



LEP - Lancashire Skills and Employment Board

**Wednesday, 30th November, 2016 in Crompton and Duerr Room,
Rural Business Centre, Myerscough College, St Michaels Road,
Bilsborrow, Preston, PR3 0RY, at 8.30 am**

Agenda

- 1. Welcome and Apologies for Absence**
- 2. Declarations of Interest**
- 3. Minutes of the meeting held on 17 October 2016** (Pages 1 - 8)
- 4. Matters Arising**
- 5. Lancashire Skills and Employment Hub update** (Pages 9 - 12)
- 6. Digital Advantage - Progress Report** (Pages 13 - 16)
- 7. Adult Learning in Lancashire**
Presentation by Amanda Melton
- 8. Area Based Review - Progress Report** (Pages 17 - 24)
- 9. Combined Authority update**
Verbal report by Dean Langton
- 10. Policy Update**
Verbal report from Paul Holme, Lynne Livesey and Mark Allanson
- 11. Apprenticeship Growth Plan - Progress Report** (Pages 25 - 34)
- 12. ESF: 'Moving On' Project - Performance and Progress** (Pages 35 - 42)
Presentation by Joan Costello-Smith and Darren Kellett, Preston's College
- 13. January Meeting**
Discussion regarding the format and business of the meeting in January
- 14. Reporting to the Lancashire Enterprise Partnership Board**

- *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*

15. Any Other Business

16. Date of Next Meeting

The next meeting will be held at 08.30 11 January 2017 at Runshaw College (Euxton Campus), Euxton Lane, Chorley PR7 6AQ.

Key Contact: Lisa Moizer, Lancashire Skills Hub, 07825 996 447

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LEP - Lancashire Skills and Employment Board

Minutes of the Meeting held on Monday, 17th October, 2016 at 8.30 am at the Blackpool and The Fylde College, Fleetwood Nautical Campus, Broadwater, Fleetwood, FY7 8JZ.

Present:

Joanne Pickering (Chair)

Lindsay Campbell
Steve Gray

Paul Holme
Bev Robinson

Observers

Sharon Riding - District External Relationship Manager, Cumbria and Lancashire District.
Dean Langton - Strategic Director and Head of Paid Service, Pendle Borough Council.

Also in Attendance

Dr Michele Lawty-Jones - Skills Hub Director, Lancashire Skills Hub.
Lisa Moizer - Coordinator, Lancashire Skills Hub.
Mike Neville, Senior Democratic Services Officer, Lancashire County Council.
Lisa Boulton-Lear, Rebecca Bridge and Andrew Neidzwiecki – Learndirect.

1. Welcome and Apologies for Absence

The Chair welcomed everyone to the meeting and noted that apologies for absence had been received from Amanda Melton, Lynne Livesey, Graham Haworth, Mark Allanson, Andy Wood and Sean McGrath (LCC). In addition apologies were presented on behalf of Martin Kelly (LCC) and Holly Tween (LCC).

2. Declarations of Interest

Bev Robinson declared an interest in relation to item 7 as she represented an organisation that would be involved in the Area Based Review.

3. Minutes of the meeting held on 7th September 2016

The Chair informed the meeting that she had discussed the availability of future funding from ESIF with Damian Hinds MP, the Minister of State (Department for Work and Pensions) during his recent visit to Lancashire.

Resolved: That the Minutes of the meeting held on the 7th September, 2016, are confirmed as an accurate record and signed by the Chair.

4. Matters Arising

No issues were raised under this heading.

5. Lancashire Skills and Employment Hub - Update

Michele Lawty-Jones presented her report on activity involving the Lancashire Skills Hub since the last meeting and highlighted the following.

1. The Lancashire Enterprise Adviser Network continued to develop with two new Enterprise Coordinators appointed who would work with schools and businesses to roll out the scheme into Blackpool/Morecambe/Preston and Pendle/Hyndburn/Rosendale. It was also noted that the Celebration Event on 30th September, 2016, had been a success, attracting 84 attendees from schools and businesses in those areas currently covered by the scheme and the roll out areas.
2. The SFA NEET project had commenced with performance against profile in Q1 at 65% though this was anticipated to rise to the performance tolerance threshold of 85% by the end of the next quarter. The Committee noted that Janet Jackson (Strategic Partnerships Manager) and Joan Costello Smith from Preston College (the lead accountable body for the project) would attend the next meeting.
3. Three new facilities which had received funding from the Growth Deal programme had been opened recently, including the Science and Engineering Innovation Centre at Runshaw College (Euxton Campus) which would be the venue for the Committee in January 2017.
4. The Lancashire Skills and Employment website had been launched and was available to access at www.lancashireskillshub.co.uk
5. The first of three events in October aimed at raising awareness of employers in relation to the Apprenticeship Levy had been well attended with positive feedback from attendees.
6. The pilot Digital Advantage project aimed at enhancing the digital skills of young people to enable them to progress into apprenticeships in that area of work was progressing with ten schools/colleges signed up. It was noted that an update report on the pilot would be presented to the next meeting.

