

3 Progress against Milestones and Claim Sign-Off

All work has been completed and the Playlines final report forms the basis of evidence for milestones completed. Once approved and signed off by the project group, the report can be submitted as final claim evidence to the SSDA.

Noted

Trustee / Management Committee National Occupational Standards are complete and will shortly be published.

Noted

- TLR informed the group that LLUK have carried out research as part of these NOS.
- The survey carried out 18 telephone interviews, covering the whole of the UK.
- A report on the questionnaire responses will be released shortly, following final amends, and can be included as further evidence.

TLR / KH

TLR noted his recent attendance at an event concerning voluntary workers in museums, restoration and archives, and suggested that the Creative and Cultural Skills SSC may have an interest and a voluntary workforce in this area. It was agreed they should be approached and invited to the group.

Noted / SH

Ambassadors gave updates on work areas:

Skills for Health

- Series of workshops held, tying in with Sector Skill Agreement (SSAs) across the four nations.
- Welsh workshop held in partnership with Skills for Justice, a successful joint event.
- Would recommend this joint SSC model approach to delivering events.
- Have tried to tie Voluntary work into other cross sector activity:
 - IT engagement – their ICT tool was demonstrated at the ICT Hubs event
 - Integrated approach with their Management and leadership bid
 - Circulate regular bulletins and meet monthly with regional staff and teams, including voluntary sectors.

SkillsActive

- Have set action plans for the four nations and the English regions.
- There was a successful cross-departmental group which discussed voluntary issues – the group disbanded due to staff changes but will be re-implemented.
- SSA work has highlighted key findings for the voluntary and community sector across all regions and nations.
- Yorkshire and Humber LSC have granted funding for management and leadership training in Managing Volunteers (in sport settings).
- Skills training group have looked at a pre-volunteer programme for Olympic volunteers, being initially piloted in five boroughs of London. Scottish Executive has agreed to partially fund this programme as they have bid to host the Commonwealth Games in 2014 and will pilot the scheme in Glasgow.
- A draft action plan for the Games will be available by July 6th, drawing on previous events. There may be a role for a project by the Workforce Hub - JH agreed to keep MF informed.
- Volunteering England is also engaged and informed. There is a need to ensure information is disseminated to Scotland, Wales and Northern Ireland.

GT noted that the SSDA have recently employed an Olympic Skills Coordinator and agreed to pass on their contact details.

GT

Skills for Justice

- Regional teams are in place, some are very well engaged
- Six workshops held, three in England and three in the devolved administrations.
- Workshops included the NOS and Functional maps – it was interesting to see who placed themselves where in the sub-sectors.
- Ongoing work developing links with other SSCs, brokering relationships and building engagement.
- Have received many follow up calls from the events including over 50 enquiries on the NOS. Events in the three nations were the most successful.

Lifelong Learning UK

- Attended London event and agreed the dual SSC model was a useful approach.
- Felt linking up on research was needed. Some good work is being done for the SSAs but is not linking to other SSC research.
- A common understanding of volunteering is needed, eg voluntary organisations, community, neighbourly volunteers, or corporate volunteering.
- MF noted that one widely accepted definition of volunteering was ‘anything you do for other people who are not your family’ This definition had formed the basis of the first phase of work on this project and was fully discussed in the report from that phase.
- SH added confusion often arises from organisations that work across definitions.

Dissemination and Sharing:

- MF noted that he takes information back to Janet Fleming who then disseminates to nations and regions.
- EP noted that Skills for Health have Country managers.
- JT and SH, on behalf of the project and the SfBN, attend the steering group meetings for the Workforce Hub.
- JT added that there was an opportunity to share across steering groups - for example he shares with the Chair of the Management and Leadership steering group on an informal one to one basis.
- SH further added that the Workforce Hub had planned to hold strategic stakeholder events including Ambassadors, Chief Executives etc. Originally planned for February but postponed, it is hoped this will now go ahead in the next phase of the work

4 Case Studies

The case studies (Please see Appendix I, Annex Ai & Aii) were circulated prior to the meeting.

