



LEP - Lancashire Skills and Employment Board

**Thursday, 22nd October, 2015 in Room A07, County Hall, Preston.,
at 8.00 am**

Please note the venue and time

Agenda

Part I (Items Publicly Available)

- 1. Welcome and Apologies for Absence**
- 2. Declarations of Interest**
- 3. Minutes of the meeting held on the 10th September 2015 (Pages 1 - 8)**
- 4. Matters Arising**
- 5. Membership and Terms of Reference of the Lancashire Skills and Employment Board (Pages 9 - 14)**
- 6. Up-date from the Lancashire Skills Hub (Pages 15 - 18)**
- 7. Area Based Reviews (Pages 19 - 22)**
- 8. Reporting to the Lancashire Enterprise Partnership.**
 - Identification and agreement of any recommendations for consideration/approval by the LEP Board.
 - Identification and agreement of issues for inclusion in the feedback report for the LEP Board.
- 9. Proposed Programme of Meetings - 2016/17 (Pages 23 - 24)**
- 10. Any Other Business**
- 11. Date of Next Meeting**

The next scheduled meeting of the Committee will be held at 8.00am on the 10th December, 2015 in Room A05 at County Hall, Preston.

Part II (Private and Confidential)

12. Lancashire Devolution: Skills and Employment discussion paper (Pages 25 - 30)

Key Contact: Lisa Moizer, Lancashire Skills Hub, 07825 996 447
Lisa.moizer@lancashire.gov.uk,



LEP - Lancashire Skills Board

Minutes of the Meeting held on Thursday, 10th September, 2015 at 8.30 am at the Bispham Campus - Blackpool and The Fylde College, Ashfield Road, Bispham, Blackpool, FY2 0HB.

Present:

Amanda Melton (Chair)

Steve Gray

Paul Holme

Lynne Livesey

Joanne Pickering

Bev Robinson

Observers

Cat Settle, Head of Apprenticeships and Local Growth, Liverpool, Cumbria and Lancashire.

Dr Michele Lawty-Jones, Lancashire Skills Hub Director.

In Attendance

Alison Moore, Programme Manager, Programme Office, Lancashire County Council

Andy Walker, Head of Business Growth, Lancashire County Council.

Lisa Moizer, Coordinator, Lancashire Skills Hub

Mike Neville, Company Services Team, Lancashire County Council.

John Lonsdale, UCLAN

1. **Welcome and Apologies.**

The Chair welcomed everyone to the meeting. Apologies were received from Graham Howarth.

2. **Declarations of Interests.**

There were no declarations of interest in relation to matters appearing on the agenda.

3. **Presentation - Lancashire Higher Education Institutions**

John Lonsdale, Director of Innovation and Enterprise at UCLan gave a presentation on how Lancashire Higher Education Institutions could contribute to the skills agenda in relation to the following.

- Professional Qualifications
- Higher apprenticeships
- Employability Skills
- EU (ESIF) programmes
- CPD (Continuous Professional Development)
- Coordination role for the County
- Retaining skills in the region.

In considering the presentation the Committee discussed the need to retain graduates and noted that whilst the proportion of graduates from the County who went on to secure employment was high many often did not remain within Lancashire. The perceived gap between the number of graduates and available jobs was also discussed and it was suggested that further work needed to be done to clarify the severity/extent of the gap in order to be able to address it. The importance of Information Advice and Guidance in ensuring that people were well informed about potential areas of study, especially in relation to subjects which would then address identified skills gaps in the market was also discussed.

Joanne Pickering asked Mr Lonsdale to provide her with details of a contact person at each of the HEIs which she could share with employers in her role as Deputy Chair of the Lancashire HR Employers Network. She also offered to circulate details of the new UCLan Engineering Innovation Centre for SME development via the network.

The Chair thanked Mr Lonsdale on behalf of the Board for his presentation

Resolved:

1. That the information set out in the presentation on how Higher Education Institutions in Lancashire could contribute to the skills agenda is noted and taken into account in future discussions.
2. That a copy of the presentation is shared with the members of the Skills Board for information and future reference.
3. That Mr Lonsdale provide a named contact for each of the HEIs that businesses can use as an entry point to engage with each University for circulation to members of the Skills Board and for use at business networks.

4. Minutes of the last meeting.

Joanne Pickering asked whether any additional information in relation to the presentation on the Visitor Economy had been circulated following the last meeting and Andy Walker undertook to check and share any information with the members of the Committee.

