

Minutes

Event:	Voluntary and Community Sector Workforce – Ambassador Meeting and Development Session	
Date:	1 December 2006, 10.45pm – 12.30pm	
Venue:	UK Workforce Hub Offices, London	
Present:	Alix Craven Bansari Somani Judith Thompson Kim Harman	Lifelong Learning UK SkillsActive Skills for Justice SkillsActive
Apologies:	Emma Skipper Ann Stacey	Skills for Health Skills for Care and Development

Item	Minute	ACTION
1	Welcome and Introductions	
1.1	Welcomes and introductions were made. Apologies were given as above.	
1.2	Judith Thompson was introduced to the group. Judith is based in Northern Ireland and has a remit for community justice which encompasses areas such as youth justice and probation services. She has worked closely with Gill O’Connell, the previous Skills for Justice Ambassador, in assisting and leading on certain work areas.	
1.2.1	Judith will be working with Pamela Padden, the London Implementation Officer, to provide UK wide cover.	Noted
1.2.2	Previous work: <ul style="list-style-type: none"> • Workshops had been run in the nations and regions last year, which gave snapshots of the work that voluntary organisations are doing in the justice sector • Other SSC footprints had been considered - most voluntary organisations fall into more than one SSC footprint • NOS for the voluntary sector had been promoted at those workshops and Ambassadors had also been invited to attend those events. • Full reports on that activity were submitted in March 2006. 	
1.3	Alix Craven is Constituency Manager at Lifelong Learning UK – they have regional and national staff but no remit for particular functions. Alix considers the whole of the UK. <ul style="list-style-type: none"> • This year work has focused on raising awareness within LLUK of the needs of the voluntary community. • LLUK are looking at their governance structure to see how voluntary work can be written in. • Alix also works closely with the NOS team to ensure relevant voluntary standards are used. • A mapping exercise, with activity that regional, national and NOS staff are working on and how this engages with the voluntary sector, is underway. 	
1.4	Bansari Somani is project lead and Ambassador for the voluntary and community sector, and SkillsActive lead for Adult Literacy, Language and Numeracy and equality and diversity . <ul style="list-style-type: none"> • Bansari sits within the Technical Unit which leads on NOS development and cross sector work areas. • SkillsActive have both national and regional staff. 	
2	Notes from Last Meeting – Actions	
2.1	2.2 Communications contacts have now been received from Ambassadors and related project members.	

- An article about the Memorandum of Understanding was included in the Involve newsletter.
- 2.1.1 2.3 AS had agreed to forward LSC guidance on funding voluntary organisations as training providers. BS agreed to follow this up with AS. **BS**
- 2.1.2 2.5 Ambassador plans were due at the end of September. **JT**
 - JT agreed to forward this within the week.
 - Updated plans and reports for the last year of activity to March 2006 have been received.
- 2.2 3.4.1 Jackie Hayhoe was not able to attend the meeting today but an update will follow at item six.
- 3.4.2 AC confirmed she had asked Lyn Bruce to contact Jackie with regards to the 2012 Games.
- 3.6.1 KH confirmed initial desk research on the Memorandum of Understanding by Rock Solid had been circulated.
- 2.3 4.2.1 '115 uses of NOS' has not yet been circulated, KH agreed to send this. **KH**
- 4.2.2 Karen Hale Robertson had attended the last meeting.
- 2.3.1 • BS asked everyone to be aware that KHR had offered to present and conduct training sessions on NOS for any groups that would benefit from it. **Noted**
- 4.3.1 BS had attended the launch of the Third Sector Leadership Centre - they will be presenting to Ambassadors later this afternoon.
- 2.4 5.1 Some suggestions for Ambassador Development opportunities have been carried forward to the next meeting.
 - Labour Market Information: The Hub is working with Skills for Health and Skills for Care and Development, and has also met with Lifelong Learning UK.
 - AC noted the work did not fit with LLUK timescales for Sector Skills Agreements.
 - LLUK had concerns that there would not be enough of an input from their voluntary sector. LLUK will carry out focus groups with their established voluntary organisations instead.
- 2.4.1 • NCVO have offered to share the LMI methodology from their pilots.
- 2.4.2 • AC added that SCVO had approached the SSDA in Scotland with a proposal for research surveys, with support from SSCs. LLUK are not willing to support this proposal or research as it does not meet their needs.
 - A collaborative SSC approach has been taken in Northern Ireland with good outcomes. JT added that although the process was too slow to feed into their Sector Skills Agreements it was still valuable data.
- 2.4.3 • The group agreed a report on LMI activity would be useful, with feedback on piloting.
- 2.4.4 • The group agreed to invite Nigel Crouch for the next Ambassadors meeting and Development Day. **BS**
 - JT added that the sector in Northern Ireland was interested in action learning models.
- 2.5 5.2.1 Ambassador case studies may be supported by SSDA.
- 2.5.1 • JT noted they were happy to share news of previous workshops as case studies. BS to follow up. **JT/BS**
- 5.3.1 The project website is being integrated to the SkillsActive website after concern about the proliferation of similar sites across the VCS and skills networks.
 - This work should be complete by early January.
 - KH clarified that events included on the website will be limited to those shared or joint events by SSCs, or if they are of particular interest to an Ambassadors' SSC or sector.
 - Links to other events pages can be added.
- 2.5.2 • BS added she would like to include images from other SSCs to demonstrate the scope of the voluntary sector. The group agreed to send images to Bansari. **ALL**
 - AC noted that LLUK would be producing an image bank.

