarely captures their true support needs. • CS stated the question on employability is negative, as some of the learners will never be employed. • TR tends to paraphrase a lot of the questions on the paperwork in an attempt to make it more understandable to learners. • Standard paperwork is easier to use. 	

<p>5. Strategic Collaboration & Strategic Landscapes</p>	<p>MM reported that Andria Birch was the Business & Contract Manager for CLASS and her role was to look at funding, moving forward it is hoped that we can all work together on future funding opportunities with joint bids and partnership working. JD said when she is approaching groups who she could work with, she asks if they are receiving CLASS funding from other providers, TR said this was useful to know as they only offer courses for 3 days and sometimes needs are identified, these could be passed to other providers to pick up. PR said a map of LLDD activity would be useful, and who was delivering the activity, MM to look into this. KS asked if it was OK for CLASS details to be included in IAG information, JD said yes and she will also include details of LLDD providers when giving IAG. PR asked how much budget bid CLASS have for LLDD provision, JD replied that she was unsure of the amount.</p>	<p>MM</p>
<p>6. LLDD Issues</p>	<p>JD said she was currently working in the south of the county, TR said she was working in Bassetlaw as nothing for LLDD was being delivered there at the moment.</p> <p>CS suggested that an agenda item for the next meeting would be who is working where? MM to include on next agenda.</p> <p>JD said she is also interested in working with older people in the evening and at weekends and is looking at how to move this forward.</p> <p>Those at the meeting felt that the timelines around schedules/datasheets was tight, MM said that going forward datasheets would be used on the Inspire website to promote courses for all providers, but this could only be carried out if they were received in time, those at the meeting said this wouldn't make a difference to their provision as it was all discreet activity which wouldn't be advertised, MM said it was also needed for budgeting control.</p> <p>Those at the meeting asked when schedule 3s would be issued as they rely on this information, MM to chase up.</p> <p>Those at the meeting also expressed concern for the lack of contract meeting minutes from previous meetings, they said they do make notes themselves but feel when decisions are made it needs to be minuted and minutes issued, MM to look into this.</p> <p>JD stated that she had delivered Anxiety Management courses which was openly advertised to the general public and assigned them to be funded under LLDD.</p> <p>JD explained that under the current CLASS LLDD Policy it states that discreet closed groups of LLDD learners would be funded with LLDD funding. JD stated all of the learners fitted the LLDD remit and that the title of the course attracted only LLDD learners.</p>	<p>MM</p> <p>MM</p> <p>MM</p> <p>MM</p>

	<p>Members understood that this has brought about a case for the current LLDD Policy to be reviewed by CLASS management team. MM agreed to pass on this request.</p> <p>KS stated that she also felt that carers should also be added to the LLDD remit for waived course fees. MM agreed to take this back to management team.</p>	<p>MM</p> <p>MM</p>
7. Best practice & Sharing	Members briefly shared details of groups they were working with. Members felt very positive about the prospects of coming together and felt that the LLDD group had good potential for providers to share and provide each other with progression pathways for learners.	
8. Provider Contract Management	MM said any providers contract issues can now be logged, and will be addressed at contract meetings.	
9. Dates, venues for future meetings	Monday 13 February 2017, 1.30-3.30pm @ Kirkby Library Thursday 29 June 2017, 1.30-3.30pm @ Kirkby Library	