

Individual Decision

The attached report will be taken as
Individual Portfolio Member Decision on:

Wednesday, 30th April, 2014

Ref:	Title	Portfolio Member	Page No.
ID2783	West Berkshire Community Learning and Skills Plan	Councillor Irene Neill	1 - 32



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Individual Executive Member Decision

Title of Report:	West Berkshire Community Learning and Skills Plan
Report to be considered by:	Individual Executive Member Decision
Date on which Decision is to be taken:	23 rd April 2014
Forward Plan Ref:	ID2783

Purpose of Report: The purpose of the report is to set the strategic direction and targets for delivery for Community Learning in West Berkshire for 2014/15 academic year, to confirm its links to other local plans and to confirm the Council's role in commissioning, co-ordinating and supporting members of the West Berkshire Community Learning Partnership to deliver formal and nonformal learning in West Berkshire

Recommended Action: To approve the targets and the plan

Reason for decision to be taken: This is a non statutory plan. The Community Learning Team seek approval for the plan so that organisations who will apply to become subcontractors can be informed about the aims of the service and the actions that need to be taken to ensure the continuing realignment of the provision to meet the requirements of the Council, The Skills Funding Agency, The Ofsted Inspectorate and the priority groups of learners that need to be attracted to the provision.

Other options considered: None

Key background documentation: BIS (2011) New Challenges , New Chances FE and Skills System Reform Plan: Building a world class system
LSIS (2012) A guide to making the most of the Adult Skills Budget
SFA (2014) Funding Rules 2014/15 – Version 1
BIS (March 2014) Rigour and Responsiveness in Skills
SFA (March 2013) A New Streamlined Funding System for Adult Skills
SFA (February 2013) Community Learning 2013/14 Information for Community Learning Providers
NIACE (Dec 2012) Community Learning in Rural Areas
SFA (February 2014) Skills Funding Statement 2013 -16

Portfolio Member Details	
Name & Telephone No.:	Councillor Irene Neill - Tel (0118) 971 2671
E-mail Address:	ineill@westberks.gov.uk
Contact Officer Details	
Name:	Janet Scott
Job Title:	Service Manager
Tel. No.:	01635 519063
E-mail Address:	jscott@westberks.gov.uk

Implications

Policy:	NONE
Financial:	The Council has received confirmation of its allocation for Community Learning and Skills in its Skills Funding Agency Final Funding Statement 2014/15. For Adult Skills it will receive £49,233 from August 2014 to March 2015 and £32,064 from April 15 to July 2015 (Total £81,297). This represents a cut of 15% compared to 2013/14. For Community Learning it will receive £267, 545 from August 2014 to March 2015 and £133,772 from April 2015 to July 2015 (Total £401,317) STILL TO RECEIVE THIS IN WRITING.
Personnel:	NONE
Legal/Procurement:	NONE
Property:	NONE
Risk Management:	None

Is this item relevant to equality?	Please tick relevant boxes	
	Yes	No
Does the policy affect service users, employees or the wider community and:		
• Is it likely to affect people with particular protected characteristics differently?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Is it a major policy, significantly affecting how functions are delivered?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Will the policy have a significant impact on how other organisations operate in terms of equality?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to an area with known inequalities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Outcome (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)		
Relevant to equality - Complete an EIA available at www.westberks.gov.uk/eia		<input checked="" type="checkbox"/>
Not relevant to equality		<input type="checkbox"/>

Consultation Responses

Members:

Leader of Council:	Councillor Gordon Lundie No response to date.
Overview & Scrutiny Management Commission Chairman:	Councillor Brian Bedwell No Response to date.
Ward Members:	N/A
Opposition Spokesperson:	Councillor David Allen- No Response to date.
Local Stakeholders:	Members of the West Berkshire Community Learning

Partnership:

Fadia Clarke, Newbury College –Chair
Tammera Easterling, WBTC – Vice Chair
Ann Long, Berkshire Autistic Society
Jean Battle, Thatcham Lifelong Learning Forum
Tim Parry, Community Council for Berkshire (CCB)
Tahira Kulsoom, Sovereign Housing
Rabena Sharif, WEA
Martin Towers, Skills Funding Agency
Sarah Hughes, Newbury College

Officers Consulted:

Janet Scott – Service Manager, Sara Hanson – Principal
Community Learning Officer- Sarah Webb – Accounts
Officer.

