

**EAST SUFFOLK PARTNERSHIP BOARD  
NOTES OF THE MEETING  
UNCONFIRMED**

**HELD AT THE NORTH SUFFOLK SKILLS CENTRE, HALESWORTH  
ON 18<sup>TH</sup> JUNE 2014**

PRESENT	
Chris Abraham (For Nicky Thompson)	Community Action Suffolk
Chris Betson	East Suffolk Business Associations
Andrew Cassy	East Suffolk Greenprint Forum
Elsbeth Gibson (For Tessa Lindfield)	Suffolk County Council (Public Health)
Philip Hayes	Suffolk Association of Local Councils
Stephen Javes	Orwell Housing
Michael Ladd	Suffolk County Council
Colin Law	Waveney District Council (Chairman)
Alastair MacFarlane	Associated British Ports
Sandy Martin	Suffolk County Council
Frank Mortimer	Waveney District Council
Paul Sharp	Suffolk Constabulary
Andy Smith (For Ray Herring)	Suffolk Coastal District Council

IN ATTENDANCE	
Phil Aves	Lowestoft Rising
Luke Bennett	East Suffolk Partnership
Richard Best	Suffolk Coastal and Waveney District Councils
Arthur Charvonia	Suffolk Coastal and Waveney District Councils
John Dugmore	Suffolk Chamber of Commerce
Christine Pincent	Waveney Learning Community
Kevin Rodger	Suffolk County Council
Alison Wheatland	Suffolk County Council
Cheryl Willis	Suffolk Coastal and Waveney District Councils
Paul Wood	Suffolk Coastal and Waveney District Councils

APOLOGIES	
Andy Evans	Health East
Terry-Jill Haworth	Suffolk Coastal District Council
Ray Herring	Suffolk Coastal District Council
Tessa Lindfield	Suffolk County Council (Public Health)
Nicky Thompson	Community Action Suffolk

REF	ISSUES / ACTIONS	BY WHO
1	<b>Notes of the previous Board meeting</b>  The notes of the Board meeting held on 19 March 2014 were agreed.	

2	<p><b>Feedback from the meeting of East Suffolk Business Associations on 2<sup>nd</sup> June 2014.</b></p> <p>CB introduced himself and informed the Board that he had been selected to sit on the ESP Board by members of the business associations in East Suffolk. He then presented a report to update the Board on progress of the East Suffolk Business Network.</p>	
3	<p><b>Issues raised by the Board:</b></p> <p>The Board welcomed the progress being made to support local business associations to build their capacity and support their members.</p>	
4	<p><b>Presentation about the Suffolk Chamber of Commerce</b></p> <p>John Dugmore presented an overview of the Suffolk Chamber of Commerce which covered its membership, activities and support for businesses in Suffolk.</p> <p>The presentation is available to view on the ESP website at:  <a href="http://www.eastsuffolkpartnership.org.uk/assets/Uploads/Board-June-2014/Suffolk-Chamber-Presentation-June-2014.pdf">http://www.eastsuffolkpartnership.org.uk/assets/Uploads/Board-June-2014/Suffolk-Chamber-Presentation-June-2014.pdf</a></p> <p>In response to questions JD clarified that the Suffolk Chamber has 1,500 members but deals with 8,000 businesses, it is a County Chamber but incorporates a town Chambers network that are either part of or linked to the Suffolk Chamber so are truly grass-rooted. This is a service offer that the ESP can build on and work with the Chamber – for example on International Trade, networking, marketing etc.</p> <p>JD also offered his support to EG on how Public Health might be able to better support businesses in East Suffolk support their employee's health and wellbeing.</p>	<p>JD</p> <p>EG</p>
4	<p><b>Presentation and discussion on 'Ensure people have the skills to meet employment opportunities'.</b></p> <p>Kevin Rodger, Christine Pincet and Richard Best presented the outcomes of:</p> <ul style="list-style-type: none"> <li>• a multi-agency focus group held in April 2014 to explore objectives and plans around skills for employment in East Suffolk</li> <li>• a workshop facilitated by the Waveney Learning Community to bring together training providers in Suffolk Coastal to develop a picture of provision across the whole of East Suffolk.</li> </ul> <p>The Board then discussed how the ESP could help influence these issues.</p> <p>The presentation is available to view on the ESP website at:  <a href="http://www.eastsuffolkpartnership.org.uk/assets/Uploads/Board-June-2014/Skills-Presentation-to-ESP-Board-June-2014.pdf">http://www.eastsuffolkpartnership.org.uk/assets/Uploads/Board-June-2014/Skills-Presentation-to-ESP-Board-June-2014.pdf</a></p>	

