**Steering Group Committee Meeting 15.09.2017**

**Chair: Kevin Bayes**

**Minutes: Stuart Jennings**

**Location: East Coast College, Great Yarmouth, Norfolk**

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| **Item No.**  | **Item Description**  | **Relevant business considered, facts and information noted and decisions taken:**  |
|  | **In attendance**  | Stuart Jennings, Kevin Bayes, Paul Cheeseman, Kymm Lucas, Anne Rawstron, Jane Waring and Gavin Page. |
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| **1.**  | **Review of previous minutes**  |   As this was the first meeting, no review was required. |
| ***Actions:***  |
| **2.**  | **Intro and apologies** | Apologies were received from Malcom Smith and Kate Price. Kevin Bayes welcomed all to the meeting.  |
| ***Actions:***  |
| **3.**  | **Declarations of interest and review of Terms of Reference** | The committee members declared their interests in respect of their specific roles and interests. The group agreed that no declarations would exclude participation in the relevant items on the agenda for this meeting. The terms of reference was reviewed and agreed. |
| ***Actions: None identified.*** |
| **3.**  | **Overview** | Kevin Bayes provided the group with an overview of the Norfolk Community College project and gave a summary of the purpose of the Steering Group and its supporting work to the Dynamic Purchasing System. (DPS) K.B explained the process to register on the DPS, highlighting the support available to applicants through First Contact’s Simon O’Leary to register.  |
| ***Each organisation’s website to include separate BBO page and BLG/ESF logo on website front page by end of Sept.*** |
| **4.** | overview of tender process including;* Instructions to tenderers which explains the use of the system out for submitting tenders, timescales and how queries are handled.
* The specification/technical details of the subject matter of the contract.
* The contract terms and conditions which will apply.
* The tender evaluation criteria and process.
* The process for awarding the contract and feedback to those unsuccessful.
 | Jane Waring described to the group the launch of the D.P.S, detailing the framework used. Jane Waring explained that the framework was based upon the European Commission’s procurement framework. Jane Wring said that the DPS was designed to be accessible, allowing small providers to compete for contracts. Jane Waring explained how the DSP worked, outlining how probity, governance, financial history and management questions featured during the registration process. Jane Waring further remarked that once an applicant had completed this section they would then be given the opportunity to submit bids for one or more of the 6 lots available. Jane Waring reported that the next step would be for the Steering group to agree specifications for funding. Jane discussed that the procurement process will include additional competition questions to identify any possible conflict of interest or to avoid the risk of double of funding. Jane also set out the need for the scoring methodology to be related to the specification and to provide value for money. Jane explained that each application would be provided with feedback on the application.The group discussed the need for the specification documents to provide an illustration of an activity the DPS may fund. Stuart Jennings agreed to provide an example for each specification, with a possible budget and performance table to help perspective bidders. Anne Rawstron requested that an email with the link for the DPS registration site to promote the opportunity to stakeholders.  |
| ***Actions: Stuart Jennings to provide a revised specification including examples for perspective applicants by 22/9/17.******Jane Waring to send an email with a link to DPS site to Ann Rawstron by 22/9/17.***  |
| **5.**  | **Specification Categories** | Anne Rawstron raised the issues encountered by parents around flexible childcare. Anne Rawstron remarked that this has proven a persistent barrier to employment for this demographic. Anne Rawstron explained that 50 + groups without digital literacy skills and confidence was a gap in provision. Anne Rawstron explained a link between training and putting these skills into practice in the work environment through business engagement could also from a specification. Kymm Lucas said that more flexible childcare provision was needed and that opportunities may exist for the community to train to offer flexible childcare provision as a possible business start-up idea.Stuart Jennings informed the group that specialist mental health support had been reported by the Norfolk Community College staff as a gap in provision, with participant reporting mental ill health issues as their main barrier to engagement. Stuart Jennings also said staff had received reports from an Early Help Hub that parents accessing their services had found that a lack of flexible childcare provision had prevented engagement in previous training provision. Gavin Page outlined that Santander provided community grant schemes to support disadvantaged people build skills and grow knowledge. Gavin suggested that this may a grant funding schemes that providers might want to consider after their programme had been commissioned. Paul Cheeseman suggested that DSP providers may want to be encouraged to form a committee to develop their project further – with possible funding support provided. |
| ***Actions: Travel claims and compliance with ECC procedure to be monitored and reviewed at next Lead meeting in Oct.*** |
| **11.** | **AOB** | Stuart Jennings reported Kate Price’s comments regarding the Dynamic Purchasing System and possible capacity support for applicants to develop their project’s post funding.Jane Waring to send out invite to Steering Group to attend East Coast College to evaluate applications on 17.10.17 – 09:00am. |
| ***Actions: Jane Waring to send meeting invite to Steering group 17.10.17.*** |

Next Lead proposed meeting TBC.