

West Yorkshire Lifelong Learning Network

Economic Challenge Investment Fund (ECIF) Steering Group

15th December 2009
Start time 1300 hours
Finish time 1400 hours

Present: Tim Thornton (Chair), Steve Challenger, Janet Midgley, Sue Spence, Christine Jarvis, Rosemary Sheen, Brian Duffy, Mohammed Hussain, Patricia Millner, Paul Titman, Michael Cuthbert, Janet Mulcrone, Sue Sykes, Catherine Lunn, Tie Doepel, Alan Spain and Anne Hellowell.

Apologies: Joanne Beaumont, David Smith, Tony Waring, Ian Bond, Michelle Watson, Maryke Deahl, Alison Kinder, Dominic Whowell, James Devitt, Heather Waddington, Anj Handa, Carson McCombe, Fred Yeomans and Rob Lloyd-Owen.

Action

1. **Welcome and Apologies.** Tim opened the meeting and welcomed the attendees of the ECIF Steering Group meeting. Apologies were noted.

Minutes of Meeting held on 13th October 2009. The minutes were approved as a true record of the meeting.

Matters Arising. Agenda item 5, covering the Corus Project, will be further discussed under Agenda item 4 of this meeting.

2. **Partner Report.** The circulated partner report was noted and an updated learner schedule (page 4) was issued to attendees of the meeting by Anne Hellowell, with explanation on the layout of the report. Anne asked that all partners check their institution entries to confirm actuals and profiled plans. Actuals show good progress in the month and year to date on Element 1 (Initial IAG) and Element 3 (short, medium and long courses), with a shortfall on Element 2 (Enhanced IAG 1-1). Reallocation of 1980 credits under Element 3 (medium courses) and 38 learners under Element 1 has taken place in the month, following expressions of interest from Leeds College of Building, Leeds Metropolitan University, Bradford University, Calderdale College and Leeds University. No objections were offered.

ALL

Tim reconfirmed the Group's support to Tie and the WYLLN team being given authority to reallocate learners and credits where necessary, due to the short time frame for delivery of ECIF. Tie requested all partners to adhere to submission dates to confirm month end learners to aid our reporting requirements. Monitoring returns for the month of December will be sent out week commencing 21st December to be returned to Anne Hellowell by 8th January 2010, to comply with Yorkshire Forward reporting timetable of 15th January.

ALL

Training on the IAGnow system is still required by Calderdale College and Leeds Trinity University College. Further development work is being undertaken to assist reporting on ECIF clients and data and this should be available from Axia in January. A discussion was raised by Steve to find a point in time when the data from the IAGnow system data could be used to confirm student numbers, instead of the current method of manual monthly reporting. This was **AGREED** as 31st March 2010 to be used for the Quarter 4 reporting deadline of 15th April 2010.

The Match Funding workshop run on 11th November, following the last steering meeting, was well attended with 8 delegates representing 5 partner institutions. Subsequently, 2 applications have been submitted to the Train to Gain Enhancement Fund. Steve informed the group that, as an element of the Enhancement Fund has been ring-fenced for ECIF projects, applications should be pursued by the institutions. Joanne Patrickson will convene the panel specifically to review ECIF bids, and would aim to do this in January. In order to speed the commissioning process it is advised to get bids in before 15th January. Tie reminded the group that the process can take up to six weeks. Tie **AGREED** to organise a further match funding workshop for partners to assist with any difficulties in drawing together their applications.

TD

The Yorkshire Forward contract has now been signed by all parties and is being held by Denise Ogden at the University of Huddersfield.

- 3 Referral Routes – Stakeholder Meetings.** Tie has held meetings with the IAG area networks and practitioners across the sub-region. There has been interest expressed in ECIF services in Leeds and Bradford, with employers making redundancies and a membership organisation requesting short courses in Coaching, Mentoring, Leadership and Innovation. It is expected that these routes will deliver more similar requests. Tie discussed with the group the possibility of using Elluminate, a web-based collaboration software tool for making partners aware quickly of these requests. Tie proposed a trial of one hour per week at a regular day/time to be confirmed to utilise this tool among steering group members. Tie **AGREED** to arrange this for mid-January onwards. Steve informed the group that appointments covering the High Level Skills Agenda have now been made in Huddersfield, Bradford and Leeds, namely Rob-Lloyd Owen, Janet Midgley, and the Leeds appointment yet to be confirmed.

TD

- 4 Development of Collaborative Careers Package.** The circulated career development package update was presented by Tie on behalf of Joanne Beaumont. Subsequent to the meeting held on 28th October, which was attended by several partners, a 2-day programme framework has been built following the Corus project, and has been agreed by the group. A request has been made by Carlsberg for elements of the career development package and this is being progressed currently. A further meeting with partners will be held on 19th January to update on the Carlsberg request and other potential delivery which may be on the horizon. Steve confirmed that this meeting was open to all partners. Sue further updated the group on the Carlsberg package, which is in its infancy and covers careers guidance to the senior team.

JB/ALL

- 5. Any Other Business.** Tie and Alan will be carrying out an audit on programme delivery match funding and data collection towards the end of January. Tie **AGREED** to email with details of what will be required in early January.

TD

- 6. Date/Time of Next Meeting.** The date and time of the next meeting was confirmed as **Tuesday 2nd March 2010 at 1400 hours** at the University of Huddersfield.

ALL