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| **Lancashire Forum Executive Group Meeting**  8th February 2017 at Preston’s College  **Present:** Raeleen Duthoit, Helen Fenton (LWBLEF), Lisa Bloomfield, Chair (Training 2000), Roger Harling (Treasurer), Jill Nelson (Lancaster Training Services Ltd), Alison Humphreys and Andrew Richardson (Preston’s College), Keith Tidmarsh (Springfield’s Fuels Ltd), Allison Jones (UCLan), Anita Dale (GP Strategies), Katie Proctor (Myerscough College), Kate Coughlan (Blackpool and the Fylde College), Tim Cutler (Burnley College), Rebecca Threlfall (Runshaw College), Gareth Lindsey (NLTG), Richard Polyblank and Hayley Hall (RWP Training), Karen Cochran (learndirect), Claire Shore (Blackburn College), Sonya Cooke (Rathbone). Mark Smith (3aaa).  **Guests:** Paul Holme (NWPN), Nina Ketcher and Sue Ritson (SFA)  **Apologies:** John Cramphorn (JTL), Jamie Hughes (Lancaster and Morecambe College), Colleen McLaughlin (Blackpool and the Fylde College), Candice Davies (Rathbone), Tracey Landon (Accrington and Rossendale College), David Wiseman (Nelson and Colne College), Barbara Livesey (Nelson and Colne College). | | |
| **1** | **North West Provider Network – Paul Holme** | **Actions** |
|  | Lisa welcomed Paul Holme to the meeting.  Paul updated the members in 4 areas  **1. Key issues nationally**   * 20% ‘off the job’ requirement. * Quality and value of apprenticeships with the introduction of the Levy. * Adult Education Budget procurement. * 9 devolution deals and “Industrial Strategy” green paper (responses by 15th April) * Post-16 Skills Plan   **2. Northern Powerhouse strategy**  Published with the autumn statement and first report published end January.  Commonality between national and northern strategy in areas such as recruitment, retention, CEIAG, meeting skills needs.  **3. NWPN update**   * 6 local networks (now including W. Yorkshire) * Cheshire and Warrington network being reinvigorated. * AELP is looking at its relationships with local networks, and a Northern network. * Skills Conference to take place at the end of March - links with Northern Powerhouse strategy and may inform Industrial Strategy.   **4. Lancashire Skills and Employment Board**  Area Based Review – final steering group meeting is in 2 weeks’ time, and report will be published a couple of months later. Structural changes are generally already known. Non-structural recommendations will be made.  Changes taking place to Skills and Employment Board. Mark Townsend to take over as Chair. Paul recommended that the Forum Board review its relationship with the Skills and Employment Board, and also consider the impact of non-Lancashire providers increasing their delivery in Lancashire (Michele Lawty-Jones can provide details). RD assured members that the Board has already been working with Michele Lawty-Jones regarding the Growth Plan and Apprenticeship Levy Reform. RD/LB will also be reviewing Forum membership/Associate membership.  ESIF – current SFA opt-in contracts end July 2018, but some ESIF monies will be available up to 2020. |  |
| **2** | **Skills Funding Agency update – Nina Ketcher** |  |
|  | Lisa welcomed Nina Ketcher and Sue Ritson to the meeting.  Nina provided an update from the SFA. Slides from the presentation will be circulated.  Members’ attention was drawn to:-   * Para 108 of the recent technical funding document regarding changes in circumstances * The guidance relating to returning students * Sub-contracting arrangements   The SFA will be contacting providers with a view to arranging visits to provide help/support in readiness for Levy.  Members expressed the following particular concerns:-   * LB pointed out that one of the current frustrations was that Providers were waiting for their MIS software system developers to now respond to the released specifications to develop systems. Providers were waiting to be able to test the new systems and review how they will link with other business critical systems. An example was the lack of suitable forecasting tools. * Funding/end point assessment is a concern. * RWP has particular concerns about Teaching Assistant apprentices in schools * “Carry over” learners – Nina explained that SFA will provide carry over allocation (assuming 100% success rate on completion) but stressed that ILR needs to be completely up to date. * CS referred to para 82.1.7 of final funding guidance and queried what “brokerage services with an employer” referred to (guidance states that funding cannot be used for this). Nina will check and advise.   Lisa thanked Paul and Nina for their contributions. | **RD distributed slides on 8th February** |
