

*Regional Strategic Planning – Local Delivery***Regional Learning Partnership South West Wales (RLPSWW) Steering Group**

**Wednesday 9<sup>th</sup> September 2009, 9.30am**  
**Gelli Aur Resource Centre, Gelli Aur College, Carmarthenshire**

**NOTES OF MEETING**Present:

Aled Evans (AE)	Neath Port Talbot County Borough Council
Amanda Carr (AC)	Swansea Council for Voluntary Services
Andy Senior (AS)	Partnership Support Unit, WLGA
Anne Watts (AW)	DCELLS South West & Mid Wales
David Evans (DE)	Pembrokeshire College
Gill Davies (GD)	Gorseinon College
Peter Rees (PRe)	Coleg Sir Gar [CHAIR]
Phil Southard (PS)	Neath Port Talbot CBC Lifelong Learning Service
Ray Collier (RC)	Careers Wales West
Rhian Phillips (RP)	Carmarthenshire County Council
Simon Jenkins (SJ)	Swansea College
Steve Causley (SC)	DCELLS South West & Mid Wales Area Team (Head of Implementation & Delivery Branch)
Tony Potts (TP)	Neath Port Talbot Council for Voluntary Services

Presenting:

Richard Mulcahy (RH)	DCELLS CYP Strategy Division
Lois Poynting (LP)	SWW Chwarea Teg

Supporting:

Jill Healy (JH)	Neath Port Talbot CBC Lifelong Learning Service
Clare Southard (CS)	NIACE Dysgu Cymru

Apologies:

Eileen Bellamy (EB)	South West and Mid Wales Consortium
Dean Chapman (DC)	Spatial Plan Coordinator, Pembs & the Haven, WAG
Gareth Morris (GM)	Workers Educational Association
Graham Longster (GL)	Pembrokeshire County Council
Jacqui Weatherburn (JW)	Coleg Ceredigion
Karl Napieralla (KN)	Neath Port Talbot CBC
Mark Heydon (MHe)	National Training Federation for Wales
Meri Huws (MeH)	Trinity University College
Pam Tanner (PT)	Neath Port Talbot College
Paul Relf (PaR)	City & County of Swansea
Phil Roberts (PRo)	City & County of Swansea
Philip Drakeford (PD)	Careers Wales West
Philip Tristram (PT)	DCELLS (ESF SET Manager, South West Wales)
Sara Harvey (SH)	Welsh Local Government Association (WLGA)
Susan Samuels (SS)	CYP Partnership

## Regional Strategic Planning – Local Delivery

### 1. Apologies, Welcome and Introductions

The above named people had given apologies for the meeting. KAN sent his apologies and PRe chaired the meeting in his role as Vice Chair of the Steering Group, welcoming everyone. Introductions took place.

### 2. Notes from the last meeting and Matters Arising

2.1 Strategic Outline Proposals - A small number of SOPs have not been received by SH. PR asked those present to give updates on their SOPs.

- DE informed the group that given the sensitivity of the Pembrokeshire Project 1 SOP, he would not send this in but would ask Gareth Mills or Graham Longster to send it directly to SH.
- Pembrokeshire SOP, in relation to WBL has been turned down. DCELLS couldn't support as it might prejudice positions for the re-tendering of the WBL contracts. Group looking at ways to take it forward
- AE reported that NPT have submitted 2 SOPs. ACL, which has been approved in principle and 14-19 element, which he has discussed with DCELLS and received positive feedback. NPT are considering a merged ACL and 14-19 SOP which would sit well with the RLP and give an opportunity to develop a strategic management of all post 14 learning and ACL. Still need to undertake further consultation with partners before re-submission.

**Agreed:** NPT to give a presentation on this at the next meeting

- PS stated that there are two WBL SOPs for the region and suggested that we should try to work with these.
- PRe suggested that we get ours in order and to have an overall picture
- PRe requested that if anyone was aware of any outstanding SOPs that were not listed on SH's list, could they bring them to her attention
- SH to pull together all SOPs for discussion at the next RLP meeting
- GD Swansea and Gorseinon merger - feasibility study and due diligence tests have been completed, now out for public consultation (more information can be found on the college website). Principal designated post by Christmas. 1<sup>st</sup> August 2010 is estimated start date. A name for the new organisation is under debate.

2.2 PRe reminded all partners that they had been asked for comments on the RLSO report. He informed the group that this matter is going to the Strategic Group next week. RC stated he was not aware of any comments being received to date.

