



**VALE OF GLAMORGAN IMPROVING OPPORTUNITIES BOARD MEETING**

**15<sup>th</sup> September 2015**  
**Civic Offices, Barry**

**Present:**

Bob Guy (BG) - Vale of Glamorgan Council (Chair)  
Kay Martin (KM) – Cardiff and Vale College  
Andy Whitcombe (AW) - Cardiff and Vale College  
Chris Perkins (CP) - Vale of Glamorgan Council

Rachel Connor (RC) – Vale Centre for Voluntary Services  
Paula Ham (PH) - Vale of Glamorgan Council  
Nicola Campbell (NC) – Cardiff and Vale Community Learning Partnership

**Apologies:**

Ben Hughes – Cardiff Metropolitan University  
Jayne Tilley – Careers Wales

Clare Hughes – Department of Work and Pensions  
Paul Kift – Cardiff and Vale College

	<b>Action</b>
<p><b>1. <u>Welcome and introduction</u></b></p> <p>Members of the board were introduced.</p>	
<p><b>2. <u>Apologies for absence</u></b></p> <p>Apologies were given.</p>	
<p><b>3. <u>Minutes from last meeting and matters arising</u></b></p> <p>The minutes for the last meeting in May were agreed. The matters arising will be discussed under the following agenda items.</p>	
<p><b>4. <u>The Community Strategy Delivery Plan 2014-18 – Progress Report.</u></b></p> <p>BG informed the group that the last progress report against the Delivery Plan was presented to the Local Service Board (LSB) in April and the next report is due in December. To begin the process of capturing progress over the last six months an empty template was circulated for updates last week. CP thanked the group for this initial feedback and presented the collated information to the group. CP then took the group through each action, with the group adding</p>	



<p>comments where possible. Several actions needed investigation to provide additional updates and further information. The group agreed to submit missing detail following the meeting.</p> <p>Whilst reviewing the actions several points were raised. AW added that a Job Fair will take place at the Memo in Barry on the 9<sup>th</sup> October. AW also made the group aware that current demand for apprenticeships from both employees and students greatly out numbers the provision under the current funding. NC highlighted the importance of digital training and the need to train trainers to increase the capacity for training sessions.</p> <p>CP updated the group that a final draft of the progress report will be brought to the November meeting of the IOB for final sign off, ahead of submission to the LSB.</p>	<p><b>ALL</b></p>
<p><b><u>5. Terms of Reference and Expansion of Group</u></b></p> <p>BG reminded the group of the a discussion at the previous meeting regarding the proposal for the creation of a subgroup to offer a more operational focus in addition to the strategic focus of the IOB. Further discussion has resulted in the removal of the proposal, however, it is felt that an expansion of the current group would aid discussion and increase effectiveness. Several additions to the group were discussed and all partners agreed to invite new members where existing contacts were already in place. These included Communities First, Newydd, VOGC Council, Business Wales, FSB and Venture Wales. It was further agreed that it would be useful to invite representation from learners, possibly through the youth major to attend occasional meetings in a similar way that businesses have been invited to attend and input to discussions.</p> <p>BG also invited the group to comment on the Terms of Reference which require amendment due to the change in Senior Reporting Officer. BG has replaced Rob Thomas, who is now Managing Director of The Council. BG informed the group that he was happy to continue the role but would have further discussions once an internal restructure is complete to ensure appropriate attendance.</p> <p>It was agreed that an additional action regarding regeneration was required in the Terms of Reference to emphasise this part of the groups remit. PH added that it was important to maintain a strategic focus for the group. RC added that Vale Centre for Voluntary Services has now completed a merger with the Vale Volunteer Bureau and is now named Glamorgan Voluntary Services.</p>	
<p><b><u>6. Tackling Poverty Analysis</u></b></p> <p>CP introduced a report commissioned by the LSB and produced by the Data Unit. The report increases the evidence base supporting</p>	



<p>the Community Strategy Delivery Plan. The analysis seeks to map areas of deprivation in the Vale and highlights the factors that can contribute to poverty and deprivation in an area. The group agreed that this was an excellent piece of work and it had already been circulated for wider use by colleagues.</p> <p>CP updated the group that to build on this report a project was being developed with Creative Rural Communities to produce a map of both social and capital assets in areas of the rural vale.</p>	
<p><b>7. <u>Any Other Business</u></b></p> <p>No further business.</p>	
<p><b>8. <u>Date of Next Meeting.</u></b></p> <p>The next meeting is scheduled for the 19<sup>th</sup> November. If any members of the group would like to add an item to the agenda please contact CP.</p>	<p><b>ALL</b></p>