| **3** | **Minutes of the last meeting/matters arising** |  |
|  | 1. Paul Blott’s presentation was circulated to members on 8th December.  2. Growth Plan - RD has advised Lisa Moizer of information to be added into the Action Plan  3.5. Allison Jones (UCLan) will follow up regarding UCLan’s updated apprenticeship provision.  3.7.1. No training needs were identified at the Apprentice Ambassador Board meeting in January.  3.7.2. PREVENT training took place on 3rd February arranged by T2000 with Nigel Lund. Staff from Myerscough College, JTL and NLTG infilled on to the training. LB advised that Nigel Lund is now based at Blackburn College; where PREVENT training is arranged members were asked to open their session(s) up to the network.  5.1. Invitation to representatives from the Young Ambassador Network to attend a Forum meeting will be arranged at a future date.  5.2 ASK project. RD reported that Preston’s College had already run the ASK session for its Foundation learners, meetings have taken place with Nelson and Colne College and NLTG with a view to similar sessions being run there.  5.3 TLA tender – on agenda, under item 4 | **Allison Jones** |
| **4** | **Support and Development Manager update** |  |
| **4.1**  **4.2**  **4.3**  **4.4**  **4.5** | **ASK project** – RD provided a brief update adding that JCP, CECs and the LEP are all involved in the project. An increasing number of schools have requested sessions in recent weeks and RD said that it is becoming difficult to get deliverers to cover all events. Where a deliverer is not available from the small number of providers who are currently involved, RD said she may have to approach all members for support.  **Transforming Teaching Learning and Assessment tender** – this has been awarded. The title is “Changing mind-sets in formative assessments.” The QI sub group is progressing this.  (The QI sub group is also looking at employer contracts and Forbes Solicitors are due to speak at the meeting on 21st February).  **Apprenticeship Reform** – the double page spread of the January/February edition of the Lancashire Business View has been printed and distributed. The next edition will feature the Royal Mail and effects of the Levy.  RD and GL have been invited to a meeting with the Northern Automotive Alliance to provide information about the Reform.  In the next (and last for the Reform campaign) edition, RD is preparing the “**Apprenticeship offer for Lancashire**.” RD will be contacting members shortly for data for this offer. CS suggested that the data sought should be taken from the employer satisfaction survey i.e. no. of employers shown on ILR. Related to this, Andy Stone from the Lancashire Teaching Hospitals spoke at the Board meeting on 3rd February about the Trust’s Apprenticeship Strategy for Lancashire and South Cumbria and will be sending RD details of the Trust’s requirements. RD will circulate and members will be asked to indicate which of the requirements they will be able to meet.  ESF – RD has attended a Skills for Growth meeting. A tender is being prepared involving the DWP, HEIs and SMEs regarding higher and degree apprenticeships. RD is attending a meeting with UCLan on behalf of the LESE Partnership and the Forum on 13th February. | **RD**  **RD** |
| **5** | **Any other Business** |  |
| **5.1**  **5.2** | RD reported that the Greater Manchester Provider Network has again asked if the Forum will circulate details about their training courses, and proposed to pay 25% of the costs back to the Forum where members take up training. Following discussion it was agreed not to take up the offer. RD will continue to share links to GMLPN’s training courses and include in the Bulletin.  CS asked if members wanted to co-sponsor an event promoted by Insider Media taking place on 27th April. RD will circulate further details and ask for responses by the end of Friday 10th February. |  |
| **6** | **Date of next meeting** |  |
|  | The next meeting is scheduled to take place on Wednesday 8th March. As this is in the middle of National Apprenticeship Week, members were asked if they wanted to cancel this meeting. There is no meeting in April so it was agreed to cancel 8th March and try to rearrange for the end of March/beginning of April. | **HF** |