- Capability Builder had been about making Standards useful with a clear piece of software that included all the relevant NOS needed.
- EP noted a programme on the Skills for Health website that draws on various NOS to define job profiles.
- Questions around technology and accessibility had been considered – research has shown that Voluntary organisations are more likely than previously thought to use ICT tools.
- It was agreed that a tool, linked to the NOS directory, was needed. There is the potential to produce a ‘Create’ NVQ tool including job descriptions and competencies.
- GoC noted that discussions with the SSDA had been held in January to

consider this and will be further examined.

SH noted that the funding proposal for this year is less than previously. Ambassadors will be allocated the same daily rate but may need to offer support in other areas to help support the project.

Noted

SH agreed to share the funding proposal for the next financial year with the steering group, which shows clearly the links with the Hubs.

SH

JT added that SSCs need to embed this activity as part of the £60k cross sector posts.

- Clear reporting lines through SSDA are needed.
- The Business Skills Board, which had responsibility for Cross Sector activity, is to become the Sector Skills Agreement support group.
- It was noted that the CEO of Crisis, a voluntary organisation, is part of the SSDA Board - this may be an avenue to deliver quarterly updates.
- GT also noted there is a drive for better integration of Board members.
- Janet Fleming of NCVO, along with SH, is to write a joint letter to the CEO of Crisis to discuss representation of Voluntary issues at SSDA Board level.

SH /JF

5 Playlines Final Report

The Playlines final report as drafted by Nicky Rees was circulated prior to the meeting (Please see Appendix 1).

- Standard terminology throughout is needed and it was agreed that definitions should be added to the beginning of the report to explain the phrases used. MF agreed to forward his definitions to SkillsActive for insertion.
- The website, with reports and minutes posted, has seen a good and steady growth of interest. The Ambassadors job description has been revamped and will be used in the next phase of the project.
- The group felt that specific references to the UK wide agenda should be highlighted.
- SH asked if partner SSCs would like their logos on the report and asked partners to forward on their logos to SkillsActive.
- GT will be the official SSDA sign-off for this report.
- SSA Key Performance Indicators have been integrated with the Ambassador plans going forward.
- MF noted that the executive summary and recommendations can be disseminated through the NCVO e-network and website links.

MF / KH

**ALL / KH
GT / Noted**

Noted / MF

Group members were asked to contact SH if they had any further feedback on the report.

ALL

6 Any Other Business

MF noted joint research between NCVO and Skills for Health, in order to collect Labour Market Information for the voluntary sector.

- Currently in its first phase of methodology planning and desk research until June.
- Phase 2 will concentrate on research (telephone surveys).
- English charities will be mapped across the SSC network.
- The SSCs of this steering group have already been invited to this research – group members agreed to follow this up within their organisations.
- A useful methodology could prove of benefit to future research and of interest

ALL

to Tranche 3 SSCs for Sector Skills Agreements.

- JT felt that a business plan going forward for this research would be interesting and could be important for future budgets; MF noted that this was not yet available.
- Board members and organisations across the different SSCs are also being mapped to help identify areas of overlap and influence.

Noted

KPMG are currently completing a survey on volunteer coaching.

GoC noted that this would be one of her last meetings before her maternity leave begins at the end of May.

Noted

- Three staff members within Skills for Justice have expressed interest in taking the role of Ambassador.

7 Next Steps

SH thanked all for sending final reports and invoices.

New contracts will be circulated once funding has been confirmed.

Noted

8 Dates of Future Meetings

It was agreed that future meetings should be held as separate events for Steering Group members and Ambassadors, particularly if new Ambassadors are appointed.

The next Steering group meeting was agreed as Thursday 1 June, from 10.30am to 12.30pm.

Steering Group

GoC offered to host this meeting at Skills for Justice offices in Sheffield. The new Skills for Justice member will also be in attendance.

The next Ambassador meeting was agreed as Wednesday 7 June, from 10.30am to 12.30pm, at SkillsActive offices, London.

Ambassadors

The meeting will focus on planning future activity. The replacement SSDA contact will be invited.

Noted / SH