2.3 PRe informed the group that Dave Gilbert had received a positive response and feedback from Mike Hopkins in WAG re the ACL submissions, however there was a request for clarification on how the RLP would work with the 5 regional partnerships. All other counties have received positive responses. Alison Bryant, WAG ACL Transformation, has been invited to attend the next ACL T&F Group meeting which is to be held at the end of September, confirmation of date to be arranged.

## Regional Strategic Planning – Local Delivery

2.4 Following on from discussions at the last meeting PRe suggested that it might be useful for some RLP partners to have a better understanding of what is happening around childcare workforce development, particularly the 6 step workshop and to gain clarity on methodology of approach and how stakeholders can be involved in progression or a pilot. AC noted that there were also issues around linking with colleagues within own organisations who may sit on other relevant partnerships, such social care partnerships and maybe a need for identification of representatives to feed information back. AE suggested that the swamwac group would be a good initial starting point and that this could be a precursor of the RLSO. It was **agreed** that a one off meeting with a single agenda would be arranged. CS/SH to contact partners and develop further. Phil Tristram to be informed.

2.5 Local networks – cascading of information. PRe had a good experience at the Local Learning Network meeting with RLP presentation. Ceredigion ACL network and Swansea Regeneration have requested support for delivery of presentations. SH and Sue Pester working together in Ceredigion and Amanda Carr and Gill Davidson with SH in Swansea. SH shortly sending out a list of Local Learning Network representatives next week to check the accuracy of contact names. All were asked to confirm that the correct representatives were on the list. All to contact SH if you are aware of any group who would benefit from a presentation from RLP.

The notes for 15<sup>th</sup> July 2009 were checked for accuracy and agreed as a true and accurate record.

### *Action Point:*

- i. NPT ACL/14-19 SOP – agenda item RLP meeting 8/10/09*
- ii. All SOPs to go to SH for discussion at RLP meeting 8/10/09*
- iii. CS/SH to link with swamwac and AS re. a one-off meeting re 'Work Force Development'*
- iv. SH to send out list of contact names of Local Learning Networks for clarification of accuracy*
- v. All to contact SH with details of any groups interested in a presentation by RLP*

### **3. General update on RLP Progress**

#### **3a Transformation SOP**

Already discussed under agenda item 2

#### **3b ACL consortia Submission**

Already discussed under agenda item 2

#### **3c Convergence Business Plan - RP**

RP reported that:

- Draft Business Plan has been submitted to WEFO
- £1.7m scheme is over 3 years (£1m ESF)
- Met with Ceri Griffiths 2 weeks ago and she made suggestions to improve the plan, along with a number of queries.
- currently putting together a paper fro retrospection –to go to Strategy Group next week for endorsement

*Regional Strategic Planning – Local Delivery*

- PS suggested a way to strengthen regeneration element would be to have regeneration representation on the Business Plan working group.
- PR and RC noted that the RLSO had an opportunity to apply for funds for a pilot under the Western Valleys Strategic Regeneration Area, but queries were raised about this being run by WAG from Merthyr and possible duplication with national WAG work. A meeting was held to resolve and agreement that there was no duplication and it could be run as originally proposed, however have not heard anything since. SC suggested keeping DCELLS briefed on this issue as they may be able to assist.
- RP also noted that we have received a request from Dave Waddington from RISE partnership for a copy of the Expression of Interest. Group agreed would invite to a meeting.

*Action Point:*

- vi. *SH to ensure DCELLS are briefed*
- vii. *Reply to RISE partnership re EoI (RP)*

**4. Presentation on Reaching the Heights, Richard Mulcahy, Project Leader, CYP Strategy Division, DCELLS, Welsh Assembly Government**

RM gave a presentation on the Reaching the Heights, key points:

- Two projects:
  - a) First Footholds – for 11-19 year olds who are, or likely to become, NEETS. Includes confidence building type work and soft outcomes. Providers: Arts Council, Save the Children Cymru, Funky Dragon. £28.5m project of which £15.8m ESF.
  - b) Routes to the Summit – for those a bit further along who need a bit of extra support and encouragement into work or education. Providers: Community Music Wales, SNAP Cymru, Urdd and Techniquet. £23m project of which £11m ESF.
- Formal approval has been received but still working on confirming the delivery profile. April 2008 was the theoretical start date.
- Majority of work via tender, to date 15 tenders issued, more due out soon. Anyone wishing for further information can register on the Sell2Wales website.
- PR asked:
  - how we envisage engaging individuals and ensuring people are aware of the opportunities?
  - When can we start signposting and avoid duplication?
  - How can this be managed?
  - Is there a structure in place for the team? E.g. Regional coordinators?
  - How does it fit in with local initiatives, such as those for NEETS?
- RM replied that there are no plans for Regional Coordinators, aiming to keep management costs down. Plan to work with SETs, DCELLS area teams and Partnerships like RLP.
- AE informed the group that Techniquet had contacted the NPT LA Secondary Heads regarding their activities. Urdd had yet to contact. AE suggested that engagement should be via Local Learning Partnerships.
- PR suggested that RLP should take a regional oversight and keep in contact with RM. RM to send out a regional contact list for distribution.

*Regional Strategic Planning – Local Delivery*

- DE notified the group that Pembrokeshire College has won a minor tender through the Arts Council for a Saturday Club Arts Project with 11-14 year olds.
- A Reaching the Heights Steering Group is being established which will monitor targets and any changes in circumstances.
- PRe said he would welcome notification of opportunities.

*Action Point:*

*Viii. Circulate list of regional contacts (RM/CS/SH)*

**5. Update on the Big Life Skills Lottery submission, Amanda Carr, SCVS**

- On the Sell2Wales website at the end of summer term BIG put out a request for PQQs.
- An initial meeting was held to gauge interest and was well attended by a range of groups, and it was agreed that there is value in a regional approach.
- Barnardos are the lead agency on the PQQ with 18 organisations in total. A mix of direct deliverers to care leavers from the third sector plus Local Authorities and Colleges. Also NIACE Dysgu Cymu. No private sector representation as they contacted us too late.
- Have now heard that this PQQ has been successful and through to the invitation to tender stage. Further meeting in September.
- 2<sup>nd</sup> Big Lottery Life Skills PQQ is also live until Friday for carers across the region. Agreed that in this case submissions will be on a county basis as more contracts are to be awarded. In NPT & Swansea Crossroads leads on both.
- RP noted that Pembrokeshire CC is leading on a Pembrokeshire/Carmarthenshire PQQ.

**6. Presentation on AGILE Nation, Lois Poynting, Regional Project Manager, South West Wales, Chwarae Teg**

LP gave a presentation on the AGILE Nation project, key points:

- Received approval in September 2008, backdated to April 2008.
- Under Convergence Priority 3 Theme 3 Promoting gender equality in employment.
- £12.5million from TMF and ESF
- Main target group and employed women and employers (including educators and skills sectors). In SW Wales that equates to a target over 5 years of 1082 employed women and 238 employers.
- Delivering ILM training level 2 & 3; a training bursary; TNAs; one-to-one support; signposting to next stages.
- Advice and guidance is also to be offered to approximately 20 employers on employment at a senior level i.e. recruitment, job share, flexible working.
- 5 courses, one per LA area, at level 2 are already full with 12 people per course. Level 3 to start January 2010. Above Level 3 to be procured via Sell2Wales.
- Outputs include a better paid job, increased management responsibility or further management training.
- A Marketing Manager is now in place to develop a more cohesive marketing strategy, including links with other partners and referrals into and out of the project.

The following discussions took place:

## Regional Strategic Planning – Local Delivery

- LP clarified that people would need to have been through the Chwarae Teg programme before they can undertake the ILM training
- PS stated that offering free ILM training would have an impact on community organisations already delivering the course e.g. 3<sup>rd</sup> sector, private sector. LP informed all that the training was being targeted at women who would not ordinarily be undertaking any management training
- DE asked LP how we should we sign post to them. LP answered that they were here today to identify mutually suitable ways.
- LP stated that as they are working with individual women with different needs, some may not be appropriate to the programme and if not, they will signpost to other more suitable programmes.
- L2 & 3 of the programme focuses on self improvement and is not restricted on sector
- LP stipulated that the women participating in the programme must be in employment, which could be part or full time. AS pointed out that women providing childcare are only paid during contact time.
- LP is looking at what is already offered across the SWW region to avoid duplication and providing signposting where appropriate
- A 1 day employer programme is being offered to raise awareness
- A Project Support Officer can be assigned to employers if needed
- Focus is on SMEs
- Exemplar Employer kite mark is being developed
- Currently in development is provision of support, advice and guidance for educators and SSCs. Target group is not identified yet
- Other elements of the programme include
  - virtual centre of excellence
  - ICT help and support for employers in flexible or remote working
  - Research projects
  - Trans-national partnerships
- PR – this is an ideal opportunity for mutual signposting e.g. college websites
- AC thought it would give ideal work experience opportunities with SMEs
- Ethos of project is to get employers to think differently

See Annex A & B for further information outlining the AGILE Nation project and background information on Chwarae Teg.

