

Lancashire Forum Executive Group Meeting
9th December 2015 at Preston's College

Present: Raeleen Duthoit, (LWBLEF), Jane Clarke (LWBLEF), Lisa Bloomfield (Training 2000), Tim Cutler and Adrian Roscoe (Runshaw College), John Cramphorn, (JTL) , Andrea Gardner (Myerscough College), Keith Tidmarsh (Springfields), Sandra Martland (Blackburn College), Hannah Cutler (Themis at Burnley College), Alison Humphreys (Preston's College), Barbara Livesey and Deborah Howard (Nelson and Colne College), Jamie Hughes (Lancaster and Morecambe College), Sonya Cooke (Rathbone) and Gareth Lindsay (NLTG).

Apologies: Linda Taylor (Via Training), Pam Mallabourn (NLTG), Jill Nelson (Lancaster Training Services), Michelle Chambers and Jackie Tomson (RWP), Kevin Scholey, Tamsin Deasey and Tracey Landon (Accrington and Rossendale College), Rob Garside (Intraining) and Candice Davies (Rathbone).

1	Guest speaker – Sam Mercer of SFA	Actions
	<p>Sam gave a presentation on the Comprehensive Spending Review.</p> <ul style="list-style-type: none"> • Sam will clarify with RD more about Maintenance Fees at their next meeting. • Apprenticeships Vision 2020 is a very useful publication for providers to use. https://www.gov.uk/government/publications/apprenticeships-in-england-vision-for-2020 • The Age grant should continue until 2017 – Sam hasn't heard anything to suppose that this would finish. • The Digital Voucher Scheme will apply to all employers. • There was a discussion around the amount that some large employers would 'pay in' may not cover what they would take out especially as £15,000 does not go that far especially with some of the more expensive apprenticeships. More detail will come out eventually. • The SFA role in the Area Review is to work alongside colleges with the implementation of the outcomes. 	<p>RD to put link in Bulletin.</p>
2	Minutes of the last meeting / Matters arising.	
	<p>1.1 -Sam emailed a response to the question on when the growth request would run from and to. <i>It no longer matters whether or not the allocation is backdated to 1st August as the SFA will not be undertaking its next performance review until after Period 8 has completed (we used have one further review before the end of Period 1-8 so it was a concern then), the review will focus on delivery over the full period not elements of it.</i></p> <p>RD added the link for 24+ loans to the website and minutes.</p> <p>RD attached the timeline for the procurement rounds to the minutes and website.</p> <p>2 -Training providers were asked to send RD any details on IAG activity within schools that they undertake regularly – this information will inform the NEET bid. No further information has been received. (AR notified RD of a meeting to specifically look at IAG as a result of the LEP Skills Strategy. This is to be held at Lancashire College, Southport Road, Chorley. RD to contact Lisa Moiser to see if there could be Training Provider representation along with the Colleges.</p> <p>3.2 -RD and RNS were to draft an email to help members regarding exclusivity but this is to be covered in more detail in the Operational Meeting on 9th December.</p> <p>5.2 – the Prevent Survey has been sent to members and the responses collated to inform the Prevent Training for January 12th 2016.</p> <p>5.4 - Lisa to pass on the name of the role play Prevent Group.</p>	<p>Members to inform RD of any IAG activity within schools.</p> <p>RD to contact LM regarding IAG meeting. RD / RNS draft email on exclusivity.</p>
3	Forum Member Update/ Discussions	
3.1	<p>AELP – the top issues remain the same.</p> <ul style="list-style-type: none"> • Area Review and who is in each area of Lancashire, • 24+ loans and how they work and • the VAT issue that Training Providers are required to pay and yet Colleges don't have to.) <p>RD asked if members had any other issues of note but none were put forward.</p>	
3.2	<p>ESIF – The SFA have released the first round of the ESIF tenders. The first round focuses on NEET provision and commissions £14.9 million of provision. The tenders are for just 5 LEP areas, not Lancashire. There is a meeting of the Operations Group on the afternoon 9th December 2015 for those providers who have signed exclusively to Lancashire to update them on developments with the LESE Partnership bid.</p> <p>There could be impacts to the LESE Partnership bid because of the changes at Via. Things to note include</p> <ul style="list-style-type: none"> • CIP marketing • Tracking and destination information 	<p>Members to let</p>

	<ul style="list-style-type: none"> • NEET work • Referrals <p>If anyone can think of any new implications to take into account can you let RD know? RD to contact Lisa Moiser to see if she can help.</p>	RD know of implications. RD to contact LM regarding Via.
4	Support and Development Manager Update.	
4.1	<p>The Young Apprentice Ambassador Network. SFA and LEP are keen to introduce Apprenticeship Ambassadors into the Lancashire region. A number between 1 and 10 are required for Lancashire in time for the Young Apprentice Ambassador Conference in February 2016. Interserve have been contracted to market this in the North West. Members felt that more information was required on this before members could take forward in their own organisations. Each Ambassador would be involved with three interventions a year but no more is known. Both employers and their apprentices would have to agree to being involved. Lisa Moiser is hoping to utilise the LEP and Skills Hub's own apprenticeship website for this project. Julie Foster is the main contact in the area and RD will contact her to see if she can come to the group in the near future. Organisations will receive an email in due course.</p>	RD to contact JF with view to talking to group.
4.2	<p>National Apprenticeship Awards – The SFA would like Providers to nominate any companies and apprentices up for awards within their own organisations for the National Apprenticeship Awards. More on this will be focused through the QI sub group going forward.</p>	
4.3	<p>National Apprenticeship Week – There is a small pot of money available for the marketing of apprenticeships for National Apprenticeship Week that is 14th to 16th March 2016. If anyone has any good ideas can you let RD know. RD is meeting with the SFA very soon to discuss this in detail.</p> <p>Ideas put forward included</p> <ul style="list-style-type: none"> • Podcasts, • Money to each organisation to PR apprenticeships. • A skills event • Social Media exercise as a collective. <p>Any further ideas to RD.</p>	Ideas to RD regarding National Apprenticeship week.
4.4	<p>Future Apprenticeship Support Programme – details were in the Bulletin regarding the support programme and how providers can get involved. This is headed by Lorna Freakley.</p>	
4.5	<p>Prevent Training – The Forum is collecting names of members who would like to attend the Prevent Training for the Work Based Learning Environment which will take place on Tuesday 12th January at Myerscough College.</p>	
5	Any other business.	
5.1	<p>Levy consultation – The Levy Consultation response had been issued and LWBLEF and other providers in Lancashire had not been included as being respondents. Raeleen has contacted BIS and they are happy to re-issue the findings if RD sends through a list of the names of organisations who responded and not included as a contributor. Please could members let Jane know if they submitted a response?</p>	Members to notify JC.
5.2	<p>An extra week will be allocated to bid writers over the Christmas period given the timing of the launch.</p>	
5.3	<p>12th January 2016 there is an Education Training Foundation conference for small employers run by AELP. RD sent a link out regarding this in the last bulletin.</p>	
5.4	<p>The AGM is at the next Executive Group meeting in February 2016. Paul Holme will be coming to update the members on new developments and Sam Mercer's replacement will be coming with SFA updates. The AGM will also be held.</p> <p>There is a vacancy on the Board owing to Claire Foreman from Runshaw College retiring. Re-election of members will take place as well.</p>	
6	Date of Next Meeting – Wednesday 10th February 2016– 10am Preston's College EZ1.	