



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

Friday 17th December 2010

Start time: 1015 hours

Finish time: 1200 hours

Present: Joanne Beaumont, Christine Byrne, Michael Cuthbert, Julia Calver, Alison Hedley 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 were an accurate record.	
2.1	Matters arising	
	Michael confirmed that he has met with Rory Perrett SO's were reminded to send any items to Joanna for the website	
3.	Sector business plans and activities	
	<ul style="list-style-type: none"> - Business Plan and Projects - progress towards activities/any issues - Monitoring/spend <p>Details of the business plan and project updates will be reported at the management board meeting on the 7th February.</p> <p>On the monitoring forms Jo asked the SO's to write where they are against the project proposal. The SO's AGREED to update the forms and to highlight changes on the form as these are added for future meetings.</p> <p>Each sector gave an update on their projects.</p> <p>Julia, Diplomas were not identified as priority for the sector group. The group have asked to focus on apprenticeships. Julia had an event booked for October but SkillSet retracted it. Julia is now looking to organise an event and will invite Skill Set. Apprenticeship week is 7-11 February. Julia has been working with Leeds City College and Wakefield wants to be involved.</p> <p>The National apprenticeship service has developed material for the week in February and it was AGREED that Julia would send these to Joanna for the website.</p> <p>The audience for the event in February would need to include employers, colleges and HEIs. Alison AGREED to check with the health Sector Skills council to see is they are doing anything that week to see if Alison could partner up.</p> <p>Christine commented that Leeds College of Building could be involved with many contacts with apprenticeships.</p> <p>It was AGREED that Jo and Joanna will arrange a date and a venue. The SO's AGREED to contact their SSCs to their openness and involvement and to target employer. It was AGREED that Julia take the lead on drawing the programme together. A programme needs to be</p>	<p align="center">SO's</p> <p align="center">JC</p> <p align="center">AH</p> <p align="center">JB/JP SO's JC</p>

<p>available for circulation by w/c 17th January.</p> <p>The format would be a 3-4 hour event with central presentations from NAS followed by a Sector perspective by the SO's.</p> <p>Julia reported on the project, there were 12 people part of the action learning set and they have had 3 sessions which have gone really well. The topics have been recruitment strategy and conflict. There are 2 more scheduled for January then 1 in February. There will also be a larger event in February.</p> <p>Alison, reported on the flexible framework, the mapping is now finished and they have developed the core competences. Jo and Alison had attended a Deans meeting at the Strategic Health Authority but had not had much response since the meeting. Employers are engaged but have not had the support from providers.</p> <p>Alison will build case studies and will show how the pathways will run across and will show the benefits for institutions. There will be a conference held in May.</p> <p>Bradford now has accreditation for CMI, it was AGREED Michael will follow this up to Wakefield.</p> <p>Alison will ask Andrew Harvey to present at the sector group</p> <p>Michael reported that Peter Wilson had come to a sector meeting and presented. Michael had revised his project targets.</p> <p>Jo noted that with staffing changes at Leeds Trinity University college some parts of Michael's project may not move forward.</p> <p>Sue Cooke is to present at the sector group regarding the Leeds City Region.</p> <p>Christine reported there have been 3 draft progression agreements developed and Christine is looking for images of the Universities to include in a booklet. It was also suggested to find companies that have become world renowned from West Yorkshire.</p> <p>Renewable energies was a key area of the survey which Christine undertook with employers and LCB are running a course but it is hard to get SMEs in so the college will offer online resources with half day in college for the practical part. Jo noted that Claire Walker at Leeds Met is also developing some online resources that are green skills relating to heat pumps and they are working with SMEs.</p> <p>It was AGREED that Jo will have separate conversations with SOs following the meeting.</p> <p>The 14-19 steering group was still meeting this year and the sector officers are still invited to attend the meetings and link up with the Local authority members.</p> <p>The QCF was being launched and it was suggested an event should be held for WYLLN partners.</p> <p>Sue Cooke (LCR) is having 1-1 meetings with providers about a potential self managing network of providers which the LEP wants in place. This would also include training providers. The consultation will finish by early February.</p> <p>At the SAF meeting on 20th January there will be a paper and discussion item about potential activity beyond July and how this might be taken forward. This will be supported by a presentation by Lilian following her</p>	<p>MC</p> <p>JB</p>
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	<p>evaluation. Steve is also meeting with members of the Board for 1:1 meetings. Julia AGREED to circulate a paper on the LEP from Jeff Gold. Julia AGREED to circulate enhancement fund Round table events dates to Joanna for the website.</p> <p>It was AGREED that the SO's need to keep Jo informed of any slippage with their business plans or projects. It was noted that EBTA is not moving forward with institutions in the current climate.</p> <p>Employer offer Jo referred to the diagrams, the link with the HLSC was noted and members would consider how WYLLN can capitalise on links made between the SO's and HLSC. The diagram, Employer offer component parts would be the work flow that SO's and HLSC would work to over the next 6 months. It was noted that there is another new college in Leeds called Leeds Central College and the BPP university college. HEIs and HE in FEC institutions will receive their Grant letters for 2011/12 in March.</p> <p>LMI - Learning market intelligence is about feeding into business growth. Translating to providers about what is happening in the market place. Using the SO and HLSC knowledge and to consider how to bring that out to partners, for example in the News digest.</p> <p>Brokerage – this is a core part of the HLSC and it important that they record the employer links and follow up.</p> <p>Referral – this is the mechanisms of putting other people in contact for provision of services/products. The values of WYLLN were noted as a strength.</p> <p>Delivery service - this is the partners.</p>	<p>JC</p>
<p>4.</p>	<p align="center">Sector Officer and HLSC Joint Meeting</p> <p align="center">Friday 17th December 2010 Start time: 1230 hours Finish time:1415 hours</p> <p>Attendance: Joanne Beaumont, Christine Byrne, Michael Cuthbert, Julia Calver, Alison Hedley, Ian McGregor-Brown, Jules O'Dor, Janet Midgely and Joanna Puzo Apologies: Tie Doepel and Karen Quine</p>	
<p>5.</p>	<p>Jo reported that Tie will be getting involved as part of the HLSC work in Bradford for Bradford College.</p> <p>WYLLN Employer Offer Jo referred to the Diagram. The CRM process is the system for the information flow, currently we have been trying to utilise Google docs but this is more of a repository than CRM. Jo is currently trying to sort out a trial of a Microsoft CRM system.</p> <p>Sue gave an update on the learning list, there had been courses sent in from Leeds Met, Nti, University of Huddersfield, Wakefield College, Leeds</p>	

