

**Voluntary & Community Sector Children and Young People's Alliance
Children's Workforce Development Sub-Group**

Minutes of the meeting held on 19 September 2008, at PCCS

Present:

Hayden Ginns	Partnerships and Commissioning, PCC
Kelly John	Dreamwall
Sandy Bennett	PHA
Jacqui Lawrence	Rainier South East Training
Barbara O'Sullivan	PCCS
Stella Pratt	SFT
Sam Wilkinson	PCC

Apologies: Siobhan Burns (PCC), Katherine Marsden-Broad (PUEF)

Introductions: We welcomed Sandy Bennett, who told us about her work at what will become "Create Training".

Project Proposal: Hayden introduced proposals based on priorities identified at our July meeting. Discussion of each of the proposed activities ensued.

It was agreed that:

- the Common Core Workbook could be funded from elsewhere (HG)
- the TNA toolkit could be combined with the mapping exercise (see below)
- Hayden would develop a Person Spec for the Trainers (Integrated Working) to be launched at the Alliance Briefing event on 30 September
- Barbara would ask Julie Killeen, Volunteer Co-ordinator, PCCS to be the Vol. Sector Rep on the Job Fair working group. The job fair would be sourced from other funds to free up resource for mapping (HG)
- the mapping exercise would take more time than was notionally allocated in Hayden's draft proposal. It was estimated that this would take more than 20 days.

In addition we agreed to hold a launch of the Integrated Working training programmes, mapping and TNA on 23 January 2008.

Jacqui Lawrence gave Sam Wilkinson information on support available for developing training programmes. (Centres for Vocational Excellence)

The mapping exercised was discussed at some length – including the desirability of drawing on existing resources and ensuring the sustainability of the model.

Finally, Barbara reiterated the need to include backfill for her work in coordinating the Alliance involvement in CWD and this was endorsed by Alliance members present.

Date of next meeting: 5 November at 9:30am.