- 2.6 JT noted that the Northern Ireland Council for Voluntary Action excluded community policemen in their definitions.
- 2.6.1 • Perhaps this is where the 'voluntary sector' conflicts with the 'voluntary workforce'. Clarity is needed.
- 2.6.2 • Rock Solid Social Research will also present a suitable definition as part of their work.
- 2.7 7.2.1 LLUK work on best practice guidelines for employers offering work placements is ongoing. Draft guidelines when be available by March 2007, and pilots will be run during summer 2007.
- The project considers:
- What makes a good year 10 placement?
 - Barriers to entry for black and ethnic minority young people - 20% of that demographic is interested in doing a placement
 - The project works with intermediaries to ensure placement opportunities are as good as possible.
- 2.7.1 7.2.2 BS agreed to contact JF to see if a similar resource was available **BS**
- 2.7.2 7.3.4 It was felt the group could benefit from stronger links to the management and leadership work area. KH to follow up. **KH**
- 2.7.3 • BS agreed to follow up Welsh research on the impact of learning and supporting service users. **BS**

3 Report from Steering Group

- 3.1 BS gave an update. The last steering group meeting was held on 4th October, with Marion Lacey in attendance.
- 3.2 The SSC Board member event was discussed.
- The SSCs and SSDA had felt that it was inappropriate for the Hub to engage with SSC Board members without SSC input. A decision on this event is still pending and to be discussed further between UKWH, Caroline and John Thorpe. **Noted**
- 3.3 A press release for the MoU work was shared by SSCs as they saw fit and was sent to communications contacts within SSCs and the sector.
- Marion has conducted 25 interviews using contact details supplied by SSCs.
 - As not all UK Hub members are able to attend the 11 December event, they will discuss the options paper at their Hub partners meeting on 9 January 2007. SkillsActive and SSDA will also be present.
 - Kate Thomas will be in attendance on the 11 December.
- 3.4 Caroline Roberts (SSDA) hopes to add a VCS agenda item to the next SSC Chief Executives Network Strategy Group (NSG) meeting. **Noted**
- 3.5 An Ambassador toolkit was discussed – this could be contextualised for different sectors. The Hub to lead this work. **Noted**

4 Hub Update

- 4.1 BS had attended the UK Hub meeting on 26th September. Regional and UK wide work was discussed.
- JT noted that working in Wales, Scotland and Northern Ireland seemed easier than working with the English regions and that their Ambassador work was across the four nations.
 - AC added that she wanted to map LLUK activity to evidence the UK wide impact.
 - The group agreed that a mapping exercise would be useful if done at each Ambassador SSC. **Noted**
- 4.1.1 • The Hub has held SSC meetings in Wales and Scotland. BS agreed to forward information on those to Ambassadors. **BS**

- 4.2 BS met with Caroline Roberts and Janet Fleming on 20th October.
- It had been agreed that there should no longer be separate steering group and UK Hub meetings - Hub members should attend the steering group. The last separate UKWH meeting will be on 9 January.
 - Caroline had re-iterated the fact that VCS project funding from SSDA is discretionary.
- 4.3 AC added that within the seven strands of the LLUK UK Community Learning Panel, Scottish, Welsh and Northern Ireland advisory groups of stakeholders and employers have been set up.
- Scotland had been contacted by SCVO and the Hub to map VCS organisations to SSC footprints but only one, Youth Link Scotland, had been placed in the LLUK footprint.
 - LLUK are aware they need to complete a mapping exercise of their own footprint. Smaller organisations are harder to map.
- 4.4 JT asked how much impact belonging to a footprint actually has on employers – the employer need is for a service and support, regardless of which sector they are categorised into.

5 News Share

5.1 Lifelong Learning UK:

AC also noted previous updates mentioned during the meeting.
The LLUK Council is being refreshed.

- Part of that will ensure the voluntary sector is clearly represented at Council level. Proposals for the refreshment will be released in January along with a new strategy for engaging and recruiting new members.

Inducting new and existing Council members to the voluntary sector will be key.

- The LLUK Stage three Sector Skills Agreement has a focus group with VCS organisations engaged through community learning panels. Future scenario planning workshops are held with that group.
- Staff have been alerted to the mapping exercise - stakeholder engagement will be considered first, then employer engagement.
- LLUK continues to raise awareness internally
- Their Northern Ireland Manager is engaged with the VCS research bid in NI.

Noted

5.2 Skills for Justice:

The Capability Builder CD-Rom has been successful as an HR tool but needs revising.

- Sue Hunter has bid for SSDA funding to refresh this as a web tool.

5.2.1

• Sjf will be finishing work in January on NOS for governance and inspection. AC asked if LLUK could share this - JT agreed.

