

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

Wednesday 8th October, 2009, 9.30am
Technium PE Dafen, Llanelli

NOTES OF MEETINGPresent:

Aled Evans (AE)	Neath Port Talbot County Borough Council
Amanda Carr (AC)	SCVS
Chris Birch (CB)	Pembrokeshire County Council
Caroline Townsend-Jones (CJ)	Gorseinon College
Grace Hagen (GH)	Aberystwyth University
Graham Longster (GL)	Pembrokeshire County Council
Judith James (JJ)	Swansea University
Karl Napieralla (KAN): CHAIR	Neath Port Talbot County Borough Council
Matt Morden (MM)	Carmarthenshire County Council
Mike Hughes (MH)	City & County of Swansea
Paul Relf (PR)	City & County of Swansea
Phil Holmes (PH)	City & County of Swansea
Phil Southard (PS)	NPTCBC
Philip Drakeford (PD)	Careers Wales West
Phil Tristram (PT)	DCELLS
Sara Harvey (SH)	WLGA
Sian O'Neill (SO'N)	Pembrokeshire College
Simon Jenkins (SJ)	Swansea College
Steve Causley (SC)	DCELLS
Sue Pester (SP)	Aberystwyth University
Gareth Morris (GM)	WEA

Supporting:

Jayne Glover (JG)	Neath Port Talbot CBC
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Apologies:

Andy Senior	WLGA
Clare Southard	NIACE Dysgu Cymru
Cris Tomos	CAVS
Eileen Bellamy	SWAMWAC
Jacqui Weatherburn	Coleg Ceredigion
Jan Britton	Jobcentre Plus
Mari Morgan	Ceredigion County Council
Mark Heydon	Swansea Employment Training
Meri Huws	Trinity University College
Pam Tanner	Neath Port Talbot College
Peter Rees	Coleg Sir Gar
Rhian Phillips	Carmarthenshire County Council
Tony Potts	Neath Port Talbot Council for Voluntary Services
Sue Samuels	Neath Port Talbot County Borough Council

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1. Apologies, Welcome and Introductions

The above named people had given apologies for the meeting.

2. Notes from the last meeting and Matters Arising

- Strategic Outline Proposals – Pembrokeshire College SOP have been received and GL offered to forward SH the PCC one.
- No additional information received on Reaching the Heights yet.
- Convergence funding for Engage Project has been secured.

Action Point:

- i. PCC to forward SOP to SH

3. RLP Action Plan: Progress

(i) Regional Learning and Skills Observatory

PD gave an update on the Regional Learning & Skills Observatory.

- Improve collection and analysis of data
- Target resource for filling gaps
- Dissemination of information is as effective and accessible as possible.

Western Valley Project RLSO Pilot Project

Slight delay on project but well received by the Western Valleys Steering Group. Led by Carmarthenshire County Council for the pilot with a focus on Amman Gwendraeth Valleys. Look to identify organisations already active in collection of info relative to learning/skills. Draw organisations into the RLP network. Design and field testing protocol and procedures for confident pooling of information.

The 2nd aspect of project: how we go about disseminating. What area can we fix on as a mini piece of analysis in a 6 month project? Care Sector a strong favourite to use for this work. They want to continue information from learners. Employment after training, why no employment? etc.

Identify things we can offer, distribute.

Where do we go from here? Detailed meeting with Carmarthenshire County Council on 9th October on:-

- How much will County Council be able to hand over to RLP?
- Looking at management arrangements.
- Timeframe for whole pilot.

KAN comments: Excellent news

SH comments: This is a means of *testing* RLSO via the pilot. The ownership remains with the RLP and the hope of rolling out to other areas once the pilot has run.

Other areas of discussion:

- Involvement in pilot by Education
- Post 16 plans
- Evaluations

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- Needs and scope of care sector
- Need to link to SKIP – links to social care work in University.
- Link up to Personnel departments.

3(ii) E-Learning Portal Update

Meeting next week for both e-learning and RLSO Task and Finish Groups
Experts from various sectors involved to see what can be developed. Update at next meeting.

Suggested Mike Isted, Pembrokeshire be involved.
Important to be linked up with 14-19 work.

- ii. *SJ to contact Mike Isted and feedback to next Steering Group meeting*

3(iii) Partnership Brokerage and Development including ACL T & F Group

Update from Strategy Group meeting last month:

- ◆ Budget issues from partners circa £100k now in for Year 1.
- ◆ Discussion on proposed merger of Swansea and Gorseinon Colleges.
- ◆ Engage with local network – Carmarthenshire (regeneration), Swansea (regeneration) and Ceredigion (learning) partnerships already identified for presentations on the RLP, as well as Pembrokeshire (learning)

Reminder – keen to meet with local partnerships, both regeneration and learning – action all those involved in local regeneration/ learning partnerships to invite the RLP team to present on the development of the Partnership.