It was noted that an overview on the emerging skills/partnership framework was to be presented to the Lancashire ESIF Partnership on the 11th September 2015. Paul Holme, Joanne Pickering and Sam Mercer from the SFA were nominated to serve on the Sub Group which would support the Partnership to prioritise and take forward a pipeline of projects.

Resolved: That the Minutes of the meeting held on the 23rd July 2014 is confirmed as an accurate record and signed by the Chair.

5. Growth Deal Skills Capital

Michele Lawty-Jones reported that following the last meeting the timescales for the launch and completion of the Growth Deal Skills Capital Round 2 had been revised and agreed with the Skills Funding Agency.

Details of the revised timescale were discussed and it was noted that the changes would enable some successful projects to commence in April 2016, to meet the need to allocate and spend funding by the end of the 2016/17 financial year in line with the Growth Deal programme agreed with Government. EOIs would initially be reviewed by the Lancashire Skills Hub and LEP staff (with advice from the SFA) in order to agree a shortlist of projects which would advance to full business case. The recommended shortlist would then be presented to the Committee for consideration with recommendations being made to the Lancashire LEP Board for final approval.

It was noted that in order to enable both the SFA to provide feedback and the Committee to consider the EOI recommendations before they are submitted to the LEP Board for approval it would be necessary to change the date of the meeting in December.

Resolved:

1. That the revised timetable for the Growth Deal Skills Capital Round 2, as set out in the report presented, is approved.
2. That the meeting scheduled for the 3rd December 2015 is cancelled and rearranged for 8.00am on the 10th December 2015 in Room A05 at County Hall, Preston.

6. Lancashire Skills and Employment Framework

Michele Lawty-Jones presented an updated version of the Lancashire Skills and Employment Framework which had been amended in response to feedback from the Lancashire Skills Board Away Day in August and the completion of the studies and further analysis of the findings and recommendations.

In considering the Framework members of the Committee agreed that it should be a flexible, living document which would be updated in the light of experience. It was noted that Sector Skills Development Partnerships would be established to oversee the implementation of sector specific action plans and it was suggested that care needed to be taken to ensure that a wide range of stakeholders across Lancashire were involved in the process, including employers, schools, Universities and UTCs.

It was suggested that once the Framework was finalised it should be subject to review on a quarterly basis in order to ensure it remained relevant.

Resolved: That the Lancashire Skills and Employment Framework, as set out in the report presented, is approved for consultation with local authority Chief Executives and key stakeholders, including providers and employers.

7. Apprenticeships Levy Consultation

The Committee considered a report regarding the Department for Business, Innovation and Skills consultation on the implementation of an Apprenticeship Levy for large employers which was intended to address the structural decline of employer investment in skills in a sustainable way.

Concern was expressed regarding the lack of clarity around what constituted a 'large employer' and the potential impact which different interpretations could have. It was reported that the intention was for members of the Committee to submit views on the proposal outside of the meeting to enable the Skills Hub to formulate a collective response which would be forwarded to BIS before the end of the consultation on the 2nd October 2015.

Resolved:

1. That the Lancashire Skills Board submit a collective response to the Department for Business, Innovation and Skills consultation on the implementation of an Apprenticeship Levy for large employers.
2. That the Skills Hub collate information gleaned from the higher level skills study and the steering group (plus any other relevant issues raised in the sector studies) into the consultation questionnaire.
3. That Members of the Lancashire Skills Board submit any comments to the Skills Hub (Lisa.moizer@lancashire.gov.uk) by Wednesday 23rd September 2015.
4. That the Skills Hub circulate a draft consultation response to all members of the Skills Board by Monday 28th September 2015 for comment with members providing feedback by close of play on Wednesday 30th September 2015.
5. That the Skills Hub submit the agreed collective response on behalf of the Lancashire Skills Board by the 2nd October 2015 deadline.

8. Public Services (Social Value) Act 2012

Michele Lawty-Jones presented a report in response to a request by the Growth Deal Management Board for suggestions as to how best to identify/capture social impacts and ensure that they are taken into account in future decision making in accordance with the requirements of the Public Services (Social Value) Act 2012.

