

Report on the implementation of the plan to disband Children's Workforce Network (CWN) and to transition the Network's activity (v3.2)

1. Introduction

This report follows the Children's Workforce Network (CWN) Changing Role Report, September 2009 and is supported by an implementation plan that has been developed in consultation with CWN Chair, Vice Chair and DCSF representative. The report outlines the activities that have taken place to:-

- effectively disband CWN and migrate its work appropriately
- sign post which alternative mechanisms can take CWN's work forward
- ensure effective governance arrangements for current and ongoing activity in CWN's business plan 2009 – 2010
- identify communications available to support CWN's partners and stakeholders in future.

The report also requests that the CWN Board agree the proposed transitioning and follow-on actions under the headings below.

2. Background on the consultative process to support the close down CWN

Since the CWN Board Meeting on 20 September the following communications have informed the plan to disband CWN:-

- recommendations from the teleconference with Maggie Atkinson, Stephen Studd and Anne Frost on 7 October 2009 with additional comment from Deirdre Quill about CWN project governance
- feedback on CWN Changing Role Report circulated after the Board Meeting on 20 September from Skills Active, Creative and Cultural Skills, Skills for Justice, Skills for Health, TDA, and Paul Harper, CWDC policy group lead, Young People's Workforce Reform Programme Board
- meetings with Board members and Sector Skills Council leads as follows:-

8 November	GTCE	
11 November	Skills for Justice	Including contract review meeting
17 November	SkillsActive	Including contract review and meeting with Stephen Studd
18 November	National College	
20 November	GSCC	
23 November	NMC	
25 November	Creative and Cultural Skills	Including contract review meeting
4 December	Skills for Health	Including contract review meeting
8 December	IDeA	
20 November	DoH	
3 December	Lifelong Learning UK	Including contract review meeting

From the above meetings it is already apparent that partners are setting up collaborative meetings to address their specific needs e.g. Chief Executives of Regulatory organisations have now scheduled six monthly meetings together. These include partners outside CWN membership.

3. Key points arising from the consultation

- There is a risk to collaborative working arising from the disbanding of the formal mechanism for collaboration provided by CWN
- Sector Skills bodies have a vital role to play in ensuring the voice of employers from the wider workforce are heard so that the ambitions in the 2020 C&YP workforce strategy can be implemented
- There is support for Sector Skills representation on the National Children and Young People's Workforce Partnership through Stephen Studd (Skills Active) and the opportunity this offers to facilitate partnership working across the children's workforce
- More work is necessary to ensure that Sector Skills bodies can contribute to the discussions of the National Workforce Partnership, through SkillsActive

- It would be helpful to have clear processes to manage Sector Skills input and output from the Partnership meetings e.g. National Workforce Partnership papers are sent out in advance of meetings, and agendas are constructed to allow the views of Sector Skills Bodies to be represented
- Sector Skills Bodies with designated children’s leads should continue to meet as a cluster and engage with the National Workforce Partnership through Stephen Studd.

4. Relationship between National Children’s Workforce Partnership and CWN Sector Skills Councils

It is widely expected that the National Workforce Partnership will provide the necessary support and challenge to DCSF to develop its thinking about children’s workforce reform (referred to as “thought leadership” in the Changing Roles Report). The key points from the consultation above have been forwarded to Stephen Studd who represents Sector Skills Bodies on the National Workforce Partnership. Stephen has begun a process of consulting with the Chief Executives of the relevant Sector Skills Bodies. He has also requested an opportunity to outline to the National Workforce Partnership how a network/cluster of Sector Skills Councils with children’s workforce leads could communicate with the National Workforce Partnership when CWN has disbanded. This proposed network/cluster would operate within the Alliance of Sector Skills Councils. Stephen suggests that network/cluster meetings could be scheduled to dovetail with National Workforce Partnership meetings. Stephen has undertaken to write a separate paper on the proposed arrangements for Sector Skills children’s workforce leads to comment on.

4.1 Recommended action

- **CWN Board agrees the above approach to ensure that Sector Skills Councils contribute to the National Workforce Partnership.**

5. Governance arrangements for CWN projects

The table below sets out current and proposed governance arrangements for all projects identified in the 2009/10 business plan. These have been discussed in the meetings scheduled between individual Board members and the CWDC national programme manager responsible for the disbanding plan between November and early December 2009.

Project	Current governance	Proposed future governance arrangements
Integrated Qualifications Framework (IQF)	CWDC responsibility with partners represented on IQF Project Board and final sign off by CWN Board	<p>The most appropriate CWDC Programme Board reporting monthly to CWDC Board will be the governance body. DCSF representation on this board has potential to form the link with the National Workforce Partnership, and CWDC will work closely with DCSF to ensure that this link is effective. Some revision of the Board's Terms of Reference will be necessary to reflect this change. Partners will continue to be engaged through reference groups. It is proposed that CWDC and Sector Skills partners explore the possibility of achieving more efficient and effective arrangements by combining the project boards for IQF and Common Core refresh, and creating a streamlined steering group that focuses on the execution of project deliverables. The decision about which Programme Board is the most appropriate to oversee IQF/Common Core projects will be made by the end of the calendar year.</p>
Research on the vision and principles for Common Induction	Pathways for Progression <u>Policy Group</u> managed by Skills for Justice with final sign off by CWN Board.	The Policy Group has agreed to meet until completion of the work by 31 March 2010. SfJ will support this group through a variation to their contract with CWDC. CWDC will ensure that recommendations from the research are circulated to DCSF and also to all CWN partners so that they can consider how they can support their

