

## **WBL Commissioned Contract Holders' Data Management and Compliance Group**

### **Terms of Reference**

The WBL Commissioned Contract Holders' Data Management and Compliance Group was established jointly by ColegauCymru and the National Training Federation for Wales (NTfW) on 26<sup>th</sup> July 2022 and reviewed on 23<sup>rd</sup> November 2022. This is a sub-group of both the WBL Commissioned Contract Holders' Reference Group and JGW+ Operational Board.

### **Purpose**

To provide the WBL Commissioned Contract Holders (CCHs) and Welsh Government officials with a forum to discuss and consider data management and compliance issues and solutions, as they relate to apprenticeship and employability provision in Wales, and to develop a collaborative and consistent approach across the whole Network.

### **Objectives**

**To act** as a consultative channel of communication between Commissioned Contract Holders, for apprenticeships and employability, and Welsh Government officials to improve the standard of data management and compliance for the benefit of all.

**To inform** the development of data management and compliance practice across Wales.

**To advise** the CCH Reference Group, JGW+ Operational Board, and respective strategic boards of ColegauCymru and the NTfW on issues of particular interest or concern relevant to data management and compliance practice relevant to apprenticeship and employability programmes across Wales.

### **Chair**

Meetings will be chaired by ColegauCymru and NTfW officers on an alternate basis. ColegauCymru and NTfW will organise and facilitate the meeting, provide the secretariat, and represent the respective strategic boards of each organisation.

## **Membership**

Membership of the group will be limited to **two** representatives from each Commissioned Contract Holder (one who leads on data management, and one who leads on compliance). Organisations being represented must be Commissioned Contract Holders.

Those attending the meeting on behalf of their organisation are expected to actively contribute to the working of the group, and their attendance will be taken as an indication of their mandate to act (and take decisions) on behalf of the organisation they represent.

There is no quorum.

Representatives from the Welsh Government and other stakeholders will be invited to attend as appropriate.

## **Meetings**

Meetings will be held bi-monthly in accordance with an agreed meeting schedule. Additional meetings will be scheduled if there is a need to discuss any matters arising.

Meetings will be held via MS Teams or face-to-face. When face-to-face meetings will rotate between providers as agreed by the group.

In consultation with Welsh Government, the Chair will lead on producing the agenda for each meeting, ensuring that all members can contribute to its development. Once agreed, the respective secretariat is responsible for ensuring timely distribution of the agenda and relevant papers, to all those invited to attend.

All meetings are to be minuted and the minutes will be circulated with 10 working days to all members of the group by the Chair of the group.

Where it is felt necessary by the respective organisations, agendas, minutes, and associated papers are to be made available to the wider work-based learning network via own means.

Secretariat services include arranging meeting locations, producing papers for the meetings, production of notes and minutes from meetings and working with Welsh Government officials to ensure effective distribution of these.

## **Reporting**

Where appropriate, the Chairs are to forward a Highlight Report (including any risk and issues which need to be escalated) to their respective strategic boards.

Where appropriate, members of the group are responsible (and accountable) for reporting information obtained from the meetings back to their respective 'Delivery Partners'.

## **Review of Terms of Reference**

The Terms of Reference for the group will be reviewed annually to ensure continuing relevance and ongoing compliance with Purpose of the group.

The next review date is September **2023**