Trade Union:

N/A

Is this item subject to call-in?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval	<input type="checkbox"/>	
Delays in implementation could have serious financial implications for the Council	<input type="checkbox"/>	
Delays in implementation could compromise the Council's position	<input type="checkbox"/>	
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months	<input type="checkbox"/>	
Item is Urgent Key Decision	<input type="checkbox"/>	
Report is to note only	<input type="checkbox"/>	

Supporting Information

1. Background

- 1.1 This Plan is one part of the family of plans which set the priorities for services in West Berkshire

2. Introduction

- 2.1 The plan informs stakeholders of the requirements of the Skills Funding Agency (SFA) which provides the external funding for the Community Learning and Skills Service delivered by the Council. It identifies the key national and local plans and priorities that the plan can contribute to and sets out the aims, actions and outcomes for Community Learning and Skills in West Berkshire during the academic year 2013/14. The plan also lists the strategic challenges faced by the service.

3. Equalities Impact Assessment Outcomes

- 3.1 An equalities impact assessment is attached.
- 3.2 A consultation took place at the 4th March Community Learning Partnership meeting to increase the numbers of groups in the list of priority groups – these additional groups are people with low levels of IT skills, people who are underemployed and those that need to retrain.

Appendices

- Appendix A – West Berkshire Community Learning Partnership Strategy Plan 2014/15
Appendix B – Equality Impact Assessment 2014/15
Appendix C – West Berkshire Partnership Diagram
Appendix D - Community Learning Plan 1
Appendix E - Community Learning Plan 2
Appendix F – West Berkshire Council Fee Policy on Adult & Community Learning Provision 2014 - 15

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West Berkshire Community Learning Partnership

Strategic Plan 2014/15



West Berkshire Community Learning Partnership (WBCLP) Strategic Plan 2014/15

Purpose of the West Berkshire Community Learning Partnership

To plan, develop and implement the strategy for community learning and ensure the delivery of universal and targeted learning opportunities in West Berkshire.

Membership

Learners are at the centre of the partnership which exists to meet their needs. Tutors and volunteers teach, support the learners and deliver courses across the district at colleges, schools, Children's' Centres, Community and Voluntary groups. These are frequently supported by other organisations with direct links with the learners signposting them to providers.

See:

- Appendix C: Diagram of West Berkshire Community Learning Partnership
- Appendix D: List of West Berkshire Community Learning Partnership members
- Appendix E: List of West Berkshire Community Learning Partnership Board members

Introduction

This Plan is one part of the family of plans which set the priorities for services in West Berkshire. It builds on a series of West Berkshire Council Adult Learning Plans and is the first one written to set the strategic direction of the newly formalised West Berkshire Community Learning Partnership. The partnership was revitalised in 2012 as part of an unsuccessful application for Community Learning Trust pilot status. It was agreed that the newly formed partnership should continue. It was formalised on 10th December 2013 when a new Board was formed and a chair and vice chair elected.

This plan sets the context in which the partnership works, identifies the key plans and priorities that this partnership can contribute to and sets out the aims, actions and outcomes for Community Learning and Skills in West Berkshire during the academic year 2014/15. The plan also lists the strategic challenges faced by the partnership.

A detailed action plan is being developed that will include the responsibility for each action, the timescale for completion and success criteria. This will be monitored by the Partnership Board.

Context

West Berkshire Community Learning Partnership services an area stretching from Hungerford in the west to Reading in the east. The area is largely rural covering 272 square miles. It has an adult population (over 19 years) of 116,500 (census 2011). The total population is expected to increase by 15,000 over the next 10 years with a steep increase in older people with the numbers aged over 85 expected to double. West Berkshire is generally an affluent area and a comfortable safe and pleasant place to live. It is ranked as the 38th least deprived district in England on the 2011 Index of Multiple Deprivation. It is one of the most rural areas within the South East of England with a third of the population living in small rural settlements. The other two thirds live in the Kennet Valley, the Newbury / Thatcham conurbation (42%) and the western suburbs of Reading (20%). Other significant small towns are Hungerford and Theale. The wards with the largest numbers of young people are Greenham, Chieveley and Cold Ash, whilst Speen, St Johns and Victoria, Hungerford, Pangbourne and Aldermaston have a higher proportion of residents over 65 years old.

Average income in West Berkshire is 14% higher than the national average. There are wards e.g. Calcot, Clayhill, Greenham, Northcroft and Victoria which score below average in total deprivation and Thatcham Central which scores high in the scale for income deprivation and Thatcham that is characterised by relatively high numbers of adults who are unemployed, low income families and relatively high rates of crime. Over one fifth of adults do not hold a level 2 qualification whilst one third of adults hold a level 4 qualification, marginally lower than regionally.

