

Lancashire Executive Forum Meeting
11th November 2015 at Preston's College

Present: Raeleen Duthoit, (LWBLEF), Jane Clarke (LWBLEF), Lisa Bloomfield (Training 2000), Tim Cutler (Runshaw College), Jackie Tomson (RWP Training Ltd.), Mark Rowlands (Learndirect), Jill Nelson (Lancaster Training Services), Claire Shore (Blackburn College), Rob Garside (Intraining), John Cramphorn and Ray Brown (JTL), Andrea Gardner (Myerscough College), Keith Tidmarsh (Springfields), Sandra Martland (Blackburn College), Candice Davies (Rathbone).

Apologies: Linda Taylor (Via Training), Pam Mallabourn (NLTG), Hannah Cutler (Themis at Burnley College), Alison Humphreys (Preston's College), David Wiseman and Barbara Livesey (Nelson and Colne College), Anita Dale (GP Skills Training).

1	Guest speaker – Sam Mercer of SFA	Actions
1.1	<p>Sam gave two presentations on the Apprenticeship Levy and Performance Management and an update of ESF Procurement. Both presentations' slides have been emailed to members and are available on the Forums' Website under the Executive Forum Meetings for this date.</p> <p>Performance Management: (See slides)</p> <ul style="list-style-type: none"> • Performance Management has been simplified if you view slide 4. • There is a Performance Management Rules document that providers can download that should be used as a reference along with the slides that Sam has sent. • 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. <p>Lisa asked about when the growth request would run from if requested in April. Sam would seek clarification from CDS.</p> <ul style="list-style-type: none"> • 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.) • CS said that there was a good link on 24plus Advanced Learning Loans in the last SFA communications update regarding resources that could be used with employers. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/474204/SFA-CommunicationsUpdate-Issue28.pdf • It was suggested that it might be good to have a Training Provider advise the Forum somehow on how they have used the 24plus advanced learning loans with employers. 	<p>Sam to clarify when growth request would run from and to.</p> <p>Attach link for 24+ loans.</p>
1.2	<p>Apprenticeship Levy: (see slides) Sam said that the key theme is 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.</p>	
1.3	<p>ESF Procurement: The SFA have written to the 38 LEPs to look at the procurement activity. The intentions were to have three procurement rounds in a 12 month period. Sheffield has been given a city deal and North East and Tees Valley have also been given a City Deal and the SFA don't know what is going to come out of the comprehensive spending review. The emerging trend is that ASB is being devolved to the localities. SFA have therefore sought advice from ministers as it was intended to have 3 year contracts but this is difficult if funding is being devolved by 2018. The SFA have been advised that they cannot have anything contractually in place post March 2018 and can't have matched funding committed post 2018 because they don't know if the SFA will be accountable for ESF going forward.</p> <p>SFA are committed to allocating as much as possible of the £650 million to the 38 LEPs. Procurement will begin towards the end of November and all the funding will be committed between November 2015 and April 2016 with the delivery end being March 2018. NEET will be in the first procurement (along with community grants and IAG) and that will be in place by March 2016 so that will be a 2 year activity window. Other tenders will be for between 18 months and 2 years. SFA are currently waiting for the LEPS to come back to the agency by 13th November 2015 with confirmation as to what they would like the SFA to do. The SFA will be working with the LEP's slightly differently because of the scale of the activity. Lancashire LEP indicated 2 project areas of</p>	

