

**31 July, 2025**

**LLANELLI RURAL COUNCIL**

**Minute Nos: 111 – 116**

At a Meeting of the **LEARNING AND DEVELOPMENT CONSULTATIVE COMMITTEE** of the Llanelli Rural Council held at the Council Chamber, Vauxhall Buildings, Vauxhall, Llanelli and via remote attendance on Thursday, 31 July 2025, at 4.45 p.m.

**Present:** Cllr. S. R. Bowen (Chairman)

**Cllrs.**

D. M. Cundy	R. E. Evans
T. M. Donoghue	S. N. Lewis
N. Evans	K. Morgan
J. S. Phillips	

**Absent:** O. Williams

**111. APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**112. MEMBERS' DECLARATIONS OF INTEREST**

No declarations of interest were made.

**113. POLICIES**

Members considered a report from the Finance Manager on the new policies. There followed a verbal update from the Compliance Manager on these policies. To improve clarity and accessibility they were now produced as individual stand-alone policies.

The Additional Learning Needs; Data Protection; Fair Access to Assessment, Reasonable Adjustment, and Special Considerations; Malpractice and Maladministration; Non-examination/Controlled Assessment; Procedure for Identifying Candidates in Examinations and Assessments and Retention of Records policies had been revised and presented for approval.

The Compliance Manager explained that these policies had been created to ensure compliance with awarding body requirements and to ensure the council continued to meet its contractual obligations with its prime contractors. The policies were essential to safeguard funding streams, maintain accreditation status with awarding bodies, and for maintaining long-term partnerships with prime contractors.

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They were significant in terms of educational quality, compliance and organisational integrity, and ensured that all learners were treated equitably and supported appropriately throughout their learning journey, fostering a positive and inclusive educational environment.

Following discussion, members thanked the Compliance Manager for the update, and it was

**RESOLVED** that the information be noted and the policies approved.

**114. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960**

**RESOLVED** that in view of the confidential nature of the business to be transacted, the following matters be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 be exercised.

**115. JOBS GROWTH WALES + PROGRAMME**

- (1) ITEC CONTRACT FOR SERVICE DELIVERY 2025/26**
- (2) COLEG SIR GAR**

Members considered an email notification from ITEC Training Solutions Ltd informing of the contract value for the fiscal year 2025/26. The Finance Manager stated the contract value award was pleasingly more than anticipated when compared against the contract value for 2024/25.

Members were informed that Coleg Sir Gar had profiled 24 new starts for the year 2025/26.

Following discussion, members thanked the Finance Manager for the update, and it was

**RESOLVED** that the information be noted.

**(3) CITY AND GUILDS EXTERNAL QUALITY ASSURANCE**

The Compliance Manager updated members on the Employability Skills Award in regard to the City and Guilds External Quality Assurance Report. No actions or activities were raised and the centre maintained full approval to deliver the qualification and the direct claim status.

Following discussion, members thanked the Compliance Manager for the update, and it was

**RESOLVED** that the information be noted.

**(4) PROGRAMME DELIVERY REPORT**

Members considered a report from the Youth Employment Manager along with a verbal programme update from the Administrative Manager on the current delivery of the ITEC contract and the Coleg Sir Gar partnership.

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Between the Llanelli and Carmarthen training centres there were 62 learners currently on programme. With a projected 20 additional learners starting before the end of August 2025.

An outline was given of the aims of the programme including the support afforded to the young to gain employment; to seek further education or to enter into apprenticeships.

Sixteen learners had successfully completed the Award in Employability skills and a further 14 learners would complete in the coming weeks.

A new curriculum would be implemented from September 2025 along with the new Achievement qualification developed by The Kings Trust. The partnership with Profi Cymru would also continue.

Following discussions, the Administrative Manager was thanked for the update, and it was

**RESOLVED** that the information be noted.

**116. APPRENTICESHIP PROGRAMME**

- (1) SKILLS ACADEMY WALES CONTRACT PROFILE 2025/26**
- (2) SKILLS ACADEMY WALES MANAGEMENT FEE**

Members received a verbal update from the Finance Manager. The contract runs from August to July 2026 and the total contract value would be £379,617.36 based on 55 starts. The projected starts for August were 8 learners. The centre was actively recruiting through events and had positive feedback from the Royal Mail.

Members considered an email notification from Skills Academy Wales informing of the proposed increase of the Management Fee to 2%. The Finance Manager informed members that this was the first time an increase had been proposed since the beginning of the partnership and this increase was to renew the Additional Learning Needs Officer contract which would provide additional support to apprentices throughout the consortium.

Following discussion, the Finance Manger was thanked for the updates, and it was

**RESOLVED** that the information presented in item (1) be noted and item (2) be approved and noted.

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The Meeting concluded at 5.25 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 9 September, 2025 adopted by the Council.