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| **Quality Improvement Sub Group**  **21st September 2016. Myerscough College**  **Present:** Simon Clarke, Chair (NLTG), Raeleen Duthoit (LWBLEF), Helen Fenton (LWBLEF), Paul McGrail (Myerscough College), James Robinson (Preston’s College), Kevin McFarlane (NLTG), Mary McCarthy (Preston’s College), Tracy Landon (Accrington and Rossendale College),  Dave Foy (Preston’s College), Carol Kirkham (Myerscough College) | | |
| **1** | **Health and Safety Presentation – Dave Foy and Carol Kirkham**  SC welcomed Dave and Carol (H & S Managers for Preston’s and Myerscough Colleges) to the meeting.  DF will forward the slides to RD after Friday for circulation. RD will add to the Forum website. More development is expected shortly, and any updates will also be shared.  Following the presentation, discussion took place regarding:   * Insurance – there is no requirement for organisations to evidence PLI insurance. * Differing views between and within Providers regarding evidencing renewal of ELI – HSE and the British Insurance Brokers Association have communicated that they have no specific requirement for evidencing such renewal. It is up to the individual organisation to decide on whether to follow up to evidence renewal however regardless of what the individual organisation decides it was agreed that it is essential to evidence currency of ELI when a learner starts on a programme. Neither NLTG nor Myerscough follow up to evidence renewal. * Forms/templates – SC advised that NLTG has moved from paper forms to iAuditor which is available free for iPads, tablets and mobiles, can incorporate photos, and allows immediate transfer of complete documents to the employer (wi-fi permitting). * H & S/insurance considerations where Apprentice Ambassadors are visiting schools   CK circulated Myerscough’s PREVENT leaflet to the QI Group  DF advised he is currently compiling FAQs for Jill Hawthorne at HSE – any suggestions should be sent to Dave. | **Actions**  DF/RD/HF  ALL |
| **2** | **Apologies** |  |
| **2.1** | Apologies from Alison Humphreys (Preston’s College), Heather De’ath (Blackpool and Fylde College), Hannah Cutler (Burnley College), Anne Frear (Runshaw College), Lee Lawson (Lancaster Training), Dan Gagg (Accrington and Rossendale College) |  |
| **2.2** | **Minutes from last meeting/matters arising**  1.2 Raeleen has e-mailed JISC via their website for a new contact name.  Health and Safety Training presentation completed today  LADO contacts were e-mailed to the Group  2.3 Minutes of Regional Ofsted meeting were e-mailed out following the last meeting. SC said he  is attending Ofsted meeting shortly and can take any relevant issues raised by the Sub-  Group to the meeting  6.4 Professional Exchange Programme – is on the agenda for today. | JISC contact provided - RD to invite to future meeting  ALL |
| **3** | **Lancashire Forum update** |  |
| **3.1** | **Professional Exchange Programme**  RD outlined the project (CPD sessions comprising 4 workshops and subsequent webinars, delivery by a ‘champion’ on topics coming out of results of survey monkey). 2 representatives from EasiServe had presented at the Forum meeting on 7th September and detailed discussions had taken place with EasiServe immediately following the meeting. It was decided that regrettably the plans proposed were not appropriate and not to go ahead with the project. |  |
| **4** | **Open Forum Discussion** |  |
| **4.1** | RD advised that she had been contacted by a Solicitors business regarding employer/apprentice contracts. It was suggested that contracts currently being used by employers may not be appropriate and that contracts should contain certain apprentice-specific clauses. RD suggested that Solicitors concerned might be invited to a future meeting. Some discussion followed around whether this area was the responsibility of the Provider or the employer. JR pointed out that H & S appraisers were not expected to look in detail at employment contracts, only to establish that a written contract existed. RD is expecting some written detail from the Solicitor for inclusion in a future Bulletin and will provide further information to the Group on receipt before taking any further action. | RD |
| **4.2** | RD updated the Group about the Employer Levy Campaign. SC suggested that it would also be helpful to raise awareness of the Reform agenda amongst non-levy paying employers. RD explained that 6 double page spreads about the Levy will appear in Lancashire Business View publication in the coming months, one of which could be geared towards non-levy payers, once consultation over and final details published in October.  The next LBV article will have a map of areas and will provide a link to the levy information page on the Provider’s own website. Some Providers have yet to supply RD with this link.  RD highlighted the forthcoming NW Provider Network Levy event in Leeds on 14th October.  It was agreed that this area should remain as a standing agenda item for future meetings. | RD  ALL  HF |
| **4.3** | JR asked if any of the Group had uploaded data to the DAS yet and recommended that it was probably something that MIS/data staff within colleges/providers should be involved with. JR advised that he had encountered some problems when asked for delivery locations and said he had made the decision to enter the college location for all delivery in the first instance. |  |
| **5** | **Any Other Business** |  |
| **5.1** | RD has been given the contact details for the new HMI Regional Director for the NW Provider Network, Andrew Cook, who took up post on 1 September. RD will forward any relevant information to the group as it is received. | RD |
| **5.2** | **Meeting dates for 2017**  Proposed meeting dates for 2017 were circulated however it was noted that the dates for February, April and March all clashed with Preston’s College SMT meetings. After discussion it was decided to move the meetings to Tuesday:-  Tuesday 21st February  Tuesday 25th April  Tuesday 20th June  Tuesday 19th September  Tuesday 29th November  HF will send Outlook invites for all 2017 meetings. | HF |
| **8** | **Date of next meeting – 23rd November 2016**  Possible venues – NLTG, Preston’s College, Accrington and Rossendale. TL/JR and SC to check and contact RD/HF | TL/JR/SC |
|  | SC expressed his thanks to Dave and Carol for the presentation and to PMcG and Myerscough College for hosting the meeting. |  |