	<p>College of Building, Joseph Priestley College, Leeds City College and University of Leeds. There has not been anything from Bradford College or University of Bradford or Calderdale College.</p> <p>There are a substantial number of courses, mostly in leadership and management. Sue was working through them to ensure they are fit for purpose, and how they are phrased and presented. There needs to be enough content to know what employers are buying into. There will be a note if they are accredited or not. There is no limit to the cost and most are 1-2 days. The description needs to show what they are paying for and some have very similar course titles but big cost difference so employers will need to know what the added value is. This process needs to be completed by the end January.</p> <p>It was noted that some colleagues have concerns with the low response from the first learning list and that the time it takes to put this together does not seem worthwhile. It was noted that after the first learning list WYLLN had an unexpected reduction in staffing and the marketing was not done as effectively as it should have been which has now been resolved with Sue in post.</p> <p>It has been recommended that some funding be used to develop a web presence specific for HE sector in West Yorkshire to engage with the business sector.</p> <p>We need to engage in conversations with people from business sector and can use blogs, tweets etc. WYLLN should know by Monday whether the funding will be available.</p> <p>It was suggested to change the name from 'learning list'. Any ideas should be sent to Sue.</p> <p>At this point the group broke up into smaller groups to look at different aspects of the employer offer component Feedback as follows: Brokerage – internal and external brokerage. HLS report. Links to strategic bodies.</p> <p>Referral – process, effectiveness, consistently keeping data, responsiveness of partners and who within partners are responsive and for what. Change in environment allegiances with local voluntary and private organisations perhaps in the future.</p> <p>LMI – info for WYLLN partners, employers, LCR. Hot topics, updating website with hot topics for employers that we have gathered through our LMI. Possibly more of learning market intelligence.</p> <p>Jo noted the conference event in April and would like all HLSC and SO's to contribute.</p>	ALL
6.	<p>HLSC Friday 17th December 2010 Start time: 1415 hours Finish time:1600 hours</p> <p>Attendance: Joanne Beaumont, Michael Cuthbert Ian McGregor-Brown, Jules O'Dor, Janet Midgely and Joanna Puzo</p>	

	<p>Jo noted that the reports sent from the HLSC with their updates will feed into the February board meeting.</p> <p>Janet reported that for Bradford it is a difficult environment at the moment. Response rate is low compared to the effort. Looking at how we can work around this and help employers with the economic effect of the recession.</p> <p>Ian reported that people are receptive to the HLS concept; it is just about where the priorities are. The HLSC might be able to work more in partnership to help businesses rather than monetary value to work together through this time. Understanding the local element is very important. How to support those that are made redundant and then support those that are left through change management, APEL was considered and how this could be utilised better.</p>	
7	<p>Google Docs</p> <ul style="list-style-type: none"> - Usage to date - Usage in future <p>The HLSC noted that it was mainly a time and discipline issue to use the Google docs but the HLSC recognised the value of it. There was also the follow up conversations and recording these. It was AGREED to update Google docs with employer details by 10th January.</p> <p>Jo suggested that Sue could go through the referrals to observe trends and themes.</p> <p>It was AGREED that the HLSC would indicate to Sue the lead publications to look at and then these could be pulled out for the news digest.</p> <p>Jo suggested that a small group would need to shape the portal. Janet and Ian agreed to be involved</p> <p>Working arrangements and priorities Jan-May 2011 Over the next 5 months each HLSC will have a different approach due to their locations. The identified outcomes and outputs for each have been agreed and recorded and there is the commitment to Google docs. Key priority in 2011 – to make the HLSC role more visible and communicate the achievements to partners. It was AGREED that any ideas for the April conference will be sent through by January for the Staff development task group meeting.</p> <p>The relationship with the SO's was discussed and the importance of sharing information and intelligence across the teams. It was AGREED to forward the SO's business plans and projects to HLSCs.</p>	<p>HLSC</p> <p>HLSC</p> <p>JM/IMB</p> <p>HLSC</p> <p>JP</p>
8	<p>EBTA publication, Ian reported that the main issue was time. Following a discussion it was AGREED that Jo and Ian will write something and other HLSC will feed in. The 2000 word article due in for the end of February. It was agreed to arrange a meeting for Jo and Ian in January.</p>	<p>JB/IMB</p>
	<p>Date and time of next TBC</p>	