The Committee noted that initially it would be necessary to agree a Lancashire based definition of social value in order that priority areas/benefits could be identified and integrated into procurement processes. It was reported that a number of examples of good practice across the country had already been identified and would be taken into consideration when developing an approach for Lancashire.

It was reported that at the meeting on the 8th September 2015 the Growth Deal Management Board had considered a report on the matter and had agreed:

- That further research be undertaken into approaches in other sub-regions and also good practice.
- That further discussion is undertaken with relevant teams in Lancashire County Council, including the Programme Office, in order to understand the current position.
- That a report be taken to the Lancashire Skills Board raising awareness of the Social Value Act and suggesting that the Board take the strategic lead in articulating the potential outcomes and benefits, aligning outcomes with the evolving Lancashire Skills and Employment Framework.
- That a further report be brought to the next Growth Deal Management Board on the 21st October to provide an up-date on progress.

In considering the report the Committee agreed that the Skills Board should take the strategic lead in developing a Lancashire based response to social value through the Skills Hub. Offers of assistance were made by Joanne Pickering in relation to legal colleagues who had undertaken work around social value and from Lynne Livesey who suggested that a project team from UCLan could be established to support the Skills Hub.

Resolved:

1. That the Lancashire Skills Board take the strategic lead in articulating the potential outcomes and benefits of social value and align outcomes with the evolving Lancashire Skills and Employment Framework
2. That the Skills Hub work with relevant teams at the County Council, including the Programme Office, in order to better understand the current position.
3. That the Skills Hub explore the offers of assistance from UCLan and Forbes Solicitors in connection with research into good practice and approaches in other sub-regions in relation to social value.
4. That the Committee be kept informed of further developments

9. Terms of Reference of the Lancashire Skills Board/Purpose and Objectives of the Lancashire Skills Hub.

Michele Lawty-Jones presented a report that outlined the key objectives and

success criteria for the Lancashire Skills Hub which had been developed following discussions at the Lancashire Skills Board Away Day in August 2015. In considering the key objectives the Committee noted that care would need to be taken regarding the Sector Skills Development Partnerships to ensure they did not duplicate existing structures and it was suggested that under the Key Objectives heading the words 'prioritise and direct' be deleted and replaced with 'and prioritise' with regard to the use of relevant mainstream and discretionary funding.

It was also reported that consideration had been given to the relationship between the Committee and Skills Hub, together with comments received regarding the requirement for members of the Committee to be impartial.

As a result it was proposed that both the name and Terms of Reference of the Committee be amended to better reflect its role and purpose in the future. Requests were made at the meeting for the wording of the Terms of Reference to be further amended to refer to 'Blackpool and the Fylde College' and for Joanne Pickering to be shown as 'Director of the HR, Training and Quality at Forbes Solicitors and Chair of the Lancashire HR Employers Network.'

Resolved:

1. That, subject to the amendment of the wording under 'Key Objectives' specified above the purpose, objectives and success criteria (2015/16) for the Lancashire Skills Hub, as set out in the report presented, are approved.
2. That the LEP Board be recommended to approve.
 - a) The change of title of the Lancashire Skills Board to the Lancashire Skills and Employment Board.
 - b) The amendments to the Terms of Reference of the Lancashire Skills and Employment Board, as set out in the report presented and including the additional amendments specified above in relation to Blackpool and the Fylde College and Joanne Pickering's job title.

10. Skills Board membership - Verbal report.

The Committee discussed the current 2 vacancies in membership and it was suggested that consideration be given to seeking potential candidates from across a variety of skill sectors, including Creative Digital, Health, Construction, the Visitor Economy and Energy. The Committee recognised that whatever appointments were made in the future care would need to be taken to ensure that the successful candidates would not be likely to become conflicted in relation to the work of the Committee in order to minimise the possibility of future meetings being inquorate.

It was also proposed that a section be added to the revised Terms of Reference of the Committee emphasising the need for members to regularly attend meetings and that attendance would be monitored and reviewed.

Michele Lawty-Jones reminded the meeting of discussions at the Away Day in August regarding the remit of the Committee and proposed that Tracey Ellmore from the Department for Work and Pensions be approached about attending future meetings as an observer. Andy Walker also reported that following Professor Atherton's announcement that he intended to resign from the Committee at the end of the year discussions were underway to identify a suitable replacement.

In view of discussions earlier in the meeting it was suggested that the duration of next meeting in October be extended to accommodate further discussion around issues such as the Apprenticeship Levy, Trailblazers and Area Review.