### 7. Convergence Update:

- AE informed the group that the Engage Project approval was expected this week. Internally NPTCBC have received the go ahead to establish a staff structure around the Engagement Project.

PR - advertised for posts but this is on hold for a short while. Currently identifying potential beneficiaries. Draft forms are in place to capture data.

AE expressed his thanks and gratitude to PS, SJ and RP for their support in developing the project. Hopefully we can use this as a model for future projects.

- RP advised that 'Workways' has been approved.

*Regional Strategic Planning – Local Delivery*

- RC noted that Careers Wales projects under Priority 2 – draft Business Plan to be submitted this week and Priority 1 - following a meeting with WEFO currently scaling down number of beneficiaries (although finances appear to be ok).
- SJ –Workforce Development bid Eol to be submitted next week and the FE sector Health and Social Care Business Plan next week.
- SJ - Regional Essentials Skills bid – After discussions with WEFO, the regional bid to be removed from the national one and resubmitted. Mike Huges from Swansea leading on this. Noted that this may well need refreshing.
- AC - attended an Engagement meeting. If an approved supplier tenders are due to be issued. Will be another opportunity to become an approved supplier.

**8. AOB**

- CS informed the group that a Dyslexia in the Workplace conference will be held at the National Botanical Gardens on Friday October 9<sup>th</sup>. The contact name for those who would like any further information is Clive Newton at [conference@welshdyslexia.org](mailto:conference@welshdyslexia.org) – will send out more info.
- CS reported that SH had been in touch with an organisation from Hull with an initiative which supports young people engagement and development through activity on clippers. The Launch is on 13<sup>th</sup> September in Hull. Would anyone in the group be interested in attending or participating in a further meeting? AC offered to put them in touch with projects here. DE expressed an interest in further information. Anyone interested in knowing more, contact CS/SH
- PR suggested the group needed to review people's ability to attend and consider changing dates and venues in the future to improve attendance

*Action Point:*

*Viii. Circulate info on dyslexia conference*

**9. Next Meeting**

Thursday 8<sup>th</sup> October 2009, am, Technium Performance Engineering, Dafen, Llanelli.



## CHWARAE TEG - BRIEFING SHEET

Chwarae Teg is a pan-Wales professional organisation created in 1992 to maximise women's contribution to the Welsh economy. Its strategic objectives have been developed from sound evidence based on data and research, and through the organisation's significant experience in the fields of women's economic development and equality. Monitoring and review of policy and practice continually inform this knowledge base including the critical factors which drive economic, social, political and legislative change.

The ultimate goal of Chwarae Teg is to ensure parity of opportunity and reward for women in the Welsh economy to be achieved through the following strategic aims:

1. Increasing the participation, progression and retention of women in the economy including in sectors where they are currently under-represented.
2. Improving the representation of women in positions of seniority and decision-making.
3. Helping to position Wales as a modern Welsh economy based on Flexible Working and Work Life Balance practices.
4. Increasing the numbers of women starting and growing businesses.
5. Influencing and informing policy development and practice through knowledge, experience and evidence based research, studies and data.

**Chwarae Teg's core work includes:**

- Promotion and awareness raising
- Provision of expertise and advice - policy and practice
- Leading on the Flexible Working and Work Life Balance agenda in Wales
- Offering tailored training and consultancy services to public, voluntary and private sector organisations including SMEs
- Undertaking and commissioning research
- Project design and implementation including significant European Funded projects

*Regional Strategic Planning – Local Delivery*

Chwarae Teg is able to provide an authoritative comment on the following key issues:

- **Employment:** employment issues in relation to women - ie access, retention and progression in the labour market particularly in addressing the predominance of women in low paid sectors, often in undervalued part-time jobs, and the lack of women in senior positions.
- **Flexible Working and Work Life Balance:** promoting the benefits of good flexible working practices as part of sound business and workforce planning is essential for modern economic advancement. Chwarae Teg is one of the key delivery agencies for the promotion of flexible working and leads on the promotion of the work life balance agenda on behalf of the Welsh Assembly Government.
- **Gender Pay Gap:** issues relating to the gender pay gap in Wales are complex and multi-dimensional. Chwarae Teg has expertise and knowledge of key causes of the continuing pay gap between men and women and its impact on the economy.
- **Enterprise:** The importance of female run businesses and their impact in creating a sustainable, dynamic economy is widely accepted and the continuing gap between men and women starting business remains a concern. The need for specific interventions for women at pre start-up, start-up and growth stages is well evidenced. Chwarae Teg has significant experience of women's enterprise from both a policy and practitioner perspective.
- **Education and Skills:** Gender stereotyping in education, training and job roles is still a major factor of occupational segregation, both vertical and horizontal. Chwarae Teg has policy and practitioner experience on gender issues in education, training and skills development, particularly in encouraging access to non traditional areas such as engineering, science and construction.
- **Europe:** Chwarae Teg has knowledge of gender equality in employment in relation to European Commission policies; has experience in trans-national collaborations; and has delivered several European Funded projects and is actively involved with the development of new project proposals for funding under the new European Union Structural Funds Convergence and Competitiveness Programmes in Wales.
- **Care:** in promoting the economic development of women in Wales, Chwarae Teg focuses on removing the barriers that prevent women from maximising their career potential, and the lack of quality, affordable child and other forms of care remains one of the key barriers.

**Key contacts**

Katy Chamberlain - Chief Executive

Trish Chalk - Commercial Director

For more information please log onto [www.chwaraeteg.com](http://www.chwaraeteg.com).

# AGILE NATION

## *New Ways of Working in the 21<sup>st</sup> Century*

### About Chwarae Teg

Established in 1992, Chwarae Teg leads on supporting, developing and expanding the role of women in the Welsh economy. We champion parity of opportunity in education, employment, entrepreneurship and promote work-life balance and flexible working to enable women to make a full and consistent contribution within the economy.

### Aim of the Project

Agile Nation will promote gender equality, support career advancement and contribute to the reduction of the pay gap through establishing models of delivery that support productivity and progression in employment and the utilisation of modern workforce practices, including flexible working and work life balance.

### Key Areas of Activity

To facilitate workforce development focusing on progression and retention through:

- Delivering tailored and accredited leadership and management training, together with a holistic mentoring and development programme for women
- Facilitation of women's progression into senior roles and developing quality part-time career opportunities
- Working with employers to increase workforce equality and diversity and good practice in flexible working and work life balance to promote business benefits, in collaboration with Sector Skills Councils
- Facilitation of flexible working utilising latest ICT resources
- Provision of a Virtual Centre of Excellence for gender equality in employment and flexible working in Wales.
- Development of an Exemplar Employer Quality Mark for gender equality in employment
- Influencing choice through education and training, and tackling gender stereotyping and occupational segregation
- Identifying and commissioning research, including longitudinal tracking and comparative studies
- To develop and work with Trans- National partnerships in order to collaborate on parallel activities

v.2 Revised – April 2009 2

### Innovation

- Create a Participant Gateway to support remote/home-working for individuals via access to their organisation's internal ICT system
- Providing SME sector and others with support and guidance to access the business benefits of new work practices and flexible working via ICT
- Establish a team of Best Practice Advisors to work with employers – organisational

*Regional Strategic Planning – Local Delivery*

mapping, flexible working/work-life balance and equality and diversity training

- Support the implementation of educational and advice programmes and undertake research

**Outcomes****Contributing to decrease in Gender Pay Gap through:**

- A reduction of barriers relating to gender equality in employment
- Increased flexibility in the workforce
- An increase in the number of women moving into more senior roles
- An increase in women working in non-traditional sectors
- An increase in the number of women working in quality part-time jobs

**Funding**

Agile Nation is funded through the European Social fund (ESF) Priority 3 Theme 3 of the Convergence fund (West Wales & the Valleys) – ‘Promoting Gender Equality in Employment’.

**Contacts**

Hayley Dunne, Project Manager [hayley.dunne@chwaraeteg.com](mailto:hayley.dunne@chwaraeteg.com)

**North Wales** : Abel Guerrero, Regional Project Manager [abel.guerrero@chwaraeteg.com](mailto:abel.guerrero@chwaraeteg.com)

(Tel:  
01492 514237)

**South West Wales** : Lois Poynting, Regional Project Manager

[lois.poynting@chwaraeteg.com](mailto:lois.poynting@chwaraeteg.com)

(Tel: 01269 845155)

**South East Wales** : Emma Richards, Regional Project