Resolved:

1. That the report is noted.
2. That further updates in relation to the SFA NEET project and the Digital Advantage pilot are presented to the next meeting.

The Chair informed the meeting that item 6 on the agenda would be considered later as the presenting Officer was not in attendance.

7. Area Based Review - Update

Michele Lawty-Jones updated the Committee on the development of the LEP and Local Authority 'skills conclusion' which had recently been approved by the LEP Board with minor amendments and subsequently shared with the Shadow Combined Authority Leaders.

It was reported that the agreed combined skills conclusion had been presented to the first ABR Steering Group in September which had responded positively. The Committee recognised the work of the ABR Working Group and the preparation undertaken prior to the Steering Group. Further meetings of the Steering Group were planned for November 2016 with a final meeting in February 2017.

In considering the report the Committee recognised that the Lancashire Colleges had a history of working well together, though there were some concerns that the effectiveness of the ABR Steering Group could be reduced if its membership was allowed to become too large. The Committee discussed the potential implications of the ABR and noted that in the event of a College closing the EFA and SFA would ensure that existing students could continue at alternate Colleges with any physical assets reverting to the DfE. It was noted that an element of shared risk in relation to ABR could be included in future Devolution Deals.

Resolved:

1. That the report is noted.
2. That a further report be presented to the next meeting to update the Committee on the outcome of the second ABR Steering Group.

10. Combined Authority/Devolution Deal - Update

Mr Langton updated the Committee on the work of the Lancashire Combined Authority, particularly with regard to the developing working relationship between the Authority and the LEP Board, and reported that Councillor M Townsend from Burnley Borough Council had been appointed as the Combined Authority lead in relation to skills.

The Board noted that whilst clarity from the Government was awaited in some areas following the European Referendum the development and implementation of the 'Northern Powerhouse' (in which the Lancashire LEP would play a role) remained.

Resolved:

1. That the update is noted.

2. That Councillor Townsend be invited to attend the January 2017 meeting to discuss the role of the Committee further and the future development of the Lancashire Skills and Employment Framework.

6. Science and Innovation Audit.

It was reported that the Lancashire LEP/Sheffield City Region bid to investigate the potential impact of science resources on a Northern Powerhouse Advanced Manufacturing Corridor, was one of five national wave one Science and Innovation Audits. Over the summer work had been undertaken to develop an evidence base and examine the hypothesis that all the major Advanced Engineering and Manufacturing sectors would face a similar challenge and assess how well equipped local science/innovation assets were to support the change.

The Committee was informed that the SIA analysis for Lancashire had focussed on aerospace, nuclear, rail and med-tech sectors and had suggested there was a strong match with some of the key technological capabilities identified as priorities which the Committee (through the LEP) had supported via the skills capital programme, including investments in virtual reality environments and additive manufacturing.

Resolved: That the report is noted.

8. European Structural and Investment Fund (ESIF) - Update

Michele Lawty-Jones referred to the report considered by the LEP Board on the 13th September 2016 in relation the implementation of Lancashire ESIF Strategy and indicative funding allocation and the potential implications of the European Referendum.

It was reported that projects which had been contracted in the normal course of business, by the Autumn Statement 2016 would have their funding guaranteed even after the UK leaves the EU. However, the position of calls made prior to/after the Statement was less clear.

The Committee considered those elements of funding which were deemed to be at risk and noted that whilst £13.66m had been committed to the SFA Opt in for Lancashire it had not been contracted. It was noted that work was continuing on assessing the risks and in relation to identifying potential 'pipeline projects' which could be pursued if required.

Resolved:

1. That the report presented to the LEP Board on the 13th September 2016 is noted.

2. That depending on the level of detail which is made available in the Autumn Statement, Sean McGrath, Development and Corporate Resources at the County Council be invited to attend the next meeting to discuss the matter.