The board was asked to :

- Identify where the members of the Board are best placed to exert their knowledge and influence.
- Provide a mandate to develop actions and deliver on these issues and to prepare costed outcome proposals to draw down ESP funds if required.

**Issues raised by the Board:**

The ESP has a good opportunity to connect with work underway elsewhere through Raising the Bar, the Waveney Learning Community and Lowestoft Rising etc.

Skills and training are important for all age groups right though to the over 70's. There are also opportunities to tap into older peoples skills and experience to support and mentor young people. Older people have a wealth of experience that can be utilised and passed on if employers are willing to be flexible with their employees.

EG mentioned a scheme called 'Retire a little' as a way of combining the needs of older employees with those who want to get paid work and experience. Further information about this is available from the following link: <http://www.managementexchange.com/hack/retire-little-enabling-more-fulfilled-working-lives>

There needs to be more support for small businesses to take on apprentices – the cost of individual businesses employing their own apprentice is a barrier.

ESP should take a lead to promote mentoring for young people in East Suffolk – connecting businesses with young people preparing for work.

The ESP should consider having a stand at the forthcoming Suffolk Skills Event at Trinity Park.

What resources and aspirations has the ESP got to get this moving – could the ESP be a pipeline for funding from the LEP to achieve results across East Suffolk?

**DECISION:**

The Board provided the following mandate for the direction to take:

- Accelerate and enhance existing and planned investments – e.g. Raising the Bar and Apprenticeships.
- Connect training providers to build consortiums and compete for additional funding.
- Stimulate innovation through Challenge Funding.
- Provide small scale match to lever in national investments and tackle long term unemployment across the ESP.
- Take a lead to promote mentoring for young people – connecting businesses with young people preparing for work.

	A multiagency working party should be convened as soon as possible to make this happen and prepare costed outcome proposals to draw down ESP funds if required.	LB/KR/RB/PA/CP
5	<p><b>Approve Business Plan and forward plan for 2014-15</b></p> <p>LB presented a draft business plan for 2014-15 and suggested future topics to be covered at meetings of the Board until March 2015.</p>	
	<p><b>ISSUES RAISED BY THE BOARD:</b></p> <p>Include ABP as important for creating employment in east Suffolk.</p> <p>More emphasis on the links with health and wellbeing and housing work at a county level.</p> <p>Strengthen the aspiration of the ESP to champion the health and wellbeing of the workforce in east Suffolk.</p>	
	<p><b>DECISION:</b></p> <p>The Board endorsed:</p> <ul style="list-style-type: none"> <li>• The Business Plan for 2014-15 incorporating the issues raised.</li> <li>• The forward plan for the Board.</li> <li>• A programme of work to deliver outcomes is managed by the ESP Programme Officers Group and progress reported to the Board.</li> </ul>	POG
6	<p><b>Initial Discussion about arrangements for the annual forum 2014</b></p> <p>The Board agreed to the following arrangements:</p> <ul style="list-style-type: none"> <li>• Date: Friday 21 November 2014</li> <li>• Venue: Pontins at Pakefield</li> </ul> <p>It was also agreed that the East of England Local Government Association should provide support for the event.</p>	LB
7	<p><b>Any Other Business</b></p> <p>There was no other business</p>	
	<p><b>DATES OF FUTURE MEETINGS</b></p> <ul style="list-style-type: none"> <li>• Wednesday 17 September 2014, 5 - 7pm</li> <li>• Wednesday 17 December 2014, 5 - 7pm</li> </ul> <p>Venues to be confirmed</p>	