Key plans, requirements and priorities that set the context for Community Learning and Skills in the district 2014/15

At the 4th March 2014 meeting of the Community Learning Partnership, members agreed to work together and plan their programmes in order to contribute to the following priorities

1. National

A. Requirements of Providers directly funded by the Skills Funding Agency

Most of the Community Learning and Skills provision in West Berkshire is funded through a contract with the Skills Funding Agency (SFA) for Community Learning and Adult Skills. The providers in receipt of the funding are required to:

- Commission, deliver and support a locally determined formal and non formal learning offer that conforms to the objectives set out in New Challenges, New Chances (see Appendix 2)
- Operate in a strong local partnership to ensure their plans and strategies are underpinned by engagement with communities, local authorities, LEPs and other key local stakeholders.
- Operate within the terms and conditions of the SFA funding agreement and the SFA funding rules which state:
 - Providers must have in place a strategy that sets out how they have identified and how they will deliver a balance of the objectives set out in New Challenges, New Chances
 - Providers must show evidence on how they will operate in strong local partnerships to ensure their objectives are underpinned by engagement and consultation with their communities, local authorities, local enterprise partnerships and other key local stakeholders
 - Providers must have clear outcomes and appropriate measures capable of evaluation by their community and local stakeholders
 - Providers must develop and implement a robust financial strategy that adds to their Community Learning allocation
 - Providers must abide by the funding eligibility (including learner eligibility) as set out in the SFA's funding rules

B Policy

Purpose of Community Learning (Extract from Department of Business Innovation and Skills “New Chances, New Challenges” Page 14)

- Maximise access to community learning for adults, bringing new opportunities and improving lives, whatever people's circumstances
- Promote social renewal by bringing local communities together to experience the joy of learning and the pride that comes with achievement

- Maximise the impact of community learning on the social and economic well-being of individuals, families and communities.

Purpose of the Adult Skills Budget

To support flexible and responsive provision for learners aged 19+ without level 2 qualifications or without GCSE English or Maths at grades A* to C. Funding is focussed on qualifications that are part of a regulated framework approved by the Skills Funding Agency

2. Local

2.1 Thames Valley Berkshire Local Economic Partnership Strategic Economic Plan 2015/16 – 2020/21 – Programme C – Skills Education and Employment priorities

- Increasing the supply of people with STEM (Science, Technology, Engineering and Mathematics experience)
- Introducing higher apprenticeships for older young people i.e. those aged over 19 years
- Building better links between business and education to inform and motivate
- Raising the skills of residents.

2.2. West Berkshire Partnership, Sustainable Community Strategy “A Breath of Fresh Air” priorities:

- A prosperous West Berkshire
- Healthy individuals and communities
- Safer
- Greener
- Accessible

2.3 West Berkshire Skills and Enterprise Partnership priorities:

- Increase knowledge and skills in local businesses (through training and support).

- Increase the number of residents employed locally.
- Increase the skills of local people.
- Ensure children and young people can maximise their individual potential Increase the economic prosperity of our Market Towns.
- Support and encourage the provision of appropriate, decent and sufficient housing

. 2.4. Health and Well Being Board priorities

- Addressing childhood obesity in the Primary School Phase
- Giving every child the best start in life
- Supporting those over 40 years old to address lifestyle choices detrimental to health
- Promoting a vibrant district.
- Promoting independence and supporting older people to manage their chronic conditions

2.5. West Berkshire Council Strategy

Priorities

- Caring for and protecting the vulnerable
- Promoting a vibrant district
- Improving education
- Protecting the environment

Vision and Purpose

- Helping you to help yourself
- Helping you when you cannot help yourself
- Helping you to help one another
- Promoting and acting in the interests of communication, people and businesses of the district

Principles

- Putting people first
- Empowering people and communities
- Living within our means
- Transforming our services to remain affordable and effective
- Doing what is important well.

2.6 West Berkshire Economic Delivery Strategy

Economic objectives:

- Provide effective infrastructure that supports economic growth.
- Encourage inward investment and business retention across all sectors
- Promote West Berkshire as a good location for business, leisure and life.
- Actively support sustainable rejuvenation and regeneration projects in key locations.
- Work with partners to ensure that local skills meet the needs of today's business and work environments.

2.7 Turnaround Families Programme

The ambitions for this programme are:

- To turnaround:
 - service delivery – to help services to better meet the needs of local high need families
 - the lives of 145 West Berkshire families who positively engage with the programme
 - how we pay for and deliver efficient services with less money

- To enhance current local provision of services and encourage new action, basing decisions on evidence of what works
- To offer both challenge and support to families and service providers.

