

**West Yorkshire Lifelong Learning Network  
Management Board Meeting  
15 December 2008**

**Minutes**

**Present:** Ian Billyard, Stephen Challenger, David Fell, Kaye Fisher, Cristina George, Vivien Jones (Chair), Geoff Layer, Cath Orange, Mark Shields, Michele Sutton, Tim Thornton, Edmund Wigan, Craig Williams.

**Attendance:** Joanne Beaumont (WYLLN Directorate), Ceri Nursaw (Secretariat), Denise Ogden (Finance Officer).

**Apologies:** Richard Greenwood, Stephanie Lynch

**1. Welcome, Introductions and Apologies**

Apologies were noted (listed above). Professor Tim Thornton and Richard Greenwood (in his absence) were welcomed to the Board.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Minutes of the last meeting (25 September 2008)**

It was noted that *Denise* Ogden should be listed in the action summary rather than *Denis* Ogden. With this amendment the minutes were agreed as an accurate record.

**4. Matters Arising**

Actions numbered 1, 2, 4, 5, 6 and 7 have all been completed.

The progression agreement discussion will come to a future Management Board meeting (action 3).

A contract with Axia Interactive Ltd has now been signed (action 10).

There were no other matters arising not covered elsewhere on the agenda.

*Mark Shields joined the meeting.*

**5. Membership of the Board**

Ceri Nursaw presented paper 26/08 which reviewed the Board's membership in light of organisational and structural changes within the sub-region.

It was **agreed** that:

- HE representation should remain as currently constituted (with Professor Tim Thornton replacing Professor Sue Frost on behalf of Huddersfield University)
- The West Yorkshire Consortium of Colleges will be asked to nominate a FE representative to replace Edmund Wigan. **Action: Ceri Nursaw**
- On establishment of the Leeds City College we should seek agreement that they will continue to lead the Finance and Business Services Sector (replacing Park Lane College) and, if so, seek a nomination for Board membership. **Action: Ceri Nursaw**

There was some discussion regarding the HEFCE's role on the Board and their rare attendance. Members agreed that it would be beneficial to have HEFCE attend the Board more regularly to provide steer and greater clarity. It was **agreed** that the Chair would write to the Regional Consultant.

**Action: Vivien Jones / Ceri Nursaw.**

It was noted that Annex 1 details Craig Williams as Operations Director at *Careers Bradford* and should read *Careers Yorkshire and the Humber*.

## 6. **Additional Student Numbers**

The Executive Director reported that he had received a letter on behalf of three colleges in Leeds (Park Lane College Leeds, Leeds Thomas Danby and Leeds College of Technology) which asked for consideration to be given post-Network for the continuation of support by higher education for modular allocation of numbers. Members agreed that the Executive Director should formally approach all four universities to ascertain whether they wish to provide this service. **Action: Stephen Challenger.**

The Executive Director reported that he is meeting with Yorkshire Forward in the New Year to help shape the commissioning framework for a programme to deliver high level skills (worth approximately £10m). Cristina George will also attend (if available) on behalf of the Board. **Action: Cristina George / Stephen Challenger.**

In response to a member's query the Executive Director confirmed he expects a further 50-60 ASNs will come from recruitment in the New Year.

## 7. **Project Evaluation**

The Executive Director reported that:

- The peer evaluation had enabled a greater understanding of other networks and provided reassurance that we were progressing well.
- HEFCE's analysis of the Lifelong Learning Networks' monitoring reports showed that there were two areas for development within England, namely the engagement of senior management teams and progression to professional qualifications.

A member welcomed the strong focus on advice and guidance but was

disappointed not to see reference (within paragraph 19) of NextStep. It was also noted that HEFCE referred to the need to measure the impact of LLNs (paragraph 28). This could be an area which the WYLLN could take forward as best practice.

- HEFCE's feedback on our monitoring return identified three areas for further consideration, namely: linkages to the White Rose Health Innovation Partnership; promotion of equality and diversity; and undertaking work on the diplomas. It was noted that work had already been progressed in these three areas. In response to a member it was **agreed** that we will receive Board monitoring reports on equality and diversity detailing, for example, ethnicity and gender. **Action: Stephen Challenger.**
- The draft tender specification for the evaluation of the WYLLN was tabled. It had been constructed as two separate parts. Members **agreed** to circulate as one tender with a break clause and include the financial allocation with the phrase 'no more than £40,000 available'. **Action: Stephen Challenger.**

#### 8. 14-19 Diplomas

The Executive Director updated members on the current position with regard to diplomas.

Members reported that the quoted figure of less than 30 for the number of level 3 learners taking diplomas in West Yorkshire must be too low with 60 students alone studying at Bradford College, Leeds College of Building and Leeds College of Art and Design. There was speculation that the figure excludes learners in FE and work will be undertaken to identify the true extent of level 3 learners in West Yorkshire. **Action: Stephen Challenger / Cristina George.**

Members **agreed** that it was important for the WYLLN to work on the diplomas as:

- We need to give confidence to learners and their parents that there is progression to higher education.
- Greater clarity is needed regarding progression opportunities
- There has been poor national promotion and misinformation within the press
- IAG is being reorganised at a time when it is most needed.

#### 9. Sustainability Report

The Executive Director presented paper 30/08 which detailed HEFCE's positive response to the request to extend the lifetime of the project. It was noted that many LLNs are now considering their short to medium term future.

It was **agreed** that a business case will be developed for endorsement at a

future Board. **Action: Stephen Challenger.**

#### **10. Report on Sector Activity**

The Executive Director presented a report on sector activity to date (paper 31/08) which was based on the plans the groups have submitted. Monitoring against plans will take place in April 2009.

