

# Minutes of Steering Group meeting - 7<sup>th</sup> April 2004

## INSPIRE West Midlands

Held at MLA West Midlands  
Grosvenor House, 14 Bennetts Hill, Birmingham

### 1) Attendees, apologies

#### Present:

Fiona Parsons (University of Birmingham)	Margaret Croucher (MLA Council)
Caroline Rock (Coventry University)	Rachel Speake (Coventry City Council)
Dave Parkes (Staffordshire University)	John Rule (University of Wolverhampton)
Stephanie Kenna (British Library)	Lesley-Anne Kerr (MLA West Midlands)
Eric Davies (LISU, for Consultant)	Lindsay Tulloch (MLA West Midlands)

#### Apologies:

Yvonne Hamblin, Clare Shemilt, Lesley Jones, Madeline Bryan, Geoff Warren

### 2) Notes from previous meeting (19<sup>th</sup> March)

As given, since small attendance at that meeting meant that much of that would be discussed at this meeting.

### 3) Financial Report

The financial report provided via email by YH was reviewed (hardcopies distributed to all), with input from Eric Davies on behalf of YH. Reiterating the discussion of the last meeting (19<sup>th</sup> March) MC explained the DfES concern that time spent by participants is not being defined as a 'cost', that there may well be matched funding but this is not visible to the financial statement.

It was suggested that a column headed "Matched Funding" could be added to evidence this information. ED pointed out that any further dissection of the columns would be extremely difficult to do as, for example, YH may visit a single location for more than one purpose. There is also a need to show "non-people" costs, for example photocopying, postage etc. SK suggested there should also be a column in the overall section to show the budget.

#### Action:

**YH to add a column to the report, "Matched Funding", to show this information if possible.**

**YH to contact project partners with pro-forma for input of the information – 'staff', 'non-staff' and cash outlay'.**

### 4) Progress Reports

LT and FP clarified the viewpoint given by YH in her WM Progress Report for March/April regarding the DfES reporting requirement. The requirement to show evidence of work with displaced learners is understood by everyone and, given the timescales involved, lessons learnt by all from this project will be articulated in the final report. Sustainability and opportunity to revisit the projects' work in some months' time is welcomed. It was recognised by all that the forthcoming Conference will hopefully build on sustainability and engender interest from more organisations.

Coventry: Further partners have joined to find out more about the project (and perhaps be involved at a later date?) – Warwick University, Warwickshire Libraries Service.

RS expanded on Coventry's progress, explaining the training sessions and who was involved; Age Concern have put up a poster to publicise. Project team visited Coventry University Library, which was very useful for all, plus discovering how to use the Coventry University website. Nine displaced learners have now been identified, two of whom have already come in. Adult Learners' Week in May will be a key focus time for the project activity. The "Learn and Earn" Centre decided that they did not want to participate at all and declined to simply refer people to the libraries.

Stoke-on-Trent: DP outlined their activities (Staffordshire University campus) – training, packs, guides and posters etc sent out around various city locations including Sure Start – to date there have been no referrals. There will be an Open Day on 19<sup>th</sup> April focusing on special collections to encourage people in (refreshments to be included!) Libraries already have an open-access policy so although a count of visitors is made (4000 per day), identification of users is difficult to determine. Another event is being planned for later this year.

Wolverhampton: JR provided this update. 500 'Harrison Guides' (A4 folded) have been produced to provide information on Inspire to any interested party. Adult Education have identified a big demand for *local* information – the generic flyer created by YH has been amended with "Welcome to Wolverhampton". Project has shown how little each partner knows about the others. Two referrals from Public Library to University have shown results already. Access to IT facilities was discussed; problems with networking etc limit this support but some access is now available on a small number of PCs using secure logons. Adult Education will refer people to Public Libraries in first instance as they don't wish to participate in the registration process themselves. Concern about not achieving 20 as proposed originally – all agreed that evidence that *some* had been reached and outcomes achieved is very positive in itself. Asylum seekers idea (discussed at last meeting) will not get off the ground now.

JR raised the question of how to integrate specific local information into national campaign? MC answered that Framework for the Future will do that, as the "national programme with a local flavour".

Also, should there be / is there publication of details of libraries etc on a website somewhere? Chrysalis was mentioned again – this to be followed up.

#### **Action:**

#### **FP & LT to follow up.**

ED wanted to know how the training had been received and whether there was any feedback so far. It was stated that no formal feedback had been solicited (although YH had asked some people informally). It was recognised that this information would be useful to know for future training.

**5&6)** Due to constraints of time, agenda items 5 (Discussion Paper – model for Inspire England) and 6 'Mystery Shopper' exercise) were skipped over, to be discussed at England SG meeting later in the day.

#### **7) Evaluation of Pilot Projects, Contact with Staff (tracking)**

Proposed questions have been provided by YH (copies were available) and procedures for evaluation discussed. Q3 to be amended to "Procedures for referral and levels of access / how to provide and access IT".

Potential/proposed number would have been around 60, actual likely to be nine at Coventry, two at Wolverhampton, currently unknown at Stoke-on-Trent; statistics are therefore hard to draw. Idea to use Case Studies instead considered to be a good one, as is reflecting on those who went no further and why.

JR incentivising completion by offering signup for loan registration for one year (value £35); Coventry considering offering a free DVD loan for example.

Exit questionnaires will be sent out to respondents; incentivisation using "free library access" all agreed.

**Action:**

**All to send any anecdotal evidence to YH now for collation into case study material.**

**8) INSPIRE Conference**

Again due to time constraints this item passed over to England SG meeting.

**9) AOB**

MC stated that project reports must be returned to Carter Small by 15<sup>th</sup> May; YH to compile for CS (template to be provided).

**10)** There being no other AOB, the meeting was closed with no date proposed for next meeting. Conference takes place on Tuesday 27<sup>th</sup> April at Austin Court.

**Lindsay Tulloch**  
**Learning Development Officer**  
**MLA West Midlands**  
**April 2004**  
[lindsay.tulloch@mlawestmidlands.org.uk](mailto:lindsay.tulloch@mlawestmidlands.org.uk)

**Documents sent with these minutes:**

Notes from Meeting 19 March 2004

Agenda 7<sup>th</sup> April 2004