

WECA ADULT EDUCATION STAKEHOLDER GROUP

1. PURPOSE

The West of England Combined Authority (WECA) Adult Education Stakeholder Group is intended to provide a strategic forum to facilitate:

- A. Effective and consistent two-way communication and consultation between WECA and adult education stakeholders;
- B. The collective monitoring of adult education provision delivered to WECA residents in terms of participation, achievement, positive progression and quality at both West of England Level and across specific geographies and themes therein;
- C. The effective sharing of intelligence and insights concerning learner, community and employer needs in relation to adult education (and how effectively existing provision responds to these needs) to enable improved planning and distribution of adult education and in turn improved outcomes for learners;
- D. The collective discussion and development of WECA plans, policy and strategy for adult education in proper consideration of wider plans, policy and strategy across all stakeholders.
- E. The encouragement of more effective collaboration between stakeholders in order to secure improved outcomes for learners, communities and employers and better value for money;
- F. The commissioning of task and finish groups intended to explore specific matters in greater detail;
- G. The consideration of issues arising through the WECA Adult Education Operations Group that require input at the strategic level.

The role of the group will be advisory in nature as formal decision-making powers lie within established WECA governance arrangements. The advice offered through the WECA Adult Education Stakeholder Group will inform decisions taken by the WECA Adult Education Programme Board, the WECA Chief Executives Group and the WECA Committee as appropriate.

2. MEMBERSHIP

The membership of the WECA Adult Education Stakeholder Group shall include:

- The WECA Adult Education Team
- Representatives from all WECA Adult Education Providers
- Representatives from each WECA constituent authority:

TERMS OF REFERENCE

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- Bath and North East Somerset
- Bristol
- South Gloucestershire
- Representatives from relevant strategic partners bodies:
 - Association of Colleges (AoC)
 - Association of Employment and Learning Providers (AELP)
 - Western Training Provider Network (WTPN)
 - HOLEX

3. APPOINTMENTS

Stakeholders are at liberty to nominate the individuals who will act as their representative at the WECA Adult Education Stakeholder Group. As the group is intended to be strategic in nature the representative should normally be operating at this level within the stakeholder organisation and / or hold lead responsibility for the management of WECA adult education provision where the stakeholder is a WECA adult education provider.

Stakeholders may nominate substitutes to attend meetings where the named representative is unavailable.

Attendance will normally be limited to one representative per organisation (other than the WECA Adult Education Team), though other attendees may be permitted through prior agreement, especially where their input is of particular relevance to specific agenda items. Such requests should be submitted to adulteducation@westofengland-ca.gov.uk in advance of attendance.

4. MEETINGS

The WECA Adult Education Stakeholder Group will meet on a quarterly basis. Extraordinary meetings may be called if justified by emerging circumstance.

The WECA Adult Education Stakeholder Group will adopt a rolling chair approach with the chair of the next meeting being identified as a standing agenda item within all meetings.

The WECA Adult Education Stakeholder Group will be hosted by WECA by default though stakeholders will be encouraged to host where they are in a position to do so.

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5. STANDING AGENDA

The specific agenda of WECA Adult Education Stakeholder Group meetings will be shaped by relevant emerging topics and issues, some of which are likely to arise on an annual cycle (e.g. allocations processes and provider success rate analysis). The meetings shall however be structured around a standing agenda:

- A. Welcome, introductions and apologies;
- B. WECA Update (by exception);
 - a. Performance update;
 - b. Policy / strategy / process update;
 - c. Intelligence update;
 - d. Wider WECA (non AEB) update (where relevant).
- C. Provider Update (by exception);
 - a. Key developments / emerging issues and opportunities relevant to and potentially requiring input from other partners and stakeholders.
- D. Strategic Partner Update (by exception);
 - a. Key developments / emerging issues and opportunities relevant to and potentially requiring input from other partners and stakeholders.
- E. Main Agenda Items;
 - a. More substantial focus on specific issues led by WECA, providers or other stakeholders.
- F. AOB
- G. Next Meeting
 - a. Date / Time / Location
 - b. Chair
 - c. Main Agenda Items