West Berkshire Community Learning and Skills Strategic Plan

At its meeting on 4th March 2014 The WBCLP Board agreed that the Partnership’s objectives remain the same as when it was formed

The strategic objectives are:

1. To focus funding on community groups, to increase participation and to meet the needs of disadvantaged learners from all backgrounds
2. To increase fee income through increased participation and progression to longer courses to ensure the universal provision becomes self sustaining
3. To increase participation in rural areas and areas of low participation in learning
4. To motivate and engage the unemployed and help them progress to volunteering and qualification courses
5. To ensure parents, especially those with low level qualifications, are better equipped to support and encourage their children’s learning
6. To maintain health and social well being, especially for older learners
7. To develop stronger communities with more self- sufficient, connected and pro- active citizens through increased on-line learning and training of volunteers
8. To develop online information and learning resources to support learners and tutors working in the community
9. To work in partnership to minimise overheads, bureaucracy and administration and eliminate duplication.

Also at its meeting on 4th March 2014 the WBCLP agreed to work to the following outcomes

The Partnership will:

1. Define the scope of community learning across the West Berkshire District

2. Maintain an Ofsted Grade 2 for community learning and skills provision
3. Maintain the matrix standard accreditation
4. Share expertise and generate new ideas to develop and adapt the infrastructure that supports community learning in West Berkshire
5. Implement mechanisms to demonstrate the 'pound plus' element of community learning
6. Promote the value of community learning
7. Prepare and communicate case studies of the benefits of community learning
8. Work in collaboration to meet local targets for community learning
9. Support each other to identify and secure funding for community learning
10. Link in to regional and national groups to inform good practice
11. Support delivery partners to deliver community learning through workshops, tasters and short courses with defined progression routes to support those learners who wish to move on to qualification courses, employment or volunteering.

The following performance indicators were agreed at the WBCLP meeting on 10th December 2013 and the following targets are proposed.

Key Performance Indicator	2011/12		2012/13		2013/14 Target		2014/15 Target
	Number	%	Number	%	Number	%	%
Responsiveness							
Total Enrolments	2782		3016		2700		2700
Total Learners	2145		2310		2100		2100
Learners from areas of low participation in education****	704	33%	743	32%	693	33%	30%
Learners from areas of deprivation **	571	27%	498	22%	567	27%	26%
Unemployed Learners	N/A	N/A	N/A	N/A	N/A	N/A	20%
Learners from rural areas	436	20%	439	19%	264	22%	22%
Courses that run in rural areas	42	13%	36	11%	240	20%	26%
Total number of courses	317		342		340		340

Key Performance Indicator	2011/12		2012/13		2013/14 Target		2014/15 Target
	Number	%	Number	%	Number	%	%
Effectiveness							
Learners progress to Education, Employment, Training or Volunteering (Sample Based)	N/A	N/A	N/A	N/A	N/A	N/A	10%
Learners Retention		94.86%		96.82%		90-94%	90-94%
Learner Attendance		87.96%		86.96%		87-88%	87-88%
Finance							
Cost per learner (based on provider grant allocation)	£220.78	N/A	£205.59	N/A	£205	N/A	£200
Average class size	9	N/A	9	N/A	9	N/A	9
Pound Plus (as % of allocated grants)	N/A	N/A	N/A	N/A	N/A	N/A	20%
Equality and Diversity - Learner profile							
Learners aged over 60	442	21%	462	20%	525	25%	26%
Learners from ethnic minority groups *	264	12%	273	12%	168	8%	12%
Learners on concessionary fees in receipt of benefits***	22	1%	149	6%	42	2%	2-5%
Learners on concessionary fees aged 60+	155	7%	226	10%	210	10%	10%
Learners with learning difficulties and/or disabilities	455	21%	376	16%	420	20%	16%
*Ethnic Minority = Total less 'White British' & 'Not known/not provided'							
**Wards = Calcot, Clay Hill, Greenham, Lambourn Valley, Speen, St Johns, Thatcham North & Victoria							
***Those learners in receipt of benefits who receive discounted course fees							
****Wards with more than 43% of individuals who have less than a level 2 qualification - from Stats on Maps							

Financial Strategy
2014/15 Commissioning Allocations

	Community Learning	ASB	Total
Income			
SFA Allocation WBC	-401,320.00	-81,297.00	-482,617.00
Council Contribution (Turnaround Families and ASC)	-13,000.00		-13,000.00
	-414,320.00	-81,297.00	-495,617.00
Expenditure			
Salaries	171,000.00		171,000.00
Other Costs (inc ASB Uplift)	23,130.00	6,485.00	29,615.00
TOTAL	194,130.00	6,485.00	200,615.00
Balance	-220,190.00	-74,812.00	-295,002.00
Allocations for Commissioning			
Internally Delivered Provision	20,000.00		20,000.00
Community Education Fund Awards	55,000.00		55,000.00
Medium and Large Contracts	127,000.00	71,500.00	198,000.00
Learner Support and Concessions	18,190.00	3,312.00	21,502.00
Neighbourhood Learning Centre Support	1,200.00		1,200.00
TOTAL	220,190.00	74,812.00	295,002.00
Balance	0.00	0.00	0.00