Resolved:

1. That further consideration is given to recruiting an additional 2 Committee members from across a variety of skills sectors including Creative Digital, Health, Construction, the Visitor Economy and Energy.
2. That before it is referred to the LEP Board for approval the revised Terms of Reference of the Committee are further amended to include a section emphasising the need for members to regularly attend meetings and that attendance would be monitored/reviewed.
3. That Tracey Ellmore from the Department for Work and Pensions be invited to attend future meetings of the Lancashire Skills and Employment Board as an observer.
4. That the meeting scheduled for the 22nd October 2015 be extended to 12 noon to accommodate further discussion around matters such as the Apprenticeship Levy, Trailblazers and the Area Review.

11. Any Other Business.

No items of business were raised under this heading.

12. Date of next meeting.

It was noted that the next scheduled meeting would be held between 8.00am and 12 noon on the 22nd October 2015 in Room A07 at County Hall, Preston.

In accordance with the earlier decision of the Committee the subsequent meeting will be held at 8.00am on the 10th December 2015 in Room A05 at County Hall, Preston.



Lancashire Skills and Employment Board

Private and Confidential: No

Thursday 22nd October 2015

Membership and Terms of Reference of the Lancashire Skills and Employment Board

(Appendix A refers)

Report Author: Mike Neville, Company Services Team, Lancashire County Council mike.neville@lancashire.gov.uk

Executive Summary

An update in connection with the approval by the LEP Board on the 6th October 2015 of the new name and revised membership/Terms of Reference for the Committee.

Recommendations

The Committee is asked to note the new name and revised membership/Terms of Reference of the Committee as approved by the LEP Board on the 6th October 2015.

Background

At the last meeting a report was presented regarding the key objectives and success criteria for the Lancashire Skills Hub which had been developed following discussions at the Lancashire Skills Board Away Day in August 2015. It was also reported that consideration had been given to the relationship between the Committee and Skills Hub, together with comments received regarding the requirement for members of the Committee to be impartial.

As a result it was proposed that both the name and Terms of Reference of the Committee be amended to better reflect its role and purpose in the future. Requests were also made at the meeting for the wording of the Terms of Reference to be further amended to refer to 'Blackpool and the Fylde College' and for Joanne Pickering to be shown as 'Director of the HR, Training and Quality at Forbes Solicitors and Chair of the Lancashire HR Employers Network.'

The Committee subsequently resolved:

1. That, subject to the amendment of the wording under 'Key Objectives' specified above the purpose, objectives and success criteria (2015/16) for the Lancashire Skills Hub, as set out in the report presented, are approved.
2. That the LEP Board be recommended to approve.
 - a) The change of title of the Lancashire Skills Board to the Lancashire Skills and Employment Board.
 - b) The amendments to the Terms of Reference of the Lancashire Skills and Employment Board, as set out in the report presented and including the additional amendments specified above in relation to Blackpool and the Fylde College and Joanne Pickerings job title.

The recommendations in the second part of the resolution were then presented to the LEP Board on the 6th October 2015 for consideration and the Board

- Approved the change of name of the Committee from the Lancashire Skills Board to the Lancashire Skills and Employment Board.
- Agreed the revised Terms of Reference.
- Approved the replacement of Professor Andrew Atherton as a member of the Committee by Mark Allanson from Edgehill University.
- Delegated authority to the LEP Executive Committee to approve the appointment of three new Private Sector Members, once they had been identified by the Skills and Employment Board.

A copy of the new Terms of Reference is attached at Appendix 'A'

Professor Atherton formally resigned from the Committee with effect from the 31st October 2015 and Mr Allanson has been added to the membership and circulation list for future meetings.

The Skills Hub Director is currently in the process of identifying suitable candidates in relation to the recruitment of three new Private Sector Members.



LANCASHIRE SKILLS AND EMPLOYMENT BOARD

TERMS OF REFERENCE

Composition

1. Unless otherwise agreed by the Lancashire Enterprise Partnership, the Skills and Employment Board shall comprise a minimum of 5 members and a maximum of 11.
2. The Members of the Skills and Employment Board shall be appointed by the Lancashire Enterprise Partnership Board and shall draw members from the training, skills and higher education sectors (up to 5, normally including 2 general further education colleges and 2 higher education providers) plus 6 from other private sector industries.
3. The Members of the Skills and Employment Board, as at the date of adoption of these Terms of Reference, are as follows:

FE Sector (2).