	<p>1.1 activity out of 6 for the first round. The framework specifications are currently being put together for the different themes of activity that are coming out (Core element) and then the local requirements will be added to the core frameworks.</p> <p>Raeleen to attach timeline to minutes</p> <p>After NEET the next round of procurements will be Investment Priority 2.1 Skills Support for Employees, Higher Skills, and Classroom Based Activity. Then it would be Investment Priority 1 Skills Support for the Unemployed and ESOL and then next procurement would be around priority 2.2 which is Support for Employers, although Lancashire haven't indicated anything around this. The SFA is seeking advice from Lancashire LEP on the finer details in order to inform the procurements. Realistically there will be a 4 week procurement window for tenders.</p>	<p>Timeline to be attached to minutes and put on website. Done.</p>
2	<p>Apologies (See above) Minutes of the last meeting / Matters arising.</p> <p>2 - A Sorted leaflet was sent to Iain Logan (Careers Inspiration Co-ordinator) for him to be able to contact different providers and Jane sent a group email out encouraging members to feedback on the links that they have with school in providing IAG. Only a few providers sent Iain their information. Could all providers send to Raeleen what activity they do with schools regarding information, advice and guidance. Raeleen will then pass on any information to Iain.</p> <p>4.3 – The link to the Standards of Trailblazers is in the November Bulletin and the Forum sent Lorna Freakley the documents from NWPN Conference as requested.</p> <p>4.5 – The Forum has sent out an email and questionnaire to see what topics Providers would like covering in the Prevent Training in January – this training is specific to WBL rather than classroom based learning.</p>	<p>All providers to send to Raeleen detail of the activity with schools re IAG</p>
3	<p>Forum Member Update/ Discussions</p>	
3.1	<p>AELP Autumn Conference.</p> <p>Raeleen attended the Autumn Conference but reported that no new information had been released. All information appeared to be speculative. The slides are on the Forum Website.</p> <p>Main points from the conference:</p> <ul style="list-style-type: none"> • Sarah Hogkiss inferred that funding will be accessed via an on-line portal. • Lee Mason (Liebherr) asked us all to keep questioning 'who said that Apprenticeships are not fit for purpose...why are we mending something that isn't broken'. • Richard Guy (C&G) produced a document which is worth a read on Making Apprenticeships work. (The links to this are in the November Bulletin.) • Kirsty Evans (SFA) gave an outline of the funding priorities. <p>In summary it was a good conference but no new information.</p>	
3.2	<p>LESE / ESIF Update.</p> <p>David Wiseman from TLC had attended a meeting where the Lead organisation had indicated that they would include any provider in their register of deliverers if they had previously delivered under one of their projects. LESE had asked members to sign and return exclusivity agreements which they had but to be aware that other organisations might be including them on their Registers. Raeleen suggested to members that if this might be the case they should send them an email to say that they only support the Lancashire bid and they must take their name off any list of partners.</p> <p>Raeleen asked members to ensure that the Due Diligence Part 1 documents that had been sent out be returned by Friday 13th November.</p> <p>Once the bids are public LESE will send out part 2 of the Due Diligence to members for completion.</p> <p>It has also been decided that LESE will put in a bid for the Careers and Enterprise Company tender, with an Expression of Interest being sent out. Members present at the meeting all confirmed that they were happy to proceed with the bid for this tender. This was not mentioned in previous correspondence and Due Diligence but no one present was unhappy in supporting the tender. An email will be sent out to those members not present at the meeting with this information.</p> <p>The LEP is arranging an event on 25th November on ESIF. LESE is encouraging all members to attend.</p>	<p>RD and DW to draft a sample email for Training Providers.</p>
3.3	<p>Skills Hub – Conversation for Providers and Partners 6th November 2015.</p> <p>This was an opportunity for Training Providers and Colleges to inform the LEP if they have got the framework right. It was an opportunity to look at each theme and ask what was right and what required changing. It was an opportunity to work with the LEP on how to move the objectives forward. Raeleen has offered the support of the Employer and Skills Sub Group to work with Michele Lawty-Jones from the Skills Hub especially in taking forward the Sector Groups. There will</p>	

	be opportunities to work individually with the Skills Hub.	
4	Support and Development Manager Update.	
4.1	Forum Constitution. The Board has updated the Constitution and the only change is that members should normally have a base in Lancashire. The Constitution will be going onto the new website.	
4.2	Apprenticeship Marketing Project. The rebranding for the Forum is almost complete and the website too is nearing its completion. The new branding will be introduced with the launched of the new website.	
4.3	AELP Local Issues. The main issues are the Area Review, Apprenticeship Levy, Learner Recruitment and Spending Review. Raeleen will send out an email at the next opportunity for Provider issues.	
4.4	Sub Group Update. At the next QI sub group on the 18 th November there will be a speaker on e-learning content creation and development and hopefully feedback from any inspections. The next Employer and Skills sub group on the 25 th November will focus on how we can work with the LEP to achieve its objectives in the Skills & Employment Framework.	
4.5	Outcome based success measure workshop. This workshop was requested for the North but now has been cancelled.	
5	Any other business.	
5.1	The Forum have facilitated a Pipeline Maths course and there are still 2 places available. This course extends tutor skills to become a GCSE teacher.	
5.2	In order to ensure that the Prevent Course on 12 th January 2016 meets Work Based Learning requirements a form has been developed to learn about providers specific needs. An initial indication was also requested on how many places members would like reserving on the course.	JC to send out form to all members
5.3	Members are to let Raeleen know of any topics for Sam Mercer (SFA) to cover at the next meeting on December 9 th .	
5.4	Lisa is to check who does the 'Role Play' parts in the Prevent Training Resources as this could be used as part of a webinar for training.	Lisa to try to find out role play contacts.
6	Date of Next Meeting – Wednesday 11th November 2015 – 10am Preston's College EZ1.	