Priority Groups

To ensure that public funding is focussed on people that are disadvantaged and least likely to participate, the Community Learning Partnership endorsed the decision that the Council will welcome bids to deliver community learning and skills from organisations that prioritise delivery to:

- People with low levels of literacy, numeracy and /or IT skills
- People with low levels of skills
- People who are unemployed or under employed
- People who wish to retrain
- People who live in rural areas
- People who live in areas with low participation in learning
- Older people
- Parents who need help to support their children in school
- People from ethnic minorities who need support to access learning
- People with disabilities
- People with learning difficulties
- Ex- offenders and probation clients
- People with or recovering from mental illness
- People with or recovering from drug or alcohol dependency

STRATEGIC CHALLENGES

The strategic challenges that the West Berkshire Community Learning Partnership face are:

- Reduced central support from the Skills Funding Agency and a new approach to minimum standards which judge the provider not specific provision.
- Changes in the Skills Funding Agency's funding methodology, in particular that of Adult Skills
- Simplification in the funding of qualifications which has reduced the number that qualify for funding
- The cuts in public services and their effects.
- Applying the lessons of the Community Learning Trust pilots
- The probability that the geographical allocation of Community Learning and Skills funds will change over time.
- The changing focus of inspection to include Maths and English in all provision
- Commissioning and supporting providers to deliver programmes funded by the Adult Skills Budget. This budget is paid on outcomes instead of a block grant.
- Changing relationships with partners as restructures take place.
- Addressing the role of the Thames Valley Local Economic Partnership in the context of community learning.

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Equality Impact Assessment – Stage One

Name of item being assessed:	Delivery of the Skills Funding Agency contract for adult and community learning - update paper
Version and release date of item (if applicable):	Item for Individual decision
Owner of item being assessed:	Janet Scott
Name of assessor:	Sara Hanson
Date of assessment:	Update 27 th March 2014

1. What are the main aims of the item?

This plan summarises the requirements of the Skills Funding Agency (SFA) that provides the external funding for the Community Learning and Skills Service delivered by the Council, identifies the key plans and priorities that this plan can contribute to and sets out the aims, actions and outcomes for Community Learning and Skills in West Berkshire during the academic year 2014/15. The plan also lists the strategic challenges faced by the service.

