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| **Employer and Skills Sub Group****22nd February 2017 2.00pm – 4pm Preston’s College Boardroom****Present:** Claire Shore, Chair (Blackburn College), Raeleen Duthoit, Helen Fenton (LWBLEF), John Cramphorn (JTL), Mark Rowlands (Learndirect), Becky Lavin (Preston’s College), Lisa Moizer (Lancashire Skills Hub), Damian Crawshaw (NLTG), Stephanie Coleman (Burnley College), Heather De’Ath (Blackpool and the Fylde College), Adrian Roscoe (West Lancs College), Andrea Gardner (Myerscough College), Carey Freeborn (Runshaw College).**Apologies:** Rebecca Threlfall (Runshaw College), Mike Morson (West Lancs College), Hayley Hall (RWP), Karen Cochran (Learndirect), Sonya Cooke (Rathbone). |
| **1** | **Minutes of last meeting/matters arising**3.1 Apprenticeship Offer for Lancashire - attendance at the December meeting had been diminished due to an incident on the M6 motorway that disrupted travel most of the day so Claire provided a recap. It had been agreed that the Forum would produce a collective “apprenticeship offer” for inclusion on the Forum and the Skills Hub websites and in Lancashire Business View. Forum members will ‘sign up to’ the agreed standards, but will also be able to promote their own particular specialisms/points of difference. In the first instance data had been sought from members on the number of employers and apprenticeships they had in 2015/16, return date **Friday 24th February**. A number of providers still need to respond. Members were also asked to check that SORTED information on the Forum website is up to date. | **ALL** |
| **2.** | **Update from Skills and Employment Hub**Lisa provided an update and reported that the Apprenticeship Growth Plan has been signed off and went through relevant points. Raeleen will e-mail the link to the Plan to members following the meeting.Lisa reported that the North West is currently the strongest area nationally for apprenticeships with Lancashire being the 3rd strongest region. Discussion followed about the statistics in the table on page 3 of the Growth Plan; in particular where skills cross over more than one priority sector e.g. digital, plumbing, and electrical.The Action Plan ties in all the work being done with LESEP - NEET, AtoE, and the ASK project, Employer and Apprentice Ambassador Networks.Lisa said £5k has been allocated by the SFA to commission research into the employer levy and employer readiness for the Reform. Clare and Lisa have already discussed how data for this research might easily be collected through providers and Lisa will be meeting with the SFA shortly.Lisa provided the following further update:3 ESF projects awarded and running – NEET (LESEP), ESS (Learndirect) and AtoE (LESEP) with 3 Strategic Partnership Managers in post (Sara Gaskell for AtoE is due to start 6th March). | RD emailed link 23rd Feb |
| **3.****3.1****3.2****3.3****3.4****3.5** | **Forum update**Raeleen will e-mail the Forum update (which covers Fair Train research, AELP PowerPoint and the LOcHER project), to members following the meeting, and details will also appear in the Bulletin.Apprenticeship Reform – Raeleen circulated the copy for the next article in Lancashire Business View for any comments. LYAAN – the capacity building plans for the ESF projects were shared insofar as they related to the Apprenticeship Ambassador Network – currently the Forum and Lisa are doing this work unfunded – however monies will be available through capacity building funds to grow and professionalize the network and to set up an Employer Ambassador network, all of which will in turn help to promote providers, employers and schools.5 Lancashire apprentices will be travelling to London to a reception at the House of Commons where they will meet and talk to the Rt Hon Robert Halfon MP, Minister for Apprenticeships and Skills and attend an informal lunch on the Terrace Pavilion.Raeleen/Lisa will contact the Ambassadors’ local MPs to inform.Claire proposed that the Forum produce a Press Release for publication in National Apprenticeship Week to promote work that is being done. Raeleen and Claire will progress this.Raeleen will circulate a paper detailing UCLan’s Apprenticeship provision and will be making links with other HEIs in the near future.Lancashire Apprenticeship Offer – see item 1. | **RD/LM****RD/CS****RD** |
| **4.****4.1****4.2****4.3****4.4****4.5** | **Any other Business**The NWPN is planning a Northern Skills Conference and members were asked if they would support such an event. It was agreed that depending on the speakers and the location, they would support. John Cramphorn will be attending the next NWPN Board meeting in March and will update members in due courseThere are proposals to develop the NWPN into a Northern Network. Paul Holme will be producing a paper for the March Board meeting. Claire expressed concerns that Lancashire could become ‘lost’ in a larger northern network. Raeleen informed member that she would be attending the AELP north region network conference in Sheffield on 8th March.Lancashire Business View has contacted Raeleen about a Skills and Training advertorial which will appear in the next edition – some providers are already contributing. This has to be returned by **Friday 24th**! It was agreed that content could include the Lancashire Growth Plan, and the joint Lancashire Apprenticeship Offer. Raeleen and Claire will discuss following the meeting.RD/CS and LM have discussed hosting an event in place of the next meeting (on 17th May) to promote one of the priority sectors and it was suggested the Digital sector be selected. It could be marketed as a “Digital Skills Panel” with key businesses from the sector being invited, including Digital Lancashire. Members supported the idea and a planning meeting will be set up to progress.  | **RD/CS done****RD/CS/LM** |
| **5.** | **Date of next meeting – see item 4.5 above**.  |  |