



VALE OF GLAMORGAN IMPROVING OPPORTUNITIES BOARD MEETING

27th February 2015
Barry Job Centre, Holton Road.

Present:

Rob Thomas - Vale of Glamorgan Council (Chair)
Mikki Down – Careers Wales
Paul Kift – Cardiff and Vale College
Bob Guy - Vale of Glamorgan Council
Amy Troy – Department of Work and Pensions
Paula Ham - Vale of Glamorgan Council

Rachel Connor – Vale Centre for Voluntary Services
Kris Rees – Vale Centre for Voluntary Services
Chris Perkins - Vale of Glamorgan Council
Andy Whitcombe - Cardiff and Vale College

Apologies:

Kay Martin – Cardiff and Vale College
Ben Hughes – Cardiff Metropolitan University

	Action
<p>1. <u>Welcome and introduction</u></p> <p>Members of the board were introduced.</p>	
<p>2. <u>Apologies for absence</u></p> <p>Apologies were given.</p>	
<p>3. <u>Minutes from last meeting and matters arising</u></p> <p>The minutes from the last meeting held on the 1st December were agreed and Rob Thomas (RT) went through the outstanding actions:</p> <ul style="list-style-type: none"> • All members to prepare a response to the actions outlined in the delivery plan and feedback. <ul style="list-style-type: none"> ○ This will be discussed as agenda item 5 • Paul Kift (PK) to put together a list of potential attendees who would be willing to attend board meetings on an ad hoc basis. <ul style="list-style-type: none"> ○ PK has put together a list of the largest employers in the area and will discuss as part of the action plan. • Bob Guy (BG) and Chris Perkins (CP) to investigate the possibility of a member of the Federation of Small Businesses attending the board. <ul style="list-style-type: none"> ○ Contact has been made with little response. The group 	



<p>has agreed to focus on other possible participants.</p> <ul style="list-style-type: none"> • Kay Martin (KM) to invite Ben Hughes from Cardiff Metropolitan University to join the group. <ul style="list-style-type: none"> ○ KM has passed the details to CP who has invited Ben to join the group. Ben has accepted the invitation but has given his apologies for this meeting. • CP to make amendments to the Terms of Reference as discussed. <ul style="list-style-type: none"> ○ This will be discussed as agenda item 4. • CP to circulate contact details for members to the group. <ul style="list-style-type: none"> ○ Details have now been circulated to the group if any other information is needed contact CP. • CP to arrange quarterly meetings for the group and circulate the dates. <ul style="list-style-type: none"> ○ Meetings have now been arranged for the year, with the next meeting scheduled for the 13th May. <p>Andy Whitcombe (AW) highlighted that Welsh Government had now announced their apprenticeship policy with a significant cut in funding.</p>	
<p><u>4. Terms of Reference – any further amendments.</u></p> <p>CP has amended the Terms of Reference following discussions at the last meeting in December. The changes have added focus on knowledge sharing and coordinating a joint response from partners to new business and developments.</p> <p>The group agreed that the Terms were now complete and no further amendments were needed at this time.</p>	
<p><u>5. The Community Strategy Delivery Plan 2014-18- updates on progress against the actions outlined under ‘ Helping People into Work’</u></p> <p>The list of actions was presented to the group for comment by RT. Each action was addressed and progress has been noted against the actions in a separate document.</p> <p>PK presented a list of possible contacts for the group and the board as a whole was keen to engage further with businesses in the area. PK will begin to contact the main employers in the area for engagement and circulate the list to members of the board. Admiral was chosen by the group as a good starting point. Mikki Down (MD) also suggested that Business Wales may be a useful contact to invite to the group.</p> <p>BG suggested that a working group may be of use to take forward some of the actions of the group. BG will produce an outline of the group and possible membership.</p>	<p>PK</p> <p>BG</p>



<p>Two changes to the delivery plan were suggested by the group to be taken to the LSB for confirmation.</p> <ul style="list-style-type: none"> • Action 5 becomes a sub action of action 3 as there is significant crossover between the two. • Actions 16 and 17 are merged due to the similarity of actions. 	
<p>6. <u>Progress Reporting to the Local Service Board</u></p> <p>CP presented an outline of the reporting process for the board that had been agreed at February's meeting of the LSB.</p> <p>The actions discussed under agenda item 5 will form part of a progress report to be presented to the LSB in April.</p>	
<p>7. <u>Date of Next Meeting.</u></p> <p>Meetings for the year are as follows:</p> <p>13th May 2015 27th August 2015 19th November 2015</p>	
<p>8. <u>Any other business</u></p> <p>MD informed that group that due to reorganisation of Careers Wales after the 1st April she would no longer be the representative for the area and another officer would take her place.</p>	