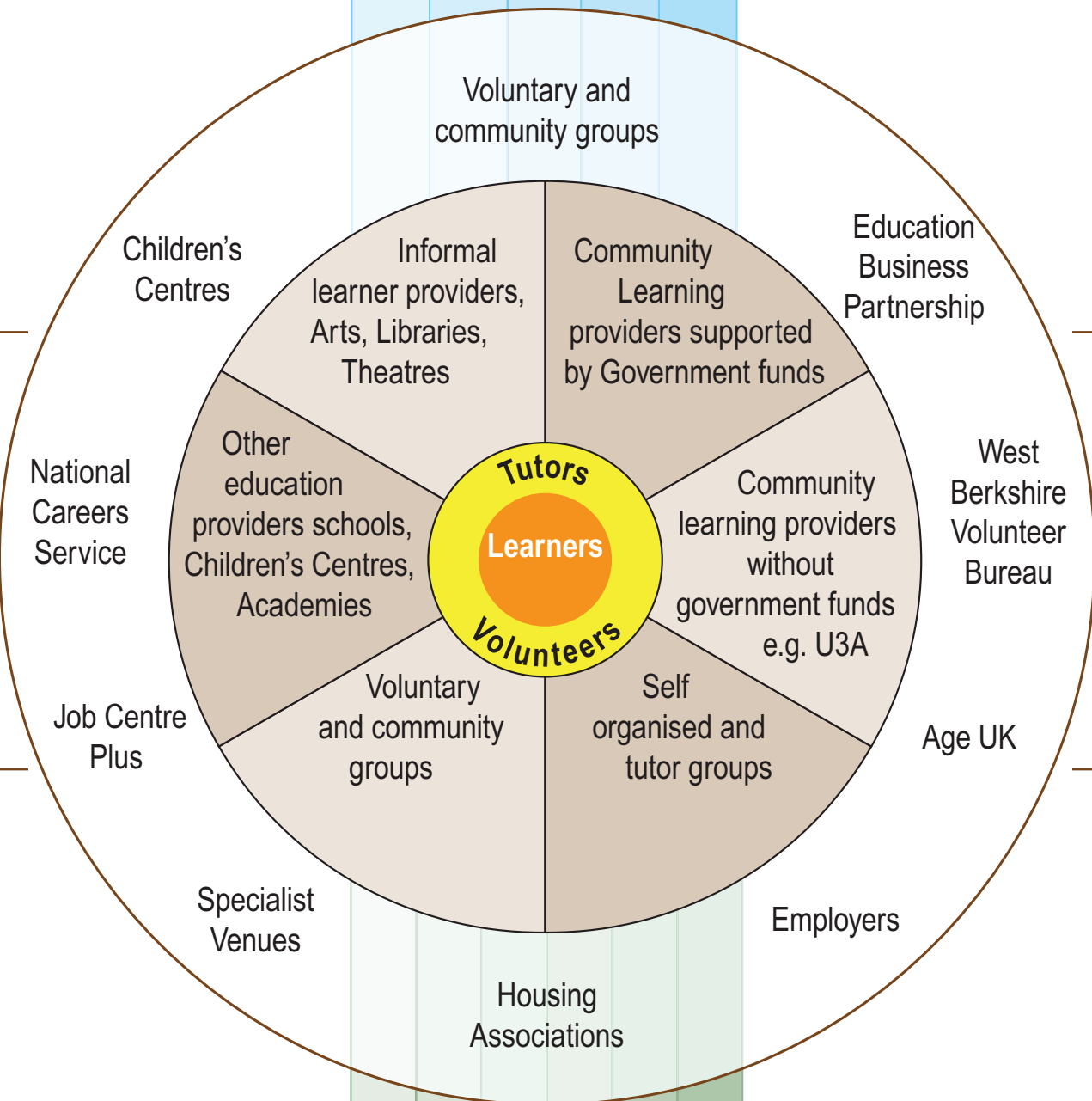
2. Note which groups may be affected by the item, consider how they may be affected and what sources of information have been used to determine this. (Please demonstrate consideration of all strands – age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)


Group Affected	What might be the effect?	Information to support this.
Age	None	The funding supports adults aged over 19 and families. The Council will continue to offer a 30% concession to people aged over 60 years who live in West Berkshire.
Disability	None	The Council ensures that all courses take place in accessible venues and that adaptive equipment is available and extra support can be applied for if transport or extra help in the classroom is needed
Gender	None	Men are underrepresented, generally, in community learning, however by encouraging providers to target men, a greater proportion attend classes in West Berkshire than nationally. Tutors

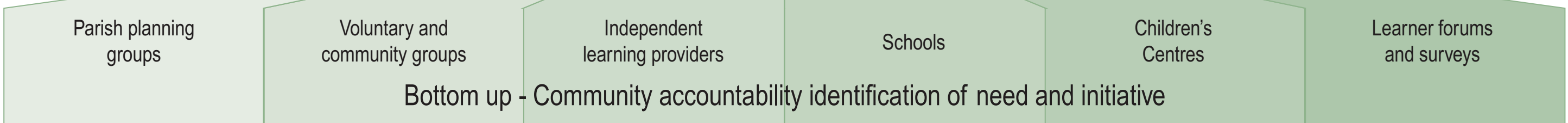
		have had equalities training and are aware of issues facing people of transgender.
People with family responsibilities	None	Crèche facilities are made available when relevant and courses held at times when working parents can attend where possible.
People living in rural areas	None	Providers are requested to hold classes in rural areas whenever a viable group can be achieved. There are Community Learning Team supported neighbourhood learning centres and community rooms throughout the district and the team has upgraded many venues to ensure they are suitable for adult learning. Support for help with transport to classes can be applied for. Numbers of people who live in rural areas attending classes remains fairly constant
People with low or fixed incomes	None	The Council will continue to offer 50% concession to those on active benefits and free courses to support employability to priority groups and unemployed learners and learners without level 2 qualifications.
Race	None	There is no evidence that learners are disadvantaged because of their race.
Religion or Belief	None	There is no evidence that learners are disadvantaged because of their religion. Efforts are made to ensure that classes do not take place on religious holidays.
Sexual Orientation	None	There is no evidence that learners are disadvantaged because of their sexual orientation.
Further comments relating to the item:		



West Berkshire Council Strategy



 Adults and Families who live, work or volunteer in West Berkshire



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West Berkshire Community Learning Partnership
Membership List (December 2013)