9. An Introduction to Skills Funding Agency, European Social Funded Programme entitled: Employee Skills Support.

It was reported that the Lancashire Skills and Employment Strategic Framework included a 'Skilled and Productive Workforce' as a key theme and had identified increasing the number of apprenticeships (including higher level and degree) across priority sectors; increasing the number of employers undertaking workforce/succession planning, and engaging with skills provision; and increasing leadership and management capacity and innovation/creativity in small to medium enterprises as priorities within that theme.

The Committee received a presentation in connection with the delivery of a European Social Fund Programme (Employee Skills Support) aimed at engaging employers/employees, up-skilling employees, and supporting a skilled and inclusive labour market which would contribute to economic wellbeing and growth across the Lancashire LEP area.

After the presentation the Committee considered the report and made the following observations.

- Concern was expressed in relation to engagement with the Job Centres across Lancashire and providing support to individuals moving into work. It was suggested that representatives of the Contractor should liaise with the District External Relationship Manager, Cumbria and Lancashire District to identify target areas in order to ensure clear and consistent referral mechanisms, so that Work Coaches could refer customers to the project effectively, with a view to upskilling in the workplace to aid sustainable job outcomes.
- It was considered that any communications with employers regarding the programme should make it clear that any training provided to develop employees was subsidised not free.
- Branding of the programme was important and it was felt that reference to the LEP would help to promote the fact that the programme was aimed at improving benefits across all of Lancashire.
- The Steering Group of relevant local stakeholders to oversee performance and monitor programme impact to deliver Key Performance Objectives was considered vital if the Employees Support in Skills programme is to realise long term benefits for all Lancashire stakeholders. It was noted that once appointed the Strategic Partnerships Manager would lead the Steering Group and report on progress to the LEP via the Committee.

Resolved:

1. That the report and presentation are noted
2. That the report presented is accepted as the first stage of the reporting procedures outlined in the SFA ESF Specification and as a contribution to the Engagement Activity Plan due at month 3 of the contract.
3. That the Prime Contractor be recommended to seek further information in relation to higher level skills and priority.
4. That the Prime Contractor liaise with Sharon Riding - District External Relationship Manager, Cumbria and Lancashire District to develop effective and consistent referral mechanisms for Universal Credit claimants moving into and in employment.
5. That strong links be developed between the programme and existing skills providers in Lancashire in order to ensure that the programme delivers sustainable benefits.
6. That the role of the Lancashire Employee Skills Support Steering Group in overseeing performance and monitoring programme impact is vital in order to ensure the delivery of long term benefits to all Lancashire stakeholders.

11. Reporting to Lancashire Enterprise Partnership Board

It was noted that the following items would be reported to the next meeting of the LEP Board.

- The discussion earlier in the meeting in connection with the Employee Skills Support programme.
- An update on the Area Based Review.
- An update in relation to the developing Enterprise Advisor Network.

12. Any Other Business

Michele Lawty-Jones referred to research work being undertaken by the Construction Industry Training Board in partnership with LEPs across the country in relation to the wider benefits of City Deal programmes.

It was suggested that, provided the cost of being involved was considered to be reasonable, Lancashire should be engage in the research as it would provide useful data in relation to jobs/skills within the construction industry.

13. Date of Next Meeting

It was noted that the next scheduled meeting would be held at 8.30am on the 30th November, 2016, in the Crompton and Duerr Room at the Rural Business Centre, Myerscough College, St Michaels Road, Bilsborrow, Preston PR3 0RY.



LEP – Sub Committee

LEP - Lancashire Skills and Employment Board

Private and Confidential: No

Wednesday, 30 November 2016

Lancashire Skills and Employment Hub update

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

Executive Summary

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

Recommendation

The Board are asked to note the update.

Background and Advice

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

- 1.1 The expansion of the Lancashire Enterprise Adviser Network is underway. Eight additional schools have been engaged in Blackpool and East Lancashire since the last board meeting, in addition to the existing 22 in Burnley and Blackburn with Darwen. Discussions are underway with schools across the roll out areas – Blackpool, Morecambe, Preston, Pendle, Rossendale and Hyndburn; with view to increasing engagement to sixty by the end of January.
- 1.2 A presentation was given at the LEP Board on Tuesday 8th November, with view to raising awareness and to encourage LEP Board members to urge businesses to get involved, either as Enterprise Advisers or in the delivery of activities linked to the employer engagement plans.
- 1.3 The Careers and Enterprise Company procurement exercise to contract mentoring providers across the Country has now been completed. This is complementary to the ESF activity recently tendered, and is welcomed as an earlier intervention to support young people to reengage pre-GCSE. The outcome of the procurement exercise will be announced at the end of



November, with a view to providers commencing early January. Initially activity will be focused on developing systems and processes and engaging businesses, with view to delivery commencing after Easter.