JT / AC

One of the reports from workshops held was used in the NI research bid.

- NI has enjoyed enhanced engagement with NICVA.
- Scotland has a new ESF project with 100 candidates.
- In Wales, Sjf are linked into established work.
- In London there is a need for an ongoing VCS forum
- South of England - a series of meetings has been agreed which has sparked ongoing work and informed the revision of Capability Builder.

5.3 SkillsActive:

- Building links with Positive Futures at a national level and linking them to county sports partnerships and their workforce development plans and linking them to SkillsActive regional staff so they can work to support them as part of their regional action plans.

5.3.1

- Attended Third Sector seminar with the LSC which had the head of the Third Sector, Phil Hope, as guest. BS agreed to forward information from the day.
- SkillsActive have submitted a response to the Third Sector review. AC added

BS

- LLUK had also responded.
- 5.3.2 BS shared a draft document for an internal mapping exercise of VCS contact and work (Appendix 1). Marion Lacey has helped improve the questions and format.
- BS asked the group to feed back comments on the document including any additional questions they feel need to be there. **ALL**
 - Ambassadors are free to pilot this with their own organisations. Bansari will update the group on how the piloting of it at SkillsActive goes. **BS**
- 5.4 BS gave a verbal update on the London 2012 Olympic Games and Paralympic Games Volunteer Strategy, provided by Jackie Hayhoe.
- 5.4.1 There are seven sub-groups of the Volunteer Strategy Group, including Pre-Volunteer Programme (PVP) and Skills, Training and Qualifications.
- A pilot PVP will be run in January 2007 and completed by March 2007.
 - All who complete the programme will be eligible for a Games volunteer interview
 - 10% of volunteers used for the 2012 Games will have completed the PV programme.
 - An NVQ level 1 programme is being designed to cover some of the training menu items.
- 5.4.2 Skills, Training and Qualifications:
- Five areas to the training menu including health & safety, customer service, equality & diversity, Olympic & Paralympic unit and orientation.
 - Roles and responsibilities are to be decided for the Games volunteers. These will be mapped to skills shortages and gaps from SSA findings.
- 5.4.3 Next phases –
- Keen to embed volunteering within the legacy element of the Games
 - Once strategy is endorsed project planning and implementation will follow.
 - Volunteer roles, event volunteering, international volunteering programmes, capacity building in the voluntary and community sector and a database of volunteers could all play a part over the next few months.
- ## 6 Any Other Business
- 6.1 Website:
- BS noted that Ambassadors will be informed when the project website has been fully integrated to the SkillsActive website with links and documents. **BS/KM**
- 6.1.1
- Please keep sending any images or news of events to KH. **ALL**
- 6.2 Dates:
- 6.2.1 11 December – Memorandum of Understanding meeting at SkillsActive offices
- A meeting to discuss the options presented by Rock Solid Social Research.
- 6.2.2
- Please confirm attendance with KH. **ALL**
- 6.2.3
- Please feed through any comments in advance to Marion Lacey or Teresa Lavery if you are unable to attend. **ALL**
- 6.3 Events:
- 5th December 2006 – International Volunteering Day
- Visit: www.worldvolunteerweb.org/intl-volunteer-day.html for further details.
- 6.3.1 13th February 2007 – Third Sector, Delivering for Community event
- BS noted it would be good if some SSCs could attend.
 - Visit www.j4bevents.com for details
- 6.3.2 21st February 2007 – NCVO Annual Conference
- BS suggested an Ambassador stand at this event.
 - BS has approached Janet Fleming at NCVO to enquire and is awaiting a response. **BS/Noted**
- 6.4 BS circulated news of the Commission on the Future of Volunteering (Appendix 2)
- A consultation is open to May 2007 on the relationship between volunteering and government; a culture of volunteering; and volunteering for all.
- 6.4.1
- SkillsActive will respond. Ambassadors were asked to raise this internally. **ALL**

- 6.5 As part of Adult Learners Week, Jackie Hayhoe, SkillsActive London Regional Manager, is working closely with NIACE to organise an additional week in London and a number of events through the year, focusing on hospitality leisure and tourism sector in London, linked to the Olympics.
- There are plans to capacity build the VCS sector to deliver taster courses and a toolkit will then be developed.
- Noted**

7 Date of Next Meeting

- 7.1 It was agreed the next meeting should take place in early February 2007. The date will be agreed and circulated by email.
- Noted**

- 7.2 Dates to be excluded: 13th, 21st and 22nd February.
- KH to contact and organise a date suitable for all Ambassadors.
- All
KH**

Afternoon - Ambassador Development Session

8 The Third Sector Leadership Centre - Tracy Beasley

- 8.1 Please see presentation at Appendix 3
And visit www.thirdsectorleadership.org.uk

9 Volunteering England - Mhairi Gordon

- 9.1 Please see presentation Appendix 4
And visit www.volunteering.org.uk

10 Action Learning for Leaders - David Black

- 10.1 Please see presentation Appendix 5
And visit www.sfbn-mandl.org.uk/leadermodel.htm