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| **Lancashire Forum Executive Group Meeting**  6th July 2016 at Preston’s College  **Present:** Lisa Bloomfield (T2000) (Chair), Raeleen Duthoit (LWBLEF), Gareth Lindsay (NLTG), John Cramphorn (JTL), Rob Garside, (Intraining), Sandra Martland, (Blackburn College), Jackie Tomson & Kathryn Thurlbeck (RWP), Mark Smith (3aaa), Keith Tidmarsh (Springfields Fuels Ltd), Claire Shore (Blackburn College), Candice Davies (Rathbone), Jill Nelson (Lancaster Training Services), Barbara Livesey (N&C College)  Guest:  **Lisa welcomed Krysia Hudek from EaSi Services to the meeting**  **Apologies:**  Hannah Cutler (Burnley College), Asa Gordon (West Lancs College), Kim Chambers (B&F College), Mark Rowlands (learndirect), Alison Humphreys (Preston’s College), Tracy Landon (Accrington and Rossendale College), Tim Cutler Runshaw College, Anita Dale (GP Strategies) | | |
|  |  | **Actions** |
| **1** | **Minutes of Last Meeting / Matters Arising** |  |
|  | 5.1 Raeleen had thanked Colin Bell for his offer of the free trial but that we had decided to not take up the offer at this time.  5.3 No-one present had attended the AELP conference. |  |
| **2** | **Professional Exchange Programme** |  |
| **2.1** | Lisa welcomed Krysia to the meeting. Raeleen had circulated a brief overview of the project prepared by Krysia which she would go through at the meeting. Members were asked not to circulate this document to staff as amendments were to be made to the survey.  Krysia explained that they were at the planning stage with the professional exchange programme and gave out an additional handout. It was recognised that it was key that the right topics be chosen with the aim of sourcing and delivering the right CPD for front line staff. Amendments to the survey were discussed.  Krysia explained the process as detailed in the handout.  It was agreed that the Forum executive group be the steering group for the project with a Memorandum of Understanding being drawn up with roles and responsibilities.  The project would run from September 16 – June 17.  It was noted that there needs to be links with other programmes i.e. Future Apprenticeship support programme.  Raeleen would meet with Krysia following the meeting to draw up the process and progress the communication to members. | Krysia to amend handout in light of discussions and send to Raeleen to circulate |
| **3.** | **Lancashire Forum Business plan** |  |
|  | The first draft of the 16-17 Business plan had been agreed by the Board on the 1st July 16. Each of the 6 objectives had a Board member lead. Over the next few weeks Raeleen would discuss each objective with the lead, with the final plan being ready for August.  **Objective 1 Board Lead: Gareth Lindsay**  To support members to increase the number of Apprenticeships delivered and improve route ways into Apprenticeships  **Objective 2 Board Lead: Simon Jordan**  To support our members and local employers with the introduction of the Apprenticeship funding reform with the help of Government agencies, NWPN, the LEP and other relevant bodies  **Objective 3 Board Lead: David Wiseman**  To continue to develop the LESEP partnership to secure and deliver ESF funded activity  **Objective 4 Board Lead: Claire Shore**  To work in partnership with the local LEP to ensure that Lancashire WBL Executive Forum through its members is recognised for its expertise and success in Apprenticeship delivery  **Objective 5 Board Lead: Lisa Bloomfield**  To review membership of the Forum in recognition of the changes that are taking place in contracting, funding and delivery  **Objective 6 Board Lead: John Cramphorn**  To source and bid for additional funding to utilise our full capabilities and secure funding to support the network |  |
| **4** | **Apprenticeship Reform Lancashire** |  |
| **4.1** | **Support for members**  Raeleen explained plans to support members with the levy introduction   * Interpreting information * Capacity building sessions through the Professional exchange programme * Discussions at Forum and sub group meetings * LEP support * Pool NW knowledge   Also being planned for October 16 and Spring 17 were NWPN events |  |
| **4.2** | **Support for Employers (levy payers)**  Raeleen explained that discussions were being held with LBV to run a 12 month campaign.  The initial cost proposed by LBV was £35,000. The Forum needed to look at affordability and would be looking to reduce costs. We may have to reduce the frequency of some of the activities. Simon Jordan who was Board lead was working with Raeleen to progress. It was recognised that this should be a partnership approach with LBV with them realising that they had a responsibility to their readers to inform them about the levy.  Members to inform Raeleen how much they have spent with LBV over the last 12 months. | **Members to let RD know cost** |
