

**West Yorkshire Lifelong Learning Network
Strategic Advisory Forum**

**14th June 2011
Start time 1000 hours
Finish time 1145 hours**

Present: Steve Challenger (Chair), Joanne Beaumont, Christine Byrne, David Smith, Michael Cuthbert, Judith Foreman, Louise Tearle, Neelam Mirza, Stella Cottrell, Sue Holland, Shaun Long, Sheila Lucciarini, Tie Doepel and Joanna Puzo.

Apologies: Kaye Fisher, Tim Thornton, Alan Spain, Alison Hedley, Angela Williams, Brian Duffy, Catherine Lunn, Celia Moran, Frances Marsden, Helen Child, Jane Taylor, John Baron, Julia Calver, Maryke Deahl, Michelle Fraser, Randall Whittaker, Sally Blunt, Simone Wonnacott, Steve Smith, Stephen Boyd, Susan Lipthorpe, and Viv Jones.

Action

1. Welcome and aims of the day

Steve welcomed members to the SAF and outlined the aims of the meeting. It was noted that Kaye Fisher had sent apologies.

2. Minutes of the meeting held on 20th January 2011, were approved for accuracy.

3. HEFCE Reporting

Draft HEFCE Annual Report 2011

Steve spoke to the draft HEFCE report supporting commentary and spreadsheet which were currently being drafted by WYLLN. The final reports would be sent to HEFCE by Alan Spain in October 2011, when all the financial information has been updated and the progression data has been received by partners. WYLLN Champions will receive pre-populated spreadsheets identifying their progression agreements, they will need to update the learner beneficiary numbers and return this to Alan by 22nd September 2011.

There have been 153 progression agreements developed and there are still some more to be approved which will be with employers and training providers.

Steve noted the achievements over the past 4 years and that WYLLN has far exceeded the original targets.

There will be a possible final staff development session offered in July which will be a dissemination seminar of a WYLLN research project into high growth manufacturing/engineering businesses in Kirklees.

It was noted that the Progression agreement framework has been developed over time and the local authorities are now using the framework in their discussions with schools.

Members noted that the PAF has also been a useful tool to aid discussions and has been used to build relationships between partners. It was **AGREED** to include this in the HEFCE report.

The equality and diversity section has been difficult to report on accurately because initially WYLLN didn't capture this data and that this should be a consideration for the new partnership.

The progression agreement database is currently on the WYLLN website, it is hoped that this can be extracted and transferred to the University of Leeds for the new partnership. WYLLN were currently in discussions with the website developers to take this forward.

4. WYLLN External Evaluation

Following the publication of the External Evaluation by Lilian Black, WYLLN have produced a glossy brochure for partners which include the findings of the evaluation. This will be handed out at the celebration event and partners will be sent copies for the institutions.

SC/JB

5. Employer Offer

5.1. Website update

Sue presented the website which is now live. (<http://skillswestyorks.hud.ac.uk/>) The site has 129 short courses at level 4 and above which is aimed at employers and individuals. The users can either search by keyword or through the subject categories. There is also a comparator function so the user can compare up to 4 courses. The registration of interest form is not yet completed but there is the link to the email address of each institution so that the user can register their interest for a course. Over time the site has the capacity to be developed and each institution will have admin rights to add and edit their courses. Sue will be developing a protocol for institutions. It was noted that a expiry function should be added so that institutors are encouraged to regularly check and update the courses to ensure there are none out of date or old information about a course

Members were asked to look at the site and send any feedback before WYLLN comes to a close. The University of Huddersfield have agreed to host the site on their server for 2 years and it is expected that the new partnership will adopt this tool.

5.2. SEF submission

Sue reported that she had put together a proposal on behalf of WYLLN partners, 6 partners have agreed to be included in the bid. This will amount to £122k funding from SEF and will be matched by the employer. This equates to 402 learners. The contract will be with the institutions and is all level 4 courses and above. Louise was able to report that the bid has been successful. Steve congratulated Sue and partners on the work in ensuring that the bid was a success.

6. The New HE Partnership

Steve reported on the new partnership, the main points were that it would be based at the University of Leeds from the Autumn with a director/project manager and a .8 administrator which would be appointed through the University of Leeds recruitment process.

The partnership will be on a subscription model based on the size of the institution and the level of fees. It was noted that the partnership will incorporate Aimhigher West Yorkshire activity and that this will be a challenge for partners to bring together the different target groups and ways of working.

The other WYLLN resources would be available through the website which will be kept static for one year, it will then be for the new partnership to review resources and how they are accessed. Although in discussions with the University of Huddersfield, they would be able to house the resources for partners.

Members noted the WYLLN branding and whether this could be continued. Steve suggested that it could still be used as it is owned by the partners but again which would be a decision for the new partnership.

Members gave thanks to the WYLLN staff in managing and leading the network and Steve thanked members for their continuing support and contribution in making it a huge success.