



**West Yorkshire Lifelong Learning Network
Minutes of the Sector Officers**

**Friday 25th February 2011
Start time: 1000 hours
Finish time: 1200 hours**

Present: Joanne Beaumont, Christine Byrne, Michael Cuthbert, Julia Calver, Alison Hedley, Sue Holland and Joanna Puzo

		Action
1	Welcome and apologies	
	The Chair welcomed members to the meeting of Sector Officers	
2.	Minutes from October meeting	
	It was AGREED that the minutes of 17 th December 2010 were an accurate record.	
2.1	Matters arising	
	<p>Jo confirmed that the Monitoring Forms have been received from each Sector Officer.</p> <p>The WYLLN Apprenticeship event on 11th February 2011 was very well received. It was AGREED to send Julia, Mal Buckland's email address from the Lancashire LLN.</p> <p>The SO's noted they are keen to move forward on apprenticeship links and there had been contacts made with Preston College who have an apprenticeship model in place. Julia noted her links with the National Skills Academy at Leeds City College. It was AGREED to hold a meeting to discuss apprenticeships with Local apprenticeship providers, SSC's HLSC and the SO's at the beginning of May. It was noted that Kirklees LA would be finalising their apprenticeship strategy at the end of March and would be interesting to review.</p> <p>Michael had followed up the CMI accreditation for Wakefield and has talked to Sarah Deakin to look at developing this.</p> <p>Julia noted that the LEP paper that was referred to at the last meeting is only in hard copy, Julia AGREED to look at getting this scanned for the group.</p>	<p>JP</p> <p>JB/JP</p> <p>JC</p>
3.	Sector business plans and activities	
	<ul style="list-style-type: none"> • Business Plan and Projects - progress towards activities/any issues <p>Christine reported that there has been changes in the course title and the risk level has been changed as they will now not be ready until May. Christine would now be awareness raising, of the model which shows progression from level 1-4, it was noted that the Local Authority Area prospectuses could also have the pathway link. The case studies were slightly behind schedule.</p> <p>Christine had completed the questionnaires to employers regarding renewable energies and carbon efficiencies. From this short courses on renewable energies awareness, asbestos awareness and working at heights were being developed. Some aspects would be online and other delivered in college. Christine had only just become aware of some national funding that had been distributed to college colleges of building. Jo suggested that Christine contact Claire Walker at Leeds Met who may have contacts with those that have received funding.</p>	CB

	<p>Michael reported that there was concern that the sector group attendance was declining. The Leadership and management FD has been developed but now the validation process at Leeds Met took 18 months so would not be in place by the end of WYLLN. Michael hoped to get it through the SPA process by the end of the year.</p> <p>Jo suggested that Michael urgently meets with Peter to get an update on the project.</p> <p>Julia reported that areas around diplomas have dropped back. Project update, the action learning set has had the last session and there are still 10 members from the 13 originally. They are also keen to continue as a group and retain links to the LLN.</p> <p>Alison noted that there have been a lot of changes to the health sector recently and it has changed a lot of the project from the original plan. The sector group had been invited to make a bid for £6k and it has been rejected which was disappointing.</p> <p>There has been work on the progression agreements. The final report has been published and is on the WYLLN website.</p> <p>There has been a presentation to deans but there were not able to give much support at this time with limited resources.</p> <p>The level of engagement from the SSC's and local employers and the SHA has been very good, the institutions have not been as strong. The group does want to continue.</p>	MC
4.	<p>Sustainability beyond July 2011</p> <ul style="list-style-type: none"> • To consider the decision of the Board and the proposal paper, • To consider the context and opportunities of each sector group <p>The SO's noted that there were still discussions at the sector groups meetings about activity post WYLLN. There will need to be an institutional decision of the continuation of the SO role.</p> <p>In the WYLLN paper it mentions sector involvement but they would have to be self funded activity.</p> <p>Jo suggested that the SO's continue to raise this with their managers to get a view on any continued activity so that this can be planned.</p> <p>The SO's were asked to consider the key activities of the groups.</p> <p>Jo noted that WYLLN are working up a business case and will have 1-1 meetings with principals and VC's over the next month and will talk about sectors to the institutions that are sector leads.</p>	SO's
5.	<p>AOB</p> <p>The suggested invite list for the Leeds City Region event was noted. It was AGREED that the SO's would make any amendments and send these to Joanna by Monday. The event is being organised by Sue Cooke to present the results of the research into labour market information and to then inform employers on priority areas.</p> <p>Jo reported that Rachael Murray (Ex-Marketing Manager for WYLLN) has been commissioned to arrange the celebration event being held on 14th June at Leeds Civic Hall. Sector Officers have agreed to help the set up of the event on the day.</p>	SO's
6.	<p>Date and time of next Friday 6th May 2011</p>	

