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| **Lancashire Forum Executive Group Meeting**  7th September 2016 at Preston’s College  **Present:** Raeleen Duthoit, Helen Fenton (LWBLEF), Lisa Bloomfield, Chair (Training 2000), Kim Chambers (Blackpool & Fylde College), Candice Davies (Rathbone), Claire Shore (Blackburn College), John Cramphorn (JTL), Keith Tidmarsh (Westinghouse), Jill Nelson (LTS), Jamie Hughes (Lancaster & Morecambe College), Anita Dale (GP Strategies), Andrew Richardson (Preston’s College), Barbara Livesey (Nelson and Colne College), Asa Gordon (West Lancs College), Andrea Gardner (Myerscough College), Gareth Lindsay (NLTG), Tim Cutler (Runshaw College), Jackie Tomson (RWP), Tracey Landon (Accrington and Rossendale College), Alan French and Kim Hughes (learndirect), Alison Humphreys (Preston’s College)  **Guests:** Nina Ketcher and Paul Johnson (SFA), Antony Barron and Phil Holifield (UCLan), Krysia Hudek and Petrina Lynn (EasiServices)  **Apologies:**  Hannah Cutler (Burnley College), Simon Jordan (Burnley College), Sandra Martland (Blackburn College) | | |
| **1** | **Degree and Higher Degree Apprenticeships** | **Actions** |
|  | **Antony Barron and Phil Holifield**  Antony and Phil provided information about the development of Degree Apprenticeships at UCLan, what course are currently running and proposals for 16/17 and the future.  Tony will provide an electronic copy of the handout for distribution to members.  RD asked how UCLan were looking to work with a wider network of apprenticeship providers/employers and how Forum members could become involved. Tony explained that they are looking to develop the same partnership with Forum members that they currently have with Burnley College. Forum members may contact Tony individually for further discussions.  Tony added that UClan is currently involved in the areas of Health, Digital Services, Management and Engineering and are looking to the future to become involved in policing/leadership.  LB asked that UCLan attend a future meeting with a detailed plan for partnership arrangements. | **UCLan to provider electronic copy of handout. HF to send to members** |
| **2** | **Professional Exchange Programme** |  |
|  | **Krysia Hudek and Petrina Lynn – EasiServices**  KH distributed handouts and explained the project to the meeting.  Participants and organisations will be asked complete a survey (survey monkey) to determine training needs and topics. It is hoped to launch the project in November when taster sessions will be run. It was stressed that the project was aimed at practitioners and not just middle and senior managers. With particular regard to the Forum, members with expertise in a certain topic area will be brought together with those requiring training in that area. No. of workshops and webinars (usually 2) will be determined by demand.  It was agreed that   * RD will liaise regarding the launch event in November * identify key areas to be addressed before March 2017 * members to discuss with Managers in their organisations * RD will send out survey | **RD/KH/**  **PL**  **RD to send out survey** |
| **3** | **Skills Funding Agency** |  |
|  | **Employer Levy - Paul Johnson**  Paul provided detailed information regarding the Levy. The Powerpoint presentation will be circulated to members.  JH expressed concerns about the complexity of the funding band limits and caps, and around maintaining quality of provision. Concerns were also raised regarding the ‘standards’ which have been developed by large employers and may not be entirely appropriate for SMEs. Members were also concerned about the deadline for ITT documentation (3rd October) – coming close after the release of the final SFA guidance.  Paul will take concerns back to SFA.  The following key dates were highlighted  3 October – launch of Apprenticeship Register of Training Organisations  October 2016 – full and final versions of the SFA technical rules will be available  December 2016 – HMRC to provide further employer guidance  Start 2017 – DAS will go live. | **HF to send out Powerpoint presentation sent 7.9.16**  **PJ to take concerns back to SFA** |
| **4** | **Minutes of Last Meeting / Matters Arising** |  |
|  | 2.1 Professional Exchange programme - Krysia Hudek to amend handout in light of discussions and send to Raeleen to circulate – document has been amended and will be sent out following today’s meeting  4.2 The majority of providers have already let RD know how much they have spent with LBV over the last 12 months.  5.2 RD has sent AoC/SFA consultancy workshop slides to members.  6.3 UCLan’s list of Higher Degree apprenticeships has been distributed to members. UCLan attending today’s meeting.  7. Forum meeting start time to remain at 10.00am | RD |
| **5** | **Forum Member Update/Discussions** |  |
| **5.1** | Lisa welcomed Helen Fenton (Forum Administrator) to the meeting.  **Apprenticeship Levy campaigns**  A handout was circulated showing the dates and details of the 3 events that are planned for October.  RD will contact Mark Rowlands (learndirect) to establish which area event they will attend.  RD ran through the event schedules. Members were asked if they could provide contact details for any of their employers who they know are currently using the DAS. LB suggested that ‘About’ could be approached.  The campaign will run for 12 months. LBV will send an e-flyer to Forum members to distribute to employers and will promote the campaign in their publication and online bulletin. The LEP and SFA will also publicize.  LB suggested that members brief their representatives who will be attending the event; in particular that this is a Forum event for employers (some of whom may be new to apprenticeships) and that any messages given should be impartial.  Claire Shore will provide Forum banners and literature.  Gareth and Keith had attended a Levy event a week ago where it was reported that after May 2017 funding for 16 – 18 year olds could be down under the new funding system. Gareth commented that the majority of levy-paying employers would likely dip in and out, depending on their wage bill. Gareth will provide the slides from the event for distribution to members. | RD to contact MR  CS to work with RD to produce banner stand  GL to send HF slides for distribution to members |
| **6** | **Support and Development Manager Update** |  |
| **6.1** | Apprenticeship Ambassador Campaign  This is progressing; there is now an Apprentice Ambassador Board with 8 members.  The next Ambassador Board meeting on 10th October will also offer a free training event facilitated by Forbes Solicitors.  Two of the ambassadors have agreed to assist with creating web pages on the Forum website.  Providers will be encouraged to advertise their events and ambassadors in their area can be linked with the provider to attend and contribute at the event. (Training Providers would be expected to provide support for the ambassador at these events). |  |
| **6.2** | **Lancashire Forum website**  RD encouraged members to liaise with the person within their organisation who has been named as the ‘website updater’ to check that the ‘Sorted’ area is up to date. Employers will be directed to all training providers who are involved in the areas they are interested in so it is crucial that details are up to date. | ALL members to update SORTED |
| **7.** | **Any Other Business** |  |
| **7.1**  **7.2** | RD has been contacted by Remploy who would like to attend a future meeting to do a presentation regarding the support that they can provide for apprentices who may be having mental health, personal or emotional issues. The Board has confirmed that they are happy for this to go ahead so HF will invite to a future Forum meeting and circulate the information provided by Remploy to members. This will also be included in the next Forum bulletin.  RD has been contacted by Paul Blott of Eunoia who has sent a useful summary of an Audit Office document regarding “Delivering Value.” HF will distribute the summary and links to the AO document to members.  Keith asked members if they could remind him how the apprenticeship ITT was completed in the past. It was suggested that members should be able to look at Bravo and print off what had been submitted. LB offered to assist with this if required. | HF to contact Remploy to attend next mtg  HF to send link to NAO report “Delivering Value” |
| **8.** | **Date of Next Meeting - 9th November 2016**  The meeting planned for 12th October will be cancelled as it clashes with one of the Employer Levy events.  Meeting dates for 2017 have been agreed by the Board and members will be sent electronic invitations for these. | HF to advise all members of cancellation of 12 Oct mtg  HF to send out proposed meeting dates for 2017 via Outlook |