Members expressed greater confidence that the underspend will be taken up and looked forward to a further report in April 2009.

#### **11. Impact of FE Re-organisation**

The Executive Director outlined the changes to FE within the sub-region and highlighted the impact on the WYLLN financial model (paper 32/08).

It was noted that Leeds Metropolitan University have yet to sign the partnership agreement. This will be followed up. **Action: Cath Orange / Stephen Challenger.**

It was agreed that the current model should be revised in line with the learner data and presented to the next Board. **Action: Stephen Challenger.**

#### **12. Financial Report**

The Finance Officer outlined the financial report provided for members' approval (paper 33/08). Within section A she highlighted:

- Budgets were determined in anticipation of a revised budget for 2010/11.
- The total underspend to the 30 November 2008 is £196k with the partnership delivery activity taking up the majority at £178k.
- Some partners had not drawn down their funding which was resulting in over £60k in underspend (relevant partners were listed in paragraph 6).
- A sector lead overspend of £29k is anticipated but this will be counterbalanced by the curriculum development underspend.
- The Network is currently carrying a risk of £459k underspend across the sector groups. This risk has been mitigated by the close sector group financial management and monitoring that has been put in place.
- Cashflow will be reprofiled once the new budget has been approved.

**Action: Denise Ogden.**

In discussion members stressed the need not to invest heavily in curriculum development where sharing of existing curricula across the Network is possible. The Executive Director reassured members that any new curricula are subject to gap analysis and this is managed by the sector groups which have a broad representation of partners.

It was **agreed** that we should consider how we ensure Board members are fully appraised of all aspects of the Network including sector groups.

**Action: Stephen Challenger / Ceri Nursaw**

The Finance Officer outlined the proposed budget (section B, paper 33/08). She highlighted that the staffing resources had been revisited in light of comments received at the last Board Meeting. Members **agreed** the proposed budget.

*Cath Orange left the meeting.*

**13. Executive Director's Report**

The Executive Director presented his report (paper 34/08). The Chair of the Strategic Advisory Forum (SAF) reported that the last SAF in which two sectors provided progress reports was very useful and well attended. The Executive Director noted the difficulty in trying to encourage greater debate in all areas of the network and is considering a 'roadshow'. Members thought this a good idea.

The Executive Director reported that the Annual Conference was a good event. However, on the day there was a large number of no-shows. Members felt it was important for it to remain a free event but **agreed** that charges should be made for non-attendance. Members also **agreed** that FE attendees should be booked in via their training and development contacts. **Action: Stephen Challenger**

Joanne Beaumont reported that the progression activities are moving ahead well and the Network is on track for 30 progression agreements by January 2009 with more than 5 offering multi-exit routes. The credit sub-group had produced a draft APEL leaflet for learners and was working on a jargon buster for staff. The next progression conference is on the 16 March 2009 and will include Kath Hodgson (University of Leeds) who will speak on behalf of the Burgess Report Group. The programme will be released soon.

The Executive Director reported that for IAG the round 1 commissioning has gone well. There remains the difficulty of accessing employees.

*Tim Thornton left the meeting*

He highlighted the two major projects that were in operation:

- A competency framework for creative entrepreneurship – building on previous work by CIDA.
- E-portfolio for foundation degrees – located in the business services sector group

He also asked members to note that we were on target to achieve our outcomes.

In discussion members noted that:

- We should be able to learn best practice from Calderdale College who have exceeded their targets. **Action: Stephen Challenger**
- Greater links should be made to Train to Gain brokers
- We should update our risk register to include the current economic environment but it is noted that this is also an opportunity.

The Executive Director was thanked for his report.

**14. Any Other Business**

The Chair asked members if they were happy for the Management Board papers to be made available on the WYLLN website. This was **agreed**.  
**Action: Stephen Challenger.**

The Chair wished everyone a Merry Christmas and a Happy New Year.

## Action Summary

	<b>Action</b>	<b>Responsibility</b>
1.	The West Yorkshire Consortium of Colleges are to be asked to nominate a FE representative to replace Edmund Wigan	Ceri Nursaw
2.	On establishment of the Leeds City College we will seek agreement that they will continue to lead to the Finance and Business Services Sector and, if so seek a nomination for the Board	Ceri Nursaw
3.	Letter to the HEFCE Regional Consultant regarding attendance at the Board	Vivien Jones / Ceri Nursaw
4.	Approach four Universities to ascertain whether they wish to provide modular allocation of ASNs to FE	Stephen Challenger
5.	Meet with Yorkshire Forward regarding the higher level skills commissioning document	Stephen Challenger / Cristina George
6.	Equality and diversity monitoring reports to be presented to the board	Stephen Challenger
7.	Revise the evaluation tender specification	Stephen Challenger
8.	Identification of the number of level 3 diploma learners in West Yorkshire	Stephen Challenger / Cristina George
9.	Business case for the future of the Network to be brought to the Board	Stephen Challenger
10.	Leeds Metropolitan University and WYLLN to follow up signing of the partnership agreement	Cath Orange / Stephen Challenger
11.	Revise the current financial model in line with learner data for presentation to the Board	Stephen Challenger
12.	Reprofile cashflow	Denise Ogden
13.	Consider how we ensure Board members are fully appraised of all aspects of the Network including sector groups.	Stephen Challenger / Ceri Nursaw
14.	Revision to booking process for attendees at WYLLN conferences and seminars	Stephen Challenger
15.	Identify best practice from Calderdale College	Stephen Challenger
16.	Board papers to be made available on the website	Stephen Challenger