Amanda Melton, Chief Executive - Nelson and Colne College (Chair).
Beverley Robinson, Chief Executive – Blackpool and the Fylde College.

HE Sector (2).

Lynne Livesey, Pro Vice Chancellor, University of Central Lancashire.
Andrew Atherton, Deputy Vice Chancellor, Lancaster University (until 31st October 2015).
Mark Allanson, Pro Vice-Chancellor, Edge Hill University (from 1st November 2015)

Training (1)

Steve Gray, Chief Executive, Training 2000.

Private Sector (6)

Joanne Pickering, Director of HR, Training and Quality, Forbes Solicitors and Chair of the Lancashire HR Employers Network.
Paul Holme, Chair of the North West Training Provider Network.
Graham Howarth, HR and Legal Director, Crown Paints.

3 x Vacancies to be determined

4. Members are responsible for declaring potential conflicts of interest at the beginning of each meeting. It is member's responsibility to ensure that they leave the meeting for items for which the conflict of interest may result in inappropriate commercial advantage or gain.

5. The Skills and Employment Board may invite any persons it sees fit to attend meetings as observers.
6. Members are required to attend meetings regularly. If a member is unable to attend a meeting apologies should be given prior to the meeting. If a member does not attend for 3 consecutive meetings, their membership may be reviewed. The decision to make any changes to the membership will be made by the LEP Board following recommendation by the other Skills and Employment Board members.
7. When considering the appointment of additional members to the Skills and Employment Board, perceived gaps in knowledge / experience, together with sectoral and geographical coverage should be taken into account.

Chair and Deputy Chair

8. The Lancashire Enterprise Partnership Board shall appoint the Chair.
9. The Chair shall not have a casting vote.
10. The Skills and Employment Board may appoint one of its number to act as Deputy Chair ("Deputy Chair").

Quorum

11. The quorum for Skills and Employment Board meetings shall be 4.
12. If within fifteen minutes from the time appointed for the holding of a Skills and Employment Board meeting a quorum is not present, the meeting shall be adjourned. The Secretary shall arrange for the meeting to take place within two weeks.

Secretary

13. The Company Secretary of the Lancashire Enterprise Partnership (or their nominee) shall serve as the Secretary ("The Secretary") to the Skills and Employment Board.
14. The Secretary shall produce minutes of all meetings of the Skills and Employment Board and will maintain a list of conflicts of interests. Future agendas will include a standard item requiring declarations of interests to be made in relation to specific items of business.

Meeting Frequency

15. The Skills and Employment Board shall meet according to operational need and currently meets 7 times per year.

Decisions in Writing

16. A resolution in writing signed by the majority of the members of the Skills and Employment Board for the time being shall be as valid and effectual as if it had been passed at a meeting of the Board.

Remit

17. The Skills and Employment Board's primary responsibility is to consider skills development priorities within Lancashire, Blackpool and Blackburn and any related issues and make recommendations on the same to the relevant bodies. In doing so, the Skills and Employment Board shall:
 - i) commission and maintain an evidence-base to help understand key skill demands in the LEP area and support the development and tracking of an agreed Skills and Employment Framework with agreed Key Performance Indicators;
 - ii) oversee the production of a Skills and Employment Framework for the area which is consistent with the wider economic priorities set out in the LEP's Growth Plan;
 - iii) develop and promote skills-related initiatives and programmes aligned with agreed priorities, as part of the LEP's Strategic Economic Plan;
 - iv) will identify and work with other LEP areas on skills issues of strategic and cross-boundary significance; and
 - v) advise on the deployment of skills funding directly accessed by the LEP.

The Skills and Employment Board will discharge its duties through the Lancashire Skills Hub to facilitate/enable a balanced, skilled and inclusive labour market which underpins and contributes to economic well-being and growth across the County.

Governance Relationship with the Lancashire Enterprise Partnership (LEP)

18. The LEP is responsible for agreeing the Terms of Reference of the Skills and Employment Board and has the power to vary the same.
19. The Skills and Employment Board shall review its Terms of Reference from time to time as necessary and report their findings to the LEP Board.
20. Minutes of Skills and Employment Board meetings shall be submitted to the LEP Board at the LEP's request.
21. The Chair shall provide update reports to the LEP Board at the LEP's request.