- ◆ Clipper Ventures Meeting – working with young people on sailing ships – anyone is invited to come along – initial date postponed – new date to be set.
- ◆ ACL Group – Maggi Dawson Chairing and the Group has now met twice. Welcomed DCELLS' in principle support of the SOP. Important to firm up how the RLP is adding value to local activity.

- iii. *Presentations to be scheduled with Carmarthenshire Learning Network; Ceredigion Regeneration Partnership; Neath Port Talbot Learning Network; Neath Port Talbot Regeneration Partnership; Pembrokeshire Regeneration Partnership and Swansea Learning Network*

**4/5. RLP Steering Group – Review Terms or Reference and of Membership/
RLP SOP Update**

Strategic Outline Proposals submitted – now approved - £30k from DCELLS in principle. Need to discuss moving forward as this money has to be spent by end of financial year.

Very keen we start moving ahead with staffing. 6 month secondment opportunity for Co-ordinator /Manager (details to be sent out and request for colleagues to put on websites/ intranet). Finance/Administrative support officer: important to get core staff in post to move things forward. KAN looking for Sector and Regional representatives to be involved in interview panel (SH to action). Needs to be started asap within next month.

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Some discussion about the RLP Steering Group and whether the meeting arrangements are still appropriate. Some feedback received from partners about the meetings. Extending monthly meetings to quarterly meetings was discussed as well as timescales, attendance, etc. The general view of the Group was that the Steering Group was a critical part of the RLP infrastructure and that partners welcomed the cross-sector and geographical spread of the meetings. It was an important opportunity to move things forward with representatives doing specific pieces of work and so on. It was therefore **agreed** to review in more detail in the November meeting but that in the meantime, monthly meetings would remain. The Steering Group to review Terms of Reference, together with a revised structure diagram of the RLP and a paper on advocates as discussed previously.

- iv. *Progress staffing arrangements for RLP (SH)*
- v. *Steering Group agenda to include ToR, structure and advocates paper (SH)*

6. **NPT Merged SOPs approach**

Powerpoint presentation from AE about the intention of Neath Port Talbot partners to bring together the ACL and Transformation activity under one partnership umbrella arrangement.

7. **Big Lottery Life Skills Care Leavers Project Update**

AC provided the Group with an update on the progress of the BIG project proposals. Helen Davies/Sally Jenkins of Barnados attending meeting for those invited to tender. Now tight timeframe for tenders (9 Nov) for those wishing to submit.

Invite to tender	26 Nov
Contract Award Date	December

Start up following month. Payments made on provision of monthly returns (i.e. by outcome).

KAN thanked AC and colleagues for the work in progressing this funding opportunity and noted it was a positive reflection of the added value of the RLP.

8. **CYPP Childcare Development Workforce Briefing Session**

SH explained that the session had been arranged as a direct response to the RLP Partners' request for a briefing. The event takes place at Technium, Llanelli

Date: 14th October a.m. Tea Coffee 9am start 9.30 a.m.

Spread the word – open to everyone but please confirm attendance.

- vi. *Partners confirm any additional interesting Briefing session*

9. **Convergence**

a. RLP Business Plan Progress

Submitted first version. WEFO came back with clarification. Plans for 2nd version to be in soon, together with a case for retrospection. Once submitted, more details will follow.

- vii. *Comments to PR on Strategic Frameworks*

b. General Update (PR)

Strategic Frameworks all up for review.

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Comments on special sections for framework – email with comments asap
WEFO Website now updated. Programme progress information should start to improve now.

Reached 50% commitment on Programme. Essential Skills gone back in at fairly high level and anticipate some progress on this.

Activate Update – Swansea leading. Some work to be done on finalising.

c. Sharing Information between other Convergence Projects

Engage – appointments to be made over next few weeks. Updates to follow.

10. **Any Other Business**

University Sector

JJ: Bid put in was approved – Swansea University put in advanced training. Hoping partners across region would get involved (FE Sectors with labs and tutors). Mid October will be going ahead.

European Grouping of FE and One of HE

PT: Suggestion to bring them together under the auspices of the SET - **agreed**

viii. *PT to progress*

PD: 2 DCELLS projects approved – I.T. and Leadership & Management. Pathways to Apprenticeships – 45 week programme bid put in. Update to follow.

HR Advisors

AC: call taken from HR Advisor – working in Swansea area querying funding available for the Third Sector – passed to DCELLS. Useful update if you hear from anyone in your local area (dossier of evidence).

ix. *All review any queries from HR Advisors concerning the availability of funding and refer back to AC*

HE All Wales Review Group

KAN: sitting on this group_(1st meeting next week). If you feel you would like a conduit for views to be known, KAN quite happy to channel views (emails to KAN). Discuss further at November meeting.

Letters of Support

SH: Convergence Business Plan – Letters of support for each partner being sought – when partners receive, please action: ALL (almost)

x. *Progress letters of support once received from SH*

10. **Date of Next Meeting**

16th November – 2.00 p.m. Technium, Llanelli

Note this meeting has been postponed to 16 December 2009