| **4.3** | **Support for Employers (non-levy payers)**  Raeleen explained that this area was being discussed. Suggested support was around communication in a number of forms for example   * Frequently asked questions on the Forum website. * Co-ordinated campaign in partnership with the LEP Skills Hub   Feed into LEP Business publications  Produce a common PowerPoint for use by all to give a common message |  |
| **5** | **Forum members – Opportunity for discussion** |  |
| **5.1** | **AELP Conference**  The Skills Minister Nick Boles addressed 640+ delegates on day 1 of the AELP 2016 Conference in West London, where MP outlined several key points:  1) The commitment by the Conservative Party for Apprenticeships is absolute, a need for a highly skilled and flexible workforce is vital  2) Timing to Apprenticeship Levy guidance will be unexpectedly delayed, but the government will aim to publish before the summer break re new funding regime and guidance  3) Area Reviews continue to press ahead and government’s plan regarding college restructuring remains absolute, a need for a strong and sustainable infrastructure  4) The Sainsbury’s Review will be published with its findings in near future  5) We’re in a growth industry, a fruitful 'River of Apprenticeship Funding' remains vital for the UK  6) SFA moving from a contractual year to a financial year |  |
| **5.2** | **Register of Apprenticeship Training Providers**  Raeleen thanked David Wiseman for providing slides from an AoC / SFA consultancy workshop held on the 10th June. Raeleen highlighted a number of slides for discussion. Slides to be sent to members with the understanding that these were provided at a consultation event and things may change.  Raeleen asked members to be aware that it was likely that the SFA would be opening the register through their Bravo e-tendering portal during summer (August) at which time some staff in Colleges who entered the data may be on leave. | Raeleen to send copy of slides.  Members to note |
| **6** | **Support & Development Manager Update** |  |
| **6.1** | **LESE Partnership**  **ESF –Inclusive Labour Market - Access to Employment (A2E)**  Raeleen reported that the tender had been submitted successfully. The outcome of the tender would be known by 16th August 16.  **ESS**  Results would be released 29th July 16 |  |
| **6.2** | **Apprentice Ambassadors**  Raeleen updated members with the progress of the Apprentice Ambassador Network.   * Next meeting of Ambassadors Wednesday 27th July * Training on presentation skills at the meeting delivered by Rathbone Training * Communications out to schools in early September   Raeleen reminded members to keep sending nominees and promoting to employers and their apprentices.  It had been suggested that Capacity Building monies from the ESF projects could be used to support. Raeleen was progressing this with the Lead Accountable Body |  |
| **6.3** | **HEI Links – Degree Apprenticeships**  Raeleen and Lisa updated members on discussions that the Forum Board were having with Universities. UCLan had attended the Board meeting on 1st July to discuss how members could work with them on Higher Apprenticeships and Degree Apprenticeships.  It was recognised the UCLan would want something out of a deal with providers and to tread cautiously.  UCLan had provided a list of Higher Degree Apprenticeships they were currently delivering, courses to be launches in 16/17 and courses to be considered in the future. Raeleen to ask for updated information from UCLan and send to members.  UCLan to attend the meeting in September. | Raeleen to send UCLan list to members  UCLan on Sept agenda |
| **6.4** | **Membership Fees**  Raeleen reported that it had been agreed at the Board meeting on 1st July to keep the Forum fees the same for the next 12 months.  Lisa and Raeleen would be reviewing membership over the next few months and would be taking a proposal to the Forum Board for agreement. |  |
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| **7.** | **Any Other Business** |  |
|  | The start time of the Forum meeting was discussed and it was agreed that we stick to 10am. | Agreement |
| **8.** | **Date of Next Meeting**  **7th September 2016 Venue to be booked** |  |