Relationship with Lancashire County Council

22. Lancashire County Council shall provide administrative and legal support to the Skills and Employment Board.
23. Lancashire County Council shall maintain an official record of the Skills and Employment Board proceedings and a library of all formal Board documents.



Lancashire Skills and Employment Board

Private and Confidential: No

Thursday 22nd October

Up-date from the Lancashire Skills Hub

Report Author: Dr Michele Lawty-Jones, Director of the Lancashire Skills Hub,
michele.lawty-jones@lancashire.gov.uk

Executive Summary

This paper provides an overview of the Lancashire Skills Hub activity since the last meeting.

Recommendation

The Committee is asked to note the up-dates set out in the report.

1 Lancashire Skills and Employment Strategic Framework

1.1 The final draft of the framework, as approved at the last meeting, was presented by the Chair of the Skills and Employment Board to the LEP Board on Tuesday 6th October 2015 and was endorsed and approved for consultation.

1.2 Consultation is being undertaken via a number of methods:

Meetings are underway with each of the Local Authority and Unitary Authority Chief Executives to discuss the framework. Fylde, Wyre and Blackpool have taken place, with further meetings in the diary. A positive response was received from the first 3 meetings. This element should be completed by the beginning of November.

Two consultation events (branded 'The Lancashire Skills and Employment Conversation') are planned in early November, one targeted at the 'supply side' e.g. providers and the third sector, and the other at employers. Members of the Board are invited to both events and we ask that they

encourage organisations they engage with to attend, especially private employers.

Michele and Lisa are also attending a variety of network meetings to present and discuss the framework.

Consultation should be completed by mid-November, at which point the framework will be finalised and published on the LEP website (recognising that the framework will be regularly reviewed to ensure that it remains fit-for-purpose).

- 1.3 The framework will be used to guide priorities in relation to ESIF and Growth Deal Skills Capital, to influence mainstream funding and local delivery, co-ordinate activity to achieve greater impact and to guide discussions in relation to policy and infrastructure e.g. devolution 'asks' for skills and employment and the area review.

2. Growth Deal Skills Capital

- 2.1 As per the timetable agreed at the last meeting the second round of Growth Deal Skills Capital was launched on the Monday 14th September 2015.
- 2.2 An information event for providers was held on Monday 21st September. Thirteen providers attended the event. The slides from the event and the Q&A were published on the LEP website alongside the prospectus and application forms.
- 2.3 Skills providers were also asked to feed through ideas for projects from 2017/18, so that a pipeline of feasible projects can be established. This will enable the LEP to be in a good position to request further Growth Deal Skills Capital should the opportunity arise.
- 2.4 The deadline for expressions of interest for the second round of funding is early November. Recommendations in regard to the expressions of interest, and which projects should go forward to full business case will be brought to the December meeting for approval by the Committee, as agreed at the last meeting.

3. Apprenticeship Levy

- 3.1 A response to the consultation in regard to the Apprenticeship Levy was submitted on behalf of the Committee by the deadline.
- 3.2 The response included enthusiasm from the LEP to pilot approaches in Lancashire with larger employers and supply chains, with particular reference to Advanced Engineering and Manufacturing.

4. ESIF

- 4.1 A paper was submitted to the ESIF partnership in September, providing an overview of the evolving framework and the themes and objectives. The purpose of the paper was to brief the partnership on progress with the framework and to set out the priorities in relation to skills and employment. The framework will be used to guide the priorities for the European Social Funds (ESF).
- 4.2 Further work has been undertaken on the SFA and DWP opt-in models, and a review of the ESIF pipeline projects. It is hoped that the first procurement round with the SFA will be launched at the end of October.
- 4.3 A full up-date will be brought to the December meeting of the board.

