

Date 10th December 2008
Subject Skills Pledge Club

1. Welcome and Introductions
 - a. Apologies from Gemma Quirke (Wilson James) and Dave Carey (Thurrock Council)
 - b. Ian Piper (Fedex) Deputising for Victoria Dixon
 - c. Alan Appleyard invited for strategic overview on Logistics CoVE
2. Terms of Reference (Outline attached)
 - a. Acceptance of the ToR was agreed with the following additions/amendments
 - b. Section 5 – membership should be circulated and made available on the website, as it develops
 - c. Section 7 – add, Develop a website to publicise the works of the club and its' members
 - d. Section 7 – add, Encourage Club members to add a clause in their procurement contracts asking whether contractors have signed up to the Skills Pledge (wording to be agreed)
3. Objectives
 - a. Agreed as in Section 7 of the Terms of reference as amended above
4. Membership Qualifications
 - a. The meeting felt that too high a barrier may discourage SMEs and so this should be amended to reflect an application process that required applicants to 'evidence a commitment' to promoting the values of the Skills Pledge.
 - b. PW to develop and circulate the proposals
 - c. New members to be admitted by agreement at the quarterly meetings
5. 'Registration' and 'Branding'
 - a. There should be an enhanced membership qualification to allowing members to use the logo as a part of the company letterhead.
 - b. PW to develop some suggestions and circulate for approval
 - c. A small number of awards could be made using the 'Passing the Baton' theme already developed. Eg Employer of the year; Learner of the year; etc. The award would be a baton. LSC to source batons and members to agree the awards.

- d. Plaques could also be awarded internally within member's organisations. LSC to source and cost.
- e. Formal awards of certificates in frames (personalised?) was also suggested

6. Events

- a. It is intended to organise an event to which all signers of the Skills Pledge would be invited – Plus a guest from a company not currently signed up to the pledge – approx 250 people.
- b. This would take place in an Essex venue, timed for lunch.
- c. PW will research possibilities and guest speakers etc for April 2009.
- d. Arrangements to be formalised at the meeting on 11th March 2009.

7. Future meetings

- a. Agreed as in Terms of Reference document. Next meeting 11th March 2009
- b. Agenda to include:
 - i. New member applications
 - ii. Statistics
 - iii. Event Planning

8. AOB

- a. JL raised the idea of having some form of formal commitment by apprentices as well as from the employers. There was a discussion about how this might be enacted and IP outlined the 'Coaching Contract' that has been developed by Fedex. The support was positive and JL will consider some options for development.

Attendees:

Ian Piper, Learning & Development Specialist, Fedex
Simon Harper, Training & Development Manager, Port of Tilbury
Alan Appleyard, CoVE Co-Ordinator for Logistics
David Plowman, HR Manager, Kent Blaxill
Janice Logie, Essex Area Director, Learning & Skills Council
Phil Warner, Partnership Manager, Learning & Skills Council