

West Yorkshire Lifelong Learning Network

Economic Challenge Investment Fund (ECIF) Steering Group

23rd June 2010

Start time 1400 hours

Finish time 1450 hours

Present: Tim Thornton, Steve Challenger, Tie Doepel, Ruth Osborne, Rosemary Sheen, Brian Duffy, Mohammed Hussain, Fiona Thompson, Michael Cuthbert, Sue Sykes, Alison Kinder, Dominic Whowell, Alan Spain and Anne Hellawell.

Apologies: Joanne Beaumont, David Smith, Janet Midgley, Sue Spence, Christine Jarvis, Stephen Boyd, Nigel Phillips, Tony Waring, Lindsey Fraser, Pat Millner, Ian Bond, Paul Titman, Tracey Mearns, Maryke Deahl, Naseem Aqeel, Janet Mulcrone, James Devitt, Heather Waddington, Anj Handa, Craig Williams, Fred Yeomans, Catherine Lunn and Rob Lloyd Owen.

Action

1 Welcome and Apologies

Tim opened the meeting and welcomed the attendees of the ECIF Steering Group meeting.

2 Minutes of Meeting held on 29th April 2010

The minutes were approved as a true record of the meeting.

3 Matters Arising

Steve asked Sue Sykes about the availability of additional funding, given the changes in Government. Sue reported that no additional funding would be available, given the savings that have to be made against existing projects.

4 Current Performance

The partner report was tabled at the meeting and attendees were asked to note the performance table on page 1, with a summary by institution on page 8. The minimum learner targets for HEFCE have now been met for Element 1, Element 3 medium courses and Element 3 full programmes, with the total number of learners across all three elements on the IAGnow system now amounting to 886, close to the 1000 target.

For Element 2, while numbers are on plan, there is a shortfall on delivery across the themes, due to learners receiving one or two themes instead of the two or three planned. Remaining funds are being reallocated quickly to partner institutions able to deliver additional themes.

Tie reported that additional funding to complete the ECIF project had been allocated to Leeds Metropolitan University and jointly to a collaborative project initiated by the Higher Level Skills Co-ordinators between Bradford University and Bradford College. These will be funded by 50% ECIF and 50% match.

Alan reported that the required match funding for the ECIF project has been fully evidenced on the IAGnow system. While some institutions have yet to enter their full match, other institutions have over-delivered.

Tie expressed disappointment at the lack of success with using Elluminate among partners due to continued technical difficulties. Given the short time remaining on the ECIF project, it is not intended to participate in any further trials.

Steve reported on a communication from HEFCE. The deadline for course completion has been extended to December 2010 across ECIF projects to give flexibility and allow completion. It was noted, however, that the deadline for final reports remains the same, and there is a need to enter destination details onto IAGnow two months after completion of courses.

The data analysis on pages 3-7 within the partner report was noted. This included a table of courses per sector group, a list of courses by sector group and a pie chart showing Element 3 learners by Local Authority. This analysis referred to data provided on IAGnow before 5th May. A request for number of learners per sector group was suggested. Anne **AGREED** to provide partners with a list of further analysis available and request a new download of data, given the high number of learners input since 5th May.

AH

5. Reallocations

The reallocations listed in the partner report were noted.

6. Follow up Activity

Partners were reminded of the need to input completion dates and follow up details for learners into IAGnow. Tie requested case studies from all partners by the end of July 2010. Anne will be visiting partners to verify a 10% sample of learner information details during July and August. Anne **AGREED** to organise diary dates.

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ALL
AH

7. Going Forward: the Offer to Business

Steve and Tie raised a discussion around a proposal to take forward the employer engagement agenda into the 4th year of WYLLN planned activity. This has two themes, the first being an offer to employers of short courses (maximum one day) at fully costed prices to run until October 2010. This would be made developed using an XCRi field template as compliance with this format would enable the development of an XCRi portal at a later date, should this be necessary. Tie **AGREED** to circulate the XCRi template to partners. The second is to define what partners could offer to employers in the fourth year. Tie informed the group that a meeting has been arranged in the WYLLN meeting room for Friday 25th June at 1.30pm to begin discussion to identify a workable model and that interested parties were welcome to attend. Tie **AGREED** to email all members of the steering group with details of the meeting and notes from the meeting will be circulated on Monday 28th June.

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8. Any Other Business

No other business.

9. Date/Time of Next Meeting. The date and time of the final meeting of the ECIF Steering Group has been changed and is confirmed as **Monday 6th September 2010 at 1400 hours** at the University of Huddersfield.

ALL