5. Liverpool, Cumbria and Lancashire Apprenticeship Regional Awards

- 5.1 The Apprenticeship regional awards were sponsored by the Lancashire LEP.
- 5.2 The awards took place on Monday 12th October at the Blackpool Tower Ballroom. Joanne Pickering, on behalf of the board, gave a speech about the importance of apprenticeships to Lancashire businesses and the economy. Michele and Lisa also attended the awards.
- 5.3 This year's winners for Liverpool, Cumbria and Lancashire were (See Lancashire winners and highly commended in **bold**):
- **McDonald's Award for Intermediate Apprentice of the Year: Adam Huddleston, Dr Oetker UK Ltd.** Highly Commended: Jacqueline Whitehead, Plus Dane Group
 - **EAL Award for Advanced Apprentice of the Year: Paul Haynes, BAE Systems (Submarines).** Highly commended: India Ratcliffe, Loungy Upholstery Ltd, **Craig Eccles, Paradigm Precision**
 - **The Nuclear Decommissioning Site Licence Companies Award for the Higher Apprentice of the Year: Joanne Sharples, BAE Systems.** Highly Commended: Natassia Sinclair, Weightmans LLP; Hannah Bell, GlaxoSmithKline
 - City & Guilds Apprenticeship Champion of the Year: Poppy Wolfarth, Asset Training and Consultancy Ltd. Highly Commended: Natalie Roberts, Merseyside Police; **Liam Hogan, Cathy at Image Hair and Beauty.**
 - Unilever Small Employer of the Year: Prima Software Ltd. **Highly commended: Arthur Padgett Limited**
 - **The E.ON in partnership with the National Skills Academy for Power Award for Medium Employer of the Year: A & G Precision and Sons Ltd.**

- **BAE Systems Award for Large Employer of the Year: Silentnight Brands.** Highly commended: Weightmans LLP
- **BT Award for Macro Employer of the Year: Sellafield Ltd.** Highly commended: Unilever UK Limited; Aintree University Hospital
- **EDF Energy Award for Newcomer SME of the Year: Driscolls Antiques Ltd.** Highly commended: Eden Rivers Trust

6. Careers Education, Information, Advice and Guidance (CEIAG)

- 6.1 Discussion is underway with the Careers and Enterprise Company to undertake a pilot in the Lancashire area. The Company has been established by Government to instigate increased interaction between schools and local businesses, to increase young people's awareness of the local labour market and to inspire young people. It is hoped that a pilot will be in place by Christmas.
- 6.2 Discussion is also underway with DWP in regard to a pathfinder (1 of 9) with Job Centre Plus, to provide additional resource to enable JCP to interact with schools to support LMI inputs, employability skills and business engagement. The intention is to align this with the pilot above, and the Careers Inspiration activity led by Iain Logan, who is currently co-located with the Skills Hub.
- 6.3 A mapping exercise of CEIAG activity in Lancashire is underway, led by Iain, and will be presented to the board in due course. It is clear that there is positive activity, but that it is fragmented and lacks co-ordination.

7. Twitter: @LancsSkillsHub

- 7.1 A twitter account for the Lancashire Skills Hub is now in place – please do follow us and spread the word!



Lancashire Skills and Employment Board

Private and Confidential: No

Thursday 22nd October 2015

Area Based Review

(Appendix A refers)

Report Author: Mike Neville, Company Services Team, Lancashire County Council mike.neville@lancashire.gov.uk

Executive Summary

This report sets out a series of bullet points to assist the Committee to have a discussion around the Area Based Review.

Recommendation

The views of the Committee are requested.

Background

At the last meeting the Committee agreed that the duration of this meeting be extended to 12 noon in order to accommodate further discussion around issues such as the Apprenticeship Levy, Trailblazers and Area Review.

Paul Holme has produced a list of bullet points (attached as Appendix 'A') which are intended to facilitate a discussion on the Area based review.

The views of the Committee are requested.

Lancashire Skills Board 22nd October 2015

Area Based Reviews (ABRs)

1) To cover.

- Context -National skills and employment policies (known and unknown)
- ABRs –The programme
- ABRs–Purpose of the reviews
- ABRs-Process and outcome
- ABRs-Role of governing bodies
- Lancashire (thoughts and questions)

2) Context National skills and employment policy (known) include.

