

**Employer and Skills Sub Group
Preston's College - 25th November 2015**

Present: Raeleen Duthoit and Jane Clarke (LWBLEF), Darren Moore (Rathbone Training), John Cramphorn (JTL) Andrea Gardner (Myerscough College), Claire Shore (Blackburn College), Claire Rodger (NLTG), Damian Crawshaw (NLTG), Stephanie Coleman (Burnley College), Tim Cutler (Runshaw College), Tracy Landon (Accrington and Rossendale College), Kim Chambers (Blackpool and the Fylde College).

Guest - Lisa Moizer (Skills and Employment Hub),

1	Apologies / Minutes of the last meeting / matters arising.	Actions
1.1	Apologies: Anita Dale (GP Strategies), Lisa Bloomfield (Training 2000), Mark Rowlands (Learndirect), Jamie Hughes (Lancaster and Morecambe College), Jo Carney (Preston's College). The Chair acknowledged the minutes since it had been some time since the last meeting.	
2	ESIF Update	
2.1	Funding has been severely reduced owing to the strength of the Euro.	
2.2	Lancashire Employment and Skills Executive (LESE) have sent out a Due Diligence Part 1 to all Providers in the Forum and Lancashire Colleges. All Providers and Colleges have agreed to sign up for a joint bid. Providers have signed up to exclusively support a Lancashire Bid. Phase 1 Tenders will be published on the 30 th November which will include the NEET bid. There are three other projects that LESE will bid for in three different phases over the coming months. The Lead Accountable Body for these initial bids is Preston's College.	
2.3	LESE have already started to put a bid together for the Careers and Enterprise Fund that has been released. Due Diligence Part 2 has therefore been sent out to all partners and other interested organisations as this tender is not exclusive for this project.	
2.4	Regarding marketing materials and website development it has been agreed with Lancashire County Council that whoever wins the bid for Lancashire would have the rights to the website rather than redevelop a new site.	
2.5	The bid writing team is ready to start writing the bids as soon as the tenders come out. Partners will be approached for additional information and help as and when it is required. The bid writing team is writing on behalf of the collective partners of LESE. There is a Programme Board who will ensure that everyone has equal interest. The next stage is to build up the Delivery Partners who should all meet the criteria on the Due Diligence Part 1.	
3	Lancashire Skills and Employment Strategic Framework – Lisa Moizer.	
3.1	It is the LEP's responsibility is to make sure that there is a strong economic base for companies and for individuals in Lancashire. The Skills and Employment Board (which is made up of Public and Private Organisations) consider what the demand is regarding the economic drive in Lancashire. The Executive arm of this is the Skills and Employment Hub which is a Strategic Unit (not delivery). It considers the community priorities and works in partnership to deliver the actions outlined in the evidence base. (See Framework (Draft) Version 6 on the LEP website.) The 6 sector priorities are Advanced Manufacturing, Creative and Digital, Energy / Environment, Health and Social Care, Financial and Professional Services, Visitor Economy. (A seventh is Construction that ties into the City Deal and the 17,000 new homes in the next few years.)	
3.2	Strategic Studies determined the economic and developmental needs in Lancashire looking into the state of each of the sectors and then recommended actions. These Studies are on the LEP website. There were 96 actions that were eventually condensed into the Framework. The Framework has recently been examined at two Consultation Events – one for Employers and one for Training Providers and Partners. As a result there are common messages across the sectors for instance Diversity / Retention of Graduates in the area. Each sector area is to have its own Action Plan but will combine resources where possible across all the sectors. This is the opportunity to really direct resources to where they are needed in Lancashire. From these Action Plans, Sector Development Groups will be formed where they don't already exist.	
3.3	Discussion took place on how going forward we can all work with Employers to make things happen especially bearing in mind Lancashire's needs? How do we sustain growth?	
3.4	Claire Shore asked all members to consider the following: <ul style="list-style-type: none"> • Are you and your organisation familiar with the Framework and the opportunities that it presents? • Are you the right person from your organisation to take actions forward? (The Employer and Skills Sub Group will become a task and finish group. • What do we want to achieve. E.g. Higher level skills, getting into schools, another route into the LEP and Skills Board. This Forum has learned how to compete and collaborate For example, there are opportunities	Claire and Raeleen to contact each member to

	to jointly promote Apprenticeships to schools. The Levy is another common concern to us all. Claire would like feedback from the members at the next meeting.	see what they would like to take forward from today and to liaise with Lisa.
3.5	Lisa discussed the benefits of the Two Enterprise Zones that are being developed in Lancashire (British Aerospace –Warton and Samlesbury and Blackpool Airport). It is the intention to attract international companies and therefore Lancashire can develop a highly skilled workforce which in turn will increase investment / productivity and wealth creating benefits for the area.	
3.6	The link for the framework is http://www.lancashirelep.co.uk/lep-priorities/skills-employment/lancashire-skills-and-employment-strategic-framework.aspx	
3.7	Some sector development groups will be meeting before Christmas – Health and Social Care, Finance and Professional Services and Creative and Digital. It was voiced to Lisa that there was a great deal of manufacturing outside of the large Manufacturers covering a massive breadth that are the bread and butter for the Lancashire Area and to ensure that their needs are considered within that Sector Development Group.	
4	SFA Update	
4.1	Raeleen updated the group on SFA's information at the Executive Group Meeting the week before. Sam Mercer had given a presentation on Performance Management (and the slides are on the Forum Website under the November Executive Group Meeting) <ul style="list-style-type: none"> • There is a Performance Management Rules document that providers can download. • It is up to each individual organisation to be responsible for ensuring that they meet the Performance Management dates in December and April. Providers will not be reminded. • It is important that providers know who their sub-contractors are so as not to be pushed over the £100k contract delivery point. • The priority for any growth request is for Apprenticeships – this takes priority over Traineeships. Funding cannot be moved from Apprenticeships (in the past this could be the case.) Apprenticeship funding is strictly for Apprenticeships but there is Non-Apprenticeship funding (this includes other funding e.g. for Traineeships or other classroom based linked activity.) Apprenticeship Levy: Sam had said that the key theme was about enabling Employers to invest in Apprenticeships given that they will have to contribute via PAYE. It will be implemented by April 2017. Some employers would not be able to recoup money that they have invested by this method but they would hope to recoup this money in their supply chain. Raeleen informed the group that Sam would be leaving at the end of January 2016.	
5	Any other business:	
5.1	Raeleen updated the group regarding the redevelopment of the Forum Website and the digitised Sorted that members would be able to update themselves. Raeleen made a request for any case studies at Higher Apprenticeship level – short text with a good photo. Kim Chambers thought that she could help with some case studies.	Action any members with suitable case studies including K C.
5.2	Claire requested that members consider National Apprenticeship Week and forwarding any suitable Press Releases / Statistics / Photos that would be useful for the Bulletin (that could in turn be used by the LEP or Schools.	
5.3	Lisa Moizer talked about 100 Apprenticeship Ambassadors that are required to be recruited by March 2016 – as they are impartial they are a good way of opening the doors to Schools. All organisations should seek to have an Apprenticeship Ambassador. Another meeting will be arranged to take this discussion forward with this group. Raeleen to discuss with Sam Mercer.	RD to discuss with SM
6	Date of next meeting to be re-arranged as the date arranged clashed with the National Apprenticeship Week.	Claire and Raeleen to set a new date.