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| LWBL-Logo**Employer & Skills Sub Group****18th May 2016 2-4pm Preston’s College****Present:** Raeleen Duthoit and Jane Clarke (LWBLEF), Andrea Gardner (Myerscough College), Claire Shore (Blackburn College), Becky Lavin (Preston’s College), John Cramphorn (JTL), Mark Rowlands (Learndirect), **Guest** - Lisa Moizer (Skills and Employment Hub).**Apologies**: Claire Rodger (NLTG), Damian Crawshaw (NLTG), Jamie Hughes (Lancaster and Morecambe College), Jackie Tomson (RWP), Stephanie Coleman (Burnley College), Rob Garside (Intraining), Tracy Landon (Accrington and Rossendale College). |
| 1. | **Minutes of the last meeting / Matters arising*** 1. CS & RD had updated the Terms of Reference and circulated copies to members.

3.3 Members had sent details of Apprenticeship week events to Lisa M.  | Actions |
| 2. | **ESIF-Update** |  |
| 2.1 | Raeleen informed the group that the LESE Partnership were successful in winning the NEET Bid. Work has begun to identify other organisations to expand the provider register for the delivery of NEET. This is in addition to the 12 main providers and the specialist providers already identified. These would be providers who operate in a niche area or operate in a particular geographical area. |  |
| 2.2 | SSFW tender has been released – this is now called Employee Support in Skills (ESS). This has to be submitted by 6th June 2016 and is for £14 million. Preston’s College will be the LAB. Work has been done before hand to prepare having learned from lessons in doing the last bid. The Bid contains 3 strands that are to be treated as separate projects once commissioned but will be procured as one package. The SFA are seeking one organisation to deliver the totality of the activity in Lancashire. The 3 strands are* Skills support for redundancy £2,000,000
* Skills support for the workforce, intermediate / Higher skills provision £7,500,000
* Skills support for the workforce, Basic Skills Provision £4,500,000

Mark Rowlands said that LearnDirect are likely to put in a bid but asked what opinion did others have regarding BIS referred to in the tender as according to their research it did not seem to be much of a going concern. RD to look into that and report back. | RD to look into BIS activity in Lancashire. |
| 2.3 | Questions were raised regarding the accuracy of NEET data available given the demise of Connexions. This is a national problem and you can only work with what is available from the Local Authority. RD to find out what Joan Costello knows regarding Lancs position of NEET data. | RD to check with J Costello regarding data in Lancashire. |
| 3. | **Apprenticeship Reform** |  |
|  | SFA has some money available to deliver a small event for SME’s who don’t currently have apprentices. It is thought that the Chambers and FSB will be used to identify suitable employers. The idea is to get them to like apprenticeships. This is to tie in with Regional Business Planning. |  |
| 3.1 | Results of AELP Questionnaire |  |
|  | Results of the AELP Questionnaire were given out. Some key concerns regarding the lack of information re Levy and apprenticeship reform that hinders provider’s ability to prepare. RD to find out what CK is doing as a result of the survey. Appropriate staff support will be arranged in partnership with AELP. | RD to ring Cheryl Knagg to see what is happening as a result of findings. |
| 3.2 | Communications Plan |  |
|  | Discussion took place about the timings for communicating levy information. |  |
| 4. | **UKCES Survey** |  |
| 4.1 | UKCES Employer Skills Survey 2015: Produced every 2 years. Approximately 75,000 employers contacted to formulate the results. Claire will forward slides with the minutes. This produces detailed labour market information. Discussion ensued as to whether this data could add anything to the LEP Sector Skills research to see what commonalities there are. It is important to have robust data to add to the LESE Partnership bids but also to use in Business Planning. Lisa Moizer informed everyone that the Lancashire Skills Hub were due to invite people to bring the different sector development groups back together and would like LWBLEF organisations to be involved with the groups. LM would like to know about what specific employer groups are already meeting. Becky knew of some within Preston’s College and will let Lisa know. LM said it was important to keep the evidence base up to date and for Training Providers to respond to the evidence base regarding Sector Development Groups. RD asked LM to do a piece for the bulletin to inform Training Providers of information that is required. CS added of the importance to publicise Training Provider’s strengths within the Bulletin – this builds up the Training Provider’s reputation with LEP.LM to send to everyone the link of what the West of England have produced regarding LMI. Can everyone have a look at it to see what they think regarding doing something along the same lines for Lancashire? | CS to send out Slides with minutes.Becky to update LM regarding employer groups at Preston’s College.Mark R to add information for the Bulletin. LM to send links regarding West of England information.(Done) |
| 5. | **Lancashire Young Apprenticeship Ambassador Network** |  |
| 5.1 | LYAAN launched on 28th April with 21 Apprenticeship Ambassadors. Would like more to apply if you have any suitable young people within your organisations. The next step is to analyse their training needs and put on suitable training to ensure they are equipped to do their tasks confidently. If there is any training that a provider can offer could they let RD know? It would be good to be able to build up a certificated programme for them to work through. RD and LM to consider AA mentors. Looking to recruit more Employer Apprenticeship Ambassadors since no one can obtain the current names. Apprenticeship Ambassadors do not have to undertake every activity – just work to their strengths and what they feel confident with. Opportunities include being on a stand, class talks, monitoring social media etc. AA can be current or ex- apprentices. AA project will develop their activities slowly over the summer months. The next meeting of the AA will be in summer. | TP to let RD know of any suitable training that the AA could take part in. |
| 6. | **Terms of Reference** |  |
| 6.1 | Terms of reference for the Employer and Skills Sub Group was handed out – this was updated recently by CS and RD. The group considered it and approved the majority. It was proposed to add Degree Apprenticeships to item 4.Insert after 5 – Increase the visibility and influence of sectors across Lancashire with LEP Partners and other stakeholders. Sector as a collective to promote to LEPs. Getting footprint of collective strength. |  |
| 7 | AOB |  |
|  | RD read out Jill Nelson’s query regarding the self-funding of apprenticeships and pay and will feedback peoples comments to her. | RD to feedback comments to JN. (Done) |
| 8 | Date of next meeting – 13th July 2016 |  |