- 1.4 The Labour Market Information (LMI) fact sheets, developed in partnership with the National Careers Service, to bring the sector studies alive, are now available on the website: <http://www.lancashireskillshub.co.uk/about-us/evidence-base/> . The resources will be shared with teachers, tutors, careers professionals (both supporting adults and young people), parents and young people, to help young people and unemployed adults make informed choices about their future.
- 1.5 Two pilot workshops were run with Schools Governors covering Lancashire Labour Market Intelligence, the Apprenticeship Reforms and the Lancashire Enterprise Adviser Network, in partnership with the National Careers Service and the Lancashire Work Based Learning Executive Forum (promoting 'Amazing Apprenticeships'). The intention was to raise awareness of reforms, and help Governors to drive the statutory requirement for schools to provide impartial careers information, advice and guidance. In total 25 Governors registered to attend the workshops; 4 of those that registered cancelled last minute but wanted further information and 1 did not attend. Of the 20 that did attend, 16 completed evaluations and 15 said that the workshops were useful or very useful. There was interest in all of the topics, and a number were interested in follow-on activities in their schools. Further workshops targeting School Governors will be planned early in the New Year.
- 1.6 In early October, the Government announced £60 million funding targeting 10 opportunity areas, aimed at helping local children get the best start in life. <https://www.gov.uk/government/news/social-mobility-package-unveiled-by-education-secretary>. Blackpool was included in the first 6 opportunity areas announced. It is envisaged that opportunity areas will see local partnerships formed with early years providers, schools, colleges, universities, businesses, charities and local authorities to ensure all children have the opportunity to reach their full potential. It is indicated that opportunity areas will also be given prioritised access to a wider support package helping young people from nursery right through to starting work, including a teaching and leadership innovation fund worth £75 million over 3 years focused on supporting teachers and school leaders in challenging areas to develop.

It is understood that the Careers and Enterprise Company will be directing innovation funding to the opportunity areas, working with the Lancashire Enterprise Adviser Network, to increase employer engagement and the number of encounters between business / industry and young people.

Further detail regarding the opportunity areas and the DoE announcement is awaited.



2. European Structural Investment Funds (ESIF)

- 2.1 The Skills Funding Agency (SFA) opt-in project for Access to Employment (engaging unemployed adults into work) has been awarded to the consortium of Lancashire colleges and work based learning providers; the accountable body is Preston's College (mirroring the NEET project, 'Moving On'). Preston's College will provide an update in regard to the Moving On project and also early plans for Access to Employment at the committee meeting.
- 2.2 A tripartite meeting has been held with Learndirect, who secured the Employee Skills Support SFA opt-in project, and the SFA. Interviews were undertaken for a Strategic Partnership Manager (Employers) (to be deployed to the hub); unfortunately an appointment was not made and a further search is underway for a suitable candidate.
- 2.3 The SFA has written to the ESIF Committee to request support to extend the 3 SFA opt-in contracts for 4 months to the end of July 2018 (rather than end of March 2018); this recognises the delays in procurement and contracting. There is no extra funding, the arrangement would simply extend the period for delivery of outputs and outcomes. This is viewed positively as the delivery period had been squeezed. In addition the SFA have asked to vary the Memorandum of Understanding (MoU) between the SFA and the Lancashire LEP, to reduce the level of co-finance; the co-finance would then mirror what has been contracted to-date recognising the uncertainty of the position of the SFA beyond July 2018. This would free up the third currently allocated to the SFA opt-in (£13.67m) which has been highlighted in previous reports.
- 2.4 A meeting with DWP and G4S, the successful tenderer, is awaited for the DWP opt-in project; activity is due to start in January.
- 2.5 The call for stage 1 tenders relating to Active Inclusion closed on the 19th July. These projects require match locally. 7 applications were received; 6 are advancing to stage 2. Stage 2 applications will be reviewed in December.
- 2.6 The Autumn statement is awaited – it is hoped that there will be clarity regarding the remaining funding in the Lancashire LEP's ESIF programme. A verbal up-date will be provided at the committee meeting.