	Firstname	Surname	Organisations Name	Address	Postcode
1	Tim	Parry	CCB	1650 Arlington Business Park, Theale, Reading, Berkshire	RG7 4SA
2	Tammera	Easterling	West Berkshire Training Consortium	Consortium House, 7 Cheap Street, Newbury, Berkshire	RG15 5DD
3	Rosie	Franklin	Berkshire Autistic Society	Unit 7 Richfield Place, Richfield Avenue, Reading	RG1 8EQ
4	Janet	Scott	West Berkshire Council	West Street House, West Street, Newbury, Berkshire	RG14 1BZ
5	Garry	Poulson	Volunteer Centre West Berkshire	Newbury Volunteer Bureau, 1 Bolton Place, Newbury, Berkshire	RG14 1AJ
6	Jane	Hall	Link Up / West Berkshire Mencap	The Slater Centre, Greenham Business Park, Newbury, Berkshire	RG19 6HA
7	Sue	Rollings	Artist & Family Learning Tutor	4 Kennet Place, London Road, Newbury, Berkshire	RG14 2AL
8	Jean	Battle	Thatcham Life Long Learning Forum	41 Gordan Road, Thatcham, Berkshire	RG18 3DE
9	Fadia	Clarke	Newbury College	Monks Lane , Newbury ,Berkshire	RG14 7TD
10	Fiona	Bridger-Wilkinson	Victoria Park Nursery School & Children's Centre	Victoria Park Nursery School & Children's Centre, Newbury, Berkshire	RG14 1EH
11	Jackie	Gray	West Berks Council	Council Offices, Market Street, Newbury, Berkshire	RG14 5LD
12	Teresa	King	Greenham Parish Council	5 The Baxendales, Newbury, Berkshire	RG14 7SA
13	Debbie	Rowe	West Berks Council	South Thatcham And Area Childrens Centre, Lower Way, Thatcham, Berkshire	RG19 3RR
14	Shelly	Hambrecht	Empowering West Berkshire	4-8 The Broadway, Newbury, Berkshire	RG14 1BA

15	Martin	Towers	Skills Funding Agency	Pacific house, Imperial way, Reading, Berkshire	RG2 0TF
16	Sarah	Hughes	Newbury College	Newbury College, Monks Lane , Newbury, Berkshire	RG14 7TD
17	Mike	Brook	West Berkshire Libraries	Council Offices, Market Street, Newbury, Berkshire	RG14 5LD
18	Elaine	Shepherd	Link Up / West Berkshire Mencap	Temeraire Beckfords, Upper basildon , Reading ,Berkshire	RG8 8PE
19	Ruth	Pearse	Parenting Special Children	126 St Peters Road, Reading, Berkshire	RG6 1PH
20	John	Rivers	Childrens Centres	North Thatcham Childrens Centre, Park lane, Thatcham, Berkshire	RG18 3PG
21	Julie	Walker	Growning4all, West Berkshire Mencap	Cottismore Park, Newbury Road, Kingsclere, Newbury, Berkshire	RG20 4SY
22	Heidi	Bird	The Watermill Theatre	Watermill Theatre, Bagnor, Newbury,Berkshire	RG20 8AE
23	Dean	Higgins	Two Saints Limited	35 Waterside Gardens, Fareham, Hampshire	PO16 8SD
24	Andy	Higgs	Lambourn Church Of England Primary School	Lambourn Church Of England Primary School, Edwards Hill, Hungerford, Berkshire	RG17 7LJ
25	Amanda	Richards	Education Business Partnership West Berkshire	Newspaper House, Faraday Road,Newbury, Berkshire	RG14 2DW
26	Gemma	Pearce	Community Council for Berkshire	Abbey House, 1650 Arlington Business Park , Reading	RG7 4SA
27	Kelvin	Hughes	Newbury Community Resource Centre	Unit 5, 36 Queens Road, Newbury, Berkshire	RG14 7NE
28	Sarah	Gregson	Corn Exchange & New Greenham arts	Corn Exchange, Market Place, Newbury	RG14 5BD
29	Susan	Tabor	Thrive Trunkwell Garden Project	Geoffery Udall Building, Trunkwell Park, Beech Hill, Reading	RG7 2AT
30	Lesley	Wyman	West Berkshire Council	Market Street, West Berkshire Council Offices	RG14 5LD
31	Rabena	Sharif	WEA	Thomas Gray Centre Queens Road, Slough, Berkshire	SL1 3QW

32	Akam	Jacky	Berks, Bucks, & Oxon Wildlife Trust	Suite 34, Liberty House, Enterprise Centre, Greenham Business Park, Newbury, Berkshire	RG19 6HW
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WBC Community Learning Partnership
Board Members (December 2013)