		implementation. It is expected that DCSF will provide a steer on what future action is required.
Common Core Refresh	Pathways for Progression <u>Policy Group</u> managed by Skills for Justice through a Task and Finish Group chaired by Pam Truman, Skills for Health, who sits on the project steering group. Final sign off is done by CWN Board.	The CWDC project manager is reviewing the governance arrangements for this project. See IQF above
14 – 19 Diplomas	SHD Diploma Policy Group has considered the children and young people’s workforce reform dimension of the Diploma. This work has been led by Skills Active with final sign off by CWN Board	The Diploma is the remit of Skills for Health and has been launched. There is still some promotional work relating to the SkillsActive work-strand to complete but no alternative governance arrangements are required.
Young People’s Workforce Reform	CWDC responsibility with Policy Group and final sign off by CWN Board?	A revised Young People’s Workforce Reform Programme Board reporting to the CWDC Board is the proposed governance arrangement. Cross sector interests will be taken into account through reference and expert groups. The National Programme Manager is currently finalising the governance structure.

Apprenticeships	Project not initiated	The CWN Board agreed at its September 2009 meeting, that it was not appropriate for CWN to develop a cross sector apprenticeship.
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5.1 Recommended action

- **CWN Board agrees the proposed future governance arrangements for CWN projects outlined above.**

6. National Reference Group (NRG)

This database of some 500 names is potentially a valuable tool for consultation. Data protection legislation will be complied with if the database is transferred from CWN project team. Two options have been considered:-

- transition to DCSF communications team
- transition to CWDC's Customer Relationship Management (CRM) system.

The NRG database is segmented. DCSF communications colleagues have agreed to identify segments that could be supported by their communications activity e.g. private and voluntary sector contacts. They will also identify specific DCSF bulletins to which other segments of the Reference Group membership could sign up to when CWN disbands e.g. Local Authority bulletin, Diploma network and Government Office communications.

The CWN member representing the Department of Health will be contacted for information about similar health related bulletins which could be signposted.

CWDC Stakeholder Engagement Programme has also offered to transfer the National Reference Group data to CWDC systems. In the process of doing this the data will be purged and verified.

6.1 Recommended action

- **CWN Board agrees that:-**
 - **All signposting to alternative e-bulletins is done in one separate communication to the NRG in January**
 - **NRG members are given the option of their data being transferred to CWDC and, selectively as appropriate, to DCSF.**

7. Communications

- The final edition of the CWN E-Bulletin will be published in December 2009. A separate communication to all NRG members in January will signpost alternative e-bulletins which the group can sign up to (see proposed action above)
- A consultant has been commissioned to produce a legacy document for CWN that will summarise its achievements and identify lessons learnt over the life of the Network. Interim and final versions of this report will be reviewed and signed off by the CWN Chair and Vice Chair. The report will be circulated to the National Reference Group and posted on CWN website by mid February 2010.
- A statement about CWN disbanding will be placed on the CWN website by 31st December 2009. The CWN legacy report and core CWN products will remain on CWN website to 31st March 2010.

7.1 Recommended action

- **By 31st March 2010 CWDC will agree with DCSF Communications Team how to transition the CWN legacy report and core CWN products e.g. Statement of Values to DCSF Every Child Matters communications channel from April 2010.**
- **Arrangements to be reviewed before 1 July 2010.**

8. Proposal for an annual Children and Young People's Workforce Conference

As a strategic body with no operational remit the National Workforce Partnership is not able to take this forward. DCSF is still working out its approach to a possible annual conference.

8.1 Recommended action

- **That this is revisited with DCSF through the process recommended for the review meeting in July 2010 (see section 10 below).**

9. Sector Skills Council Contracts 2010-2011

A third year of activity contracted from Sector Skills Council by CWDC is proposed, dependent on funding being available from DCSF. It is proposed that a workshop is held in early February

to scope SMART outcomes that can be realised in the third year of the contract while also maintaining CWN's principles of collaborative partnership working.

10. Follow-on actions

- By mid February CWDC will distribute the CWN legacy report signed off by CWN Chair and Vice Chair. This report will give an overview of CWN achievements, signpost where CWN products can be found in future and capture lessons learnt from the project
- By mid April 2010 (subject to purdah) CWDC will circulate the findings of the research on the vision and principles for Common Induction to CWN members
- The date for the CWN close down review meeting is set for 1 July 2010. Prior to the review meeting, CWDC will canvass CWN members to review progress with the disbanding and transitioning arrangements, and identify any issues of concern. The CWN Chair and Vice Chair will then decide with DCSF Workforce Group representative and Stephen Studd (representing the Alliance children's workforce cluster) whether a review meeting is needed or whether the issues can be resolved through correspondence.

10.1 Recommended

- **CWN Board agrees the above follow-on actions.**