

**25 October, 2012.**

**LLANELLI RURAL COUNCIL**

**Minute Nos: 249–256**

At a Meeting of the **LEARNING AND DEVELOPMENT CONSULTATIVE COMMITTEE** of the Llanelli Rural Council held at the Council Chamber, Vauxhall Buildings, Vauxhall, Llanelli, on Thursday, 25 October, 2012 at 5:30 p.m.

**Present:** Cllr. S. N. Lewis (Chairman)

**Cllrs.**

F. Akhtar                      D. M. Cundy  
L. A. Beer                      G. N. R. Edwards  
W. V. Thomas

**249.                      APOLOGIES FOR ABSENCE**

An apology for absence was received from Cllr. T. Devichand.

**250.                      MEMBERS' DECLARATIONS OF INTEREST**

No declarations of interest were made.

**251.                      SKILLS ACADEMY WALES (SAW)**

The Deputy Clerk (Training) verbally reported the latest developments concerning the Skills Academy Wales Partnership and informed Members that the Academy would be hosting a conference in December followed by a series of workshops in January which would be attended by all staff of the training department.

**RESOLVED** that the report be noted.

**252.                      FIRST AID AT WORK – EXTERNAL VERIFIER'S REPORT**

Members received the Emergency First Aid at Work Centre Observation Feedback Form for the department's trainer, the Life Skills Tutor which highlighted the employee's excellent subject knowledge and high standard of training style.

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An action plan had been put in place to train other members of staff in the subject of First Aid at Work to cover the forthcoming absence from work of the Life Skills Tutor.

Members commended the Life Skills Tutor on her achievement.

**RESOLVED** that the report be noted.

**253. APPRENTICESHIP PROGRAMMES IN THE ROYAL MAIL - FUNDING APPLICATION**

Members considered the report of the Training Manager informing Members that it was the aim of the Royal Mail in Wales to up-skill its workforce and improve its service through an apprenticeship programme.

Llanelli Rural Council Training as part of Skills Academy Wales had been successful in its application through the LOT4 option of the Work Based Learning contract to provide the initial pilot project outlined for the Llansamlet depot. Funding of £220,000 had been awarded to deliver the training.

Members commended the Training Department on its achievement.

**RESOLVED** that the report be noted.

**254. LOCAL LOGISTICS COMMUNITY NETWORK**

Members considered the report on the Terms of Reference of Local Logistics Community Network Training Hubs – Wales. The report detailed the composition of the Training Group with its aims of enhancing the engagement of logistics industry employers and training providers together with the generation of management information on profiles, company sizes, potential employers, stakeholders etc.

**RESOLVED** that the report be noted.

**255. LRC TRAINING LEARNER FORUM**

Members received the minutes of the Training Department's inaugural Learner Forum Meeting held on 8 October 2012.

**RESOLVED** that the information be noted.

**256. ADULT STEPS TO EMPLOYMENT INDUCTION PROGRAMME**

Members received information on the new Adult Steps to Employment Induction programme delivered by the Training Department. The programme detailed the structure for the personal development of learners and the learning under the Essential Skills Wales Communication and Application of Numbers qualification.

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The Training Manager stated that 70%-75% of adults were employed following their training programme with 57% of youths proceeding to the next stage of training.

Members commended the ongoing work of the training department and it was

**RESOLVED** that the information be noted.

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The Meeting concluded at 6.00 p.m.

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The afore-mentioned Minutes were declared to be a true record of the proceedings and signed by the Chairman presiding thereat and were, on 13 November, 2012, adopted by the Council.