- Significant reductions in public expenditure
- 40% reduction in Adult Skills Budget(outside of adult apprenticeships) in 2years to 2015/16
- A number of Colleges in financial difficulties
- Apprenticeship reform and 3 million in this parliament but key issues still to be decided on e.g. employer levy.
- FE Adult loans introduced
- Area Based Reviews
- ESF 2014-20 based on LEP boundaries
- Government deals with LEPs (round 1)and Combined Authorities including devolution of FE capital and local deals with cities

3) Context National skills and employment policy (unknown) include

- Spending review 2015-20(all budgets)
- Institutes of Technology (what are they?)
- Extension of FE loans?
- Apprenticeship reform -outcome of consultation on employer levy and how SME apprenticeships will be funded etc
- LEP/Combined Authority growth deals (round 2/3) and Lancashire position
- Future of Adult Skills Budget –policy, size and devolution

4) ABRs –The programme

- Around 40 to be completed by March 2017(6 announced so far)
- Full implementation by 2020
- Covering all areas of England

- Incorporating GFEs and 6th form Colleges
- Taking account of school 6th forms and other provision
- And including other providers where they agree

5) ABRs –The purpose

- Institutions financially viable, sustainable etc.
- An offer that meets each area’s educational and economic needs
- Providers with strong reputations and greater specialisation
- Sufficient access to high quality and relevant education and training for all
- Provision which reflects changes in government funding priorities and future demand

6) ABRs –Process and outcome

- Defining an area and triggering a review
- Steering Group – membership, number and chair (and National Steering Group)
- Questionnaires and 2 day college visits
- Desk research
- Feasible options and recommendations
- Governing body discussions and decisions

7) ABRs –the role of Governing Bodies

- ‘Governing bodies will be responsible for deciding whether to accept agreed recommendations in relation to the institutions’
- But
- ‘Funders will only fund institutions delivering good quality and financially sustainable’

8) Lancashire (thoughts and questions)

- Defining the area recognising potential linkages with institutions outside of Lancashire
- Meeting local as well as Lancashire wide needs
- Specialisation/Institutes of Technology in the Lancashire context
- Keeping in touch with lessons from early ABRs
- Early engagement with Lancashire Colleges and others to explore and prepare now?



Lancashire Skills and Employment Board – 22nd October 2015

Private and Confidential: No

22nd October 2015

Proposed Programme of Meetings for 2016/17

Presented by Mike Neville, Company Services Officer, Democratic Services, Lancashire County Council.

Executive Summary

This report sets out a proposed programme of meetings for the Lancashire Skills and Employment Board for 2016/17.

Recommendation

The Committee is asked to consider and approve the proposed programme of meetings for 2016/17.

As the next meeting of the Lancashire Skills and Employment Board on the 10th December, 2015, will also be the last scheduled meeting consideration has been given to identifying a potential programme of meetings for 2016 and early 2017.

Using the existing programme as a starting point a list of possible dates were identified and circulated to all members of the Committee for comment. Following the initial consultation several dates were identified as being suitable in that a majority of members of the Committee would be free and further consultations were made in respect of alternative dates for March and October 2016.

The resulting proposed programme of meetings for 2016/17 is set out in the table below.

Proposed Date	Time	Venue
Wed 27 th January 2016	8.00am	Cabinet Room D - Henry Bolingbroke Room, County Hall, Preston
Wed 23 rd March 2016	8.00am	Cabinet Room C – The Duke of Lancaster Room, County Hall, Preston.

Proposed Date	Time	Venue
Wed 4 th May 2016	8.00am	Cabinet Room B – The Diamond Jubilee Room, County Hall, Preston.
Wed 15 th June 2016	8.00am	Cabinet Room D - Henry Bolingbroke Room, County Hall, Preston
Wed 27 th July 2016	8.00am	Cabinet Room D - Henry Bolingbroke Room, County Hall, Preston
Wed 7 th September 2016	8.00am	Cabinet Room D - Henry Bolingbroke Room, County Hall, Preston
Mon 17 th October 2016	8.00am	Cabinet Room D - Henry Bolingbroke Room, County Hall, Preston
Wed 30 th November 2016	8.00am	Cabinet Room D - Henry Bolingbroke Room, County Hall, Preston
Wed 11 th January 2017	8.00am	Cabinet Room D - Henry Bolingbroke Room, County Hall, Preston
Wed 22 February 2017	8.00am	Cabinet Room D - Henry Bolingbroke Room, County Hall, Preston
Wed 5 th April 2017	8.00am	Cabinet Room D - Henry Bolingbroke Room, County Hall, Preston

As can be seen from the table the programme has been developed on the assumption that all meetings would be held at County Hall, Preston and commence at 8.00am.

During 2015 meetings in July and September were held at UCLan and Blackpool and the Fylde College respectively with the September meeting commencing at 8.30am. The Committee may wish to suggested possible alternative venues/start times for some of the proposed dates in the table above.

Agenda Item 12

Document is Restricted