	<p style="text-align: center;">Sector Officer and HLSC Joint Meeting</p> <p style="text-align: center;">Friday 25th February 2011 Start time: 1230 hours Finish time:1415 hours</p> <p>Attendance: Joanne Beaumont, Christine Byrne, Michael Cuthbert, Julia Calver, Alison Hedley, Ian McGregor-Brown, Janet Midgely, Karen Quine, Sue Holland and Joanna Puzo Apologies: Tie Doepel</p>	
7.	<p>WYLLN Business Offer</p> <ul style="list-style-type: none"> To discuss how SOs/HLSC will promote and market the offer The new employer offer was now on the WYLLN website and has been circulated by Sue. Sue was also speaking to partners about putting a link on their websites. It was AGREED that Janet would inform Sue on the University of Bradford website contact and Karen and Michael would find out the contact for the local authority websites. Julia AGREED to speak to the Leeds Met website staff. <p>Sue noted that she needed intelligence from the SO's and HLSC on which employers should be contacted. Ian suggested undertaking another skills survey for the Chamber to promote the offer. Job Centre Plus business engagement managers are very keen and have attended the Employer Engagement and Delivery Group meetings. Sue was going to the regional meeting next week. It was AGREED that a link from the WYLLN homepage should be added. It was suggested that Sue contact Nextstep offices for promotion of the booklet. SO's and HLSC would add a link onto their internal college/university newsletters. It was AGREED that HLSC would send any contact details for warm links to Sue to follow up.</p> <ul style="list-style-type: none"> To discuss the development of the CPD/short course portal 7. <p>Sue spoke to the papers showing suggested pages of the new website which would host the CPD offer. It was AGREED to change the sectors into alphabetical order. The yellow wording for the construction sector was noted and it was AGREED that Sue would check that this complied with DDA regulations as it was difficult to read. Sue would also check the size of the wording.</p> <p>It was AGREED to change the wording of the page 'Our Training' to 'Training and Development'. It was AGREED that SO's and HLSC would send any other comments to Sue. The WYLLN branding was noted and members agreed that this should be retained. It was AGREED to take out 'why choose WYLLN'. It was noted that the registration form on the new website will have an automatic link to the institution as an automatic referral and will be the responsibility of the email recipient to respond. The institutions will be able to make changes to their offer and contact details at a local level. It was noted that the offer should be a benefit for all partners but if one partner doesn't respond to an employer then this could affect all the partners. It was noted that this should be a key point of discussion with Principals and VCs. The flow chart showing the actions to be taken would only be required in this interim period until the new website is in operation. Currently the WYLLN staff would need to send the registration form on to the correct institution.</p>	<p>JM/KQ/ MC/JC</p> <p>JP</p> <p>SH</p> <p>SO's</p> <p>HLSC</p> <p>SH</p> <p>SH</p> <p>SH SO's/HL SC</p> <p>SH</p>

	HLSC Friday 25th February 2011 Start time: 1415 hours Finish time: 1600 hours	
	Attendance: Joanne Beaumont, Michael Cuthbert, Ian McGregor-Brown, Janet Midgely, Karen Quine, Sue Holland and Joanna Puzo	
8.	Google docs To view and review documentation and tracking sheet. Ian gave a demonstration and all members agreed that they could see the documents. It was AGREED that all HLSCs must meet their responsibilities to ensure employer contact information is recorded and updated to ensure currency.	HLSCs
9.	Practice update To identify any new/emerging practice relating to model discussed at the previous meeting, Janet noted that it was difficult in Bradford as there were no funds available in the LA. Janet had secured a new role at the University of Bradford and would finish her post as a HLSC at the end of March. This would leave Jules on 1.5 days a week and Tie on 2.5 days a week in Bradford. Janet reported that Michele Miller would be bought in to fulfil two of the specific objectives. Ian reported that he has been working on the progression agreements with business spring boards. There will be staffing changes at the Chamber from the employment and skills board team. Michael reported that the Wakefield LA was going to be restructuring. Michael has not seen any demand for accredited courses. The progression agreements are still to be completed. It was AGREED that Sue would mention the redundancies at Wakefield and the work programme to Tracy at JCP. Karen reported she was looking at FD development with a local company and most of the staff would be APEL. Karen had the quantitative results and was now looking at qualitative results of the survey; most of the SME have said they welcome working in partnerships and networks. Karen us trying to make links with Calderdale college and work with them on labour market information.	SH
10.	Sustainability Update on local situations/plans beyond July 2011 for sustainability of activity. The LAs are starting to think about sustainability of the roles of the HLSC and in Calderdale this may be possible if the ERDF bid goes ahead Ian considered in Leeds there was little opportunity to sustain his post at this time. Joanne reported that at the Management Board the WYLLN proposal was discussed and members in principle supported a subscription model but this would not sustain a HLSC post currently. It was suggested to see if the HE STEM funding could cover one post. Joanne reported on Kirklees, there was work being done aimed at advanced engineering and manufacturing employers. There has been quality intelligence gathering with 10 institutions. It was AGREED to arrange a meeting on Wednesday 9 th March at 1000 for a	JB/JM

	meeting to discuss the HE STEM bid. It was noted there was up to £50K available.	JP
11.	<p>Fdf EBTA update</p> <ul style="list-style-type: none"> Sustainability plans, Jo had been to the Steering group meeting, a workplan has been agreed with HEFCE and the initial business engagement tool has been developed. Fdf are looking at working on return on investment analysis leading to a possible tool. EBTA are due to come to an end in the summer. It was AGREED that Janet will write up her notes on the ROI workshop and will circulate these. Article for journal, Ian and Jo had worked on the article and all HLSC agreed on the article, Ian AGREED to send the article to Ken Philips. 	<p>JM</p> <p>IMB</p>
12.	<p>AOB,</p> <p>The LCR event was noted and members were given a copy of the current list. It was AGREED that priority people will be highlighted and any changes will be sent to Joanna by the end of Monday.</p>	HLSC
13.	<p>Date and time of next</p> <p>Friday 6th May 2011 at the University of Huddersfield</p>	