		Surname	Organisation Name	Address	Post Code
1	Tim	Parry	CCB	1650 Arlington Business Park, Theale, Reading, Berkshire	RG74SA
2	Tammera	Easterling	West Berkshire Training Consortium	Consortium House, 7 Cheap Street, Newbury, Berkshire	RG155DD
3	Rosie	Franklin	Berkshire Autistic Society	Unit 7 Richfield Place, Richfield Avenue, Reading	RG1 8EQ
4	Janet	Scott	West Berkshire Council	West Street House, West Street, Newbury, Berkshire	RG14 1BZ
5	Garry	Poulson	Volunteer Centre West Berkshire	Newbury Volunteer Bureau, 1 Bolton Place, Newbury, Berkshire	RG14 1AJ
6	Jane	Hall	Link Up / West Berkshire Mencap	The Slater Centre, Greenham Business Park, Newbury, Berkshire	RG19 6HA
7	Sue	Rollings	Artist & Family Learning Tutor	4 Kennet Place, London Road, Newbury, Berkshire	RG14 2AL
8	Jean	Battle	Thatcham Life Long Learning Forum	41 Gordan Road, Thatcham, Berkshire	RG18 3DE
9	Fadia	Clarke	Newbury College	Monk Lane, Newbury ,Berkshire	RG14 7TD
10	Fiona	Bridger-Wilkinson	Victoria Park Nursery School & Children's Centre	Victoria Park Nursery School & Children's Centre, Newbury, Berkshire	RG14 1EH
11	Jackie	Gray	West Berkshire Council (Arts & Leisure)	Council Offices, Market Street, Newbury, Berkshire	RG14 5LD
12	Teresa	King	Greenham Parish Council	5 The Baxendales, Newbury, Berkshire	RG14 7SA
13	Debbie	Rowe	West Berkshire Council (Children's Centres)	South Thatcham And Area Childrens Centre, Lower Way, Thatcham, Berkshire	RG19 3RR
14	Shelly	Hambrecht	Empowering West Berkshire	4-8 The Broadway, Newbury, Berkshire	RG14 1BA

15	Martin	Towers	Skills Funding Agency	Pacific house, Imperial way, Reading, Berkshire	RG2 0TF
16	Sarah	Hughes	Newbury College	Newbury College, Monks Lane, Newbury, Berkshire	RG14 7TD
17	Lesley	Wyman	West Berkshire Council	Market street, West Berkshire Council Offices	RG14 5LD
18	Rabena	Sharif	WEA	Thomas Gray Centre Queens Road, Slough, Berkshire	SL1 3QW

Appendix F

West Berkshire Council Fee Policy on Adult & Community Learning Provision 2014-15

Fees

West Berkshire Council delegates responsibility for the setting of adult education fees to subcontracted providers, who retain fee income to support the provision made and to make provision for learners who cannot afford to pay.

Subcontracted providers are required to negotiate any fee increase with the Council.

Fee Concessions

Under current West Berkshire Council policy (as reflected in the provider's community learning and skills contract) all providers must offer a reduction on the hourly fees charged to students from disadvantaged groups as specified below. To support providers in offering concessions and to ensure providers are not financially penalised West Berkshire Council will reimburse the provider for any lost fee income caused.

30% Reduction

- resident in West Berkshire and aged 60 or over;

50% Reduction

- in receipt of a Jobseekers Allowance;
- in receipt of active benefits such as ESA income – based, Income Support, Housing Benefit , Council Tax Benefit ;
- in receipt of Pensions Credit Guarantee;
- In receipt of a Disability Allowance or a registered carer for someone with a Disability Allowance and attending the same course.

3) Learner Support - Discretionary Support Arrangements

As the Council contracts out its community learning, it is at provider's discretion whether a learner is eligible for funding to support child-care, travel and other costs. The Council takes no policy-line on this; however it would prove administratively impractical to offer hardship grants at a distance from the actual provision.

Newbury College has a Hardship and Access Fund that all learners can apply to for assistance with fees, transport, additional costs for their course e.g. equipment and materials and for registered childcare.

In addition the Council puts aside an agreed sum each year for learner support at Newbury College for learners on Community Learning funded courses.

Applications for learner support must be made by subcontractors by completing the attached form.

The Council also offers childcare support to smaller subcontractors secured which will enable adults from priority groups to engage in learning.

Additionally, it is Council policy that no fee shall be charged to adults with learning difficulties and/or disabilities attending a discrete adult education class supported by Council funding.