

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

**20th January 2011
Start time 0930 hours
Finish time 1145 hours**

Present: Kaye Fisher (Chair), Steve Challenger, Alan Spain, Alison Hedley, Anj Handa, Brian Duffy, Claire Thomas, Dave Norman, Ian McGregor-Brown, Janet Midgely Joanne Beaumont, Karen Quine, Lilian Black, Maryke Deahl, Michael Cuthbert, Neelam Mirza, Simon Thorpe, Stella Cottrell, Stephen Boyd, Sue Holland, Susan Liphthorpe, Tie Doepel, Tim Thornton and Joanna Puzo.

Apologies: Angela Williams, Catherine Lunn, Celia Moran, Chris Bailey, Christine Byrne, Chris Sadler, David Smith, Denis Grainger, Fiona Thurlbeck, Frances Marsden, Heather Savage, Helen Child, Ian Billyard, Jane Taylor, Jim Scott, Julia Calver, Linda Herriott, Louise Tearle, Michelle Fraser, Randall Whittaker, Rebecca Baldaro, Ruth Osborne-Thompson, Sally Blunt, Shaun Long, Simone Wonnacott, Steve Smith, Sue Cooke, Sue Weston, Tony Sturdy and Viv Jones.

Action

- 1. Welcome and aims of the day**
Kaye welcomed members to the SAF and outlined the aims of the meeting.
- 2. Minutes of the meeting held on 5th October 2010, were approved for accuracy.**
- 3. HEFCE Evaluation of LLNs**
 - 3.1 Feedback on annual HEFCE report**
The final report has been submitted to HEFCE in October 2010 was noted. Feedback from HEFCE is yet to be received.
 - 3.2 HEFCE Accountable body feedback**
Partners were reminded about the opportunity to respond to the request from the accountable body for feedback on the WYLLN project. The accountable body will be collating a return to HEFCE by early February. To date four institutions have made a response.
 - 3.3 Summative evaluation of the Lifelong Learning Network programme: A report to HEFCE by SQW**
The Executive Summary was tabled and discussed. It was noted that the non-standardisation of practice and data collection methods makes it difficult to draw comparisons between LLNs and to make judgements about the value for money of the LLN programme overall. It was also noted that value for money was not one of the criteria set for the SQW evaluation or for the LLN programme.
- 4. WYLLN External Evaluation**
Lilian Black presented her findings to the SAF. Lilian was commissioned by WYLLN to undertake an external evaluation; this included consultation with Board members, SAF members, Sector officers and other key partners.
Partners were encouraged to send any final comments through to Lilian before the 24th January for inclusion in the final report which will be presented to the Board on the 7th February.
As part of the evidence base Lilian had undertaken a mystery shopper web and telephone exercise for the employer engagement services at the universities. The response was variable and showed that for some universities this is still an area for development. Lilian agreed to provide feedback to providers on their institution's response.

5. WYLLN Activity beyond July 2011

Kaye introduced the paper that had been circulated. Steve noted that 2 proposals will be put forward to the Board. One a non-cost and the other with costs to manage the 3 proposed groups.

It was noted that the Leeds City Region has approached the West Yorkshire Consortium of Colleges to establish a self sustaining network of providers. WYLLN will be meeting with the Leeds City Region to discuss their proposed model on the 1st February.

Feedback from partners:

- Want to retain collaboration between universities and FECs
- Inclusion of Aimhigher work – WYLLN and WP
- Would find a central point of data collection very useful
- Links with Aimhigher key stakeholders
- Possible links with BPP and Kaplan need to be considered
- Will need to review the membership – will all partners wish to be involved
- Positive about WYLLN partnership is that it is an open forum where there is trust

6. Year 4 Plan – Update on progress

Jo noted the paper that had been circulated. The ECIF report had been sent to HEFCE in December, to date there has been no formal response back from HEFCE.

The second version of the 'Learning List' would be completed in the next few weeks; this will be a pdf copy that partners can circulate. The Employer Engagement and Delivery Group are meeting on 28th Jan to agree the List and how it will be marketed by their institutions and WYLLN. This will be supported with the possible development of a web based portal which will be discussed at the Board meeting on the 7th February.

7. Conclusion

Kaye thanked members for attending and closed the meeting.

8. Date of next meeting

Tuesday 14th June 2011 at 0930 hours at the University of Huddersfield.