3. Growth Deal Skills Capital

The Technology Hub at Edge Hill University was launched on the 19th October, with stakeholder, partners and businesses. Investment from the LEP enabled an additional floor and investment in a 'CAVE' (automatic virtual environment). Graham Cowley, Chair of the Growth Deal Management Board, featured in the video at the opening, and positive PR was generated, for example: <https://bdaily.co.uk/technology/10-10-2016/edge-hill-to-unveil-3d-virtual-environment-facility-cave/>



4. Apprenticeships

- 4.1 A joint approach has been taken to raise awareness of apprenticeships and the apprenticeship levy with the Lancashire Work Based Learning Executive Forum and Lancashire Business View. Three events, targeting employers, took place over the month of October across Lancashire, one in East Lancashire, one in Central and one in the West of the County. At each event there was an expert input on the levy followed by a panel debate – Michele in the East and West, and Paul Holme at the Central event, alongside a provider representative and two businesses. The events collectively attracted 200 delegates from 145 businesses, and all involved lively debates. A common theme was that of seasonal and part-time workers and ability to use the levy to support apprenticeship training in these groups; a response was compiled and submitted into the technical consultation that closed earlier this month. An overview will be published in the LBV magazine, further publicising the levy and the support available locally.
- 4.2 A 'teach in' session, held by the Skills Funding Agency (SFA) for LEPs, was attended; the session aimed to update and enable the LEPs to speak confidently about the reforms at events and with businesses. There is a clear expectation that the LEPs will run with the apprenticeship growth agenda and help to penetrate local areas, particularly now that the SFA has reduced in size. A LEP session was attended at the Birmingham Skills Show, which also aimed to gain LEP engagement and at which £5k of funding was announced per LEP to support events! There is a question about resourcing – at present apprenticeship growth is stitched into the ESIF SFA opt-in activity which will help to support activity, however post-July 2018 this will not be the case; this is an issue the committee will need to consider in the future. This issue was raised at the Skills Show, alongside the need to improve data sharing in regard to employers if the LEP is to truly act as a 'tag team' with the SFA.
- 4.3 A presentation was given, in collaboration with Forbes Solicitors, at the Lancashire CIPD Branch event on the 2nd November. The Skills Hub covered the Apprenticeship Reforms, including the Apprenticeship Levy and points to consider, and Forbes provided an input on the benefits and the legalities of employing apprentices, followed by a presentation from their 'star' Young Apprentice Ambassador, Frankie. A session was also held with the Blackpool Tourism Academy to discuss the Apprenticeship Reforms, and to also provide a general update on ESIF activity and the Lancashire Enterprise Adviser Network; the issue of seasonal workers was raised in relation to the levy, and has been raised with the SFA.

5. Area Based Review

A significant amount of time has been dedicated to supporting the Lancashire Area Based Review, including chairing and facilitating the working group, undertaking meetings with the Deputy FE Commissioner and the college principals and chairs, and supporting the stakeholder engagement process. A detailed up-date will be provided under the main agenda item.



LEP – Sub Committee

LEP - Lancashire Skills and Employment Board

Private and Confidential: NO

Wednesday, 30 November 2016

Digital Advantage - Progress Report

Report Author: Lisa Moizer lisa.moizer@lancashire.gov.uk

Executive Summary

The committee requested a paper on the Digital Advantage project at the last meeting.

In a response to the key skills and employment issues which came out of the Creative and Digital sector report, The White Room have been contracted to deliver a pilot project. The project, named Digital Advantage, aims to strengthen the digital skills pipeline and increase the number of young people progressing into digital apprenticeships in Lancashire businesses.

The pilot began in Summer 2016 and has signed up approximately 90 young people in nine schools and colleges and has begun delivering in four schools and colleges.

Recommendation

It is recommended that the committee note this report.

1 Background

1.1. The research undertaken in 2015 to determine the skills and employment issues of the Creative and Digital sector informed the Lancashire Skills and Employment Framework along with the other priority sector studies. The summary of the key recommendations for the Digital sector in the sector skills study and the framework are:

- Strengthen the Digital skills pipeline.
- Inspire young people in schools and post-16 learning through engagement with business and the 'world of work'.



- Promote the industry to young people, in terms of breadth, career/progression pathways, to break myths and to promote opportunities in Lancashire.
- Enhance employability and enterprising skills, attitudes and behaviours throughout the education journey, including digital skills.
- Ensure that our post-16 learning infrastructure is fit-for-purpose (e.g. use of digital technology), and aligned to our economic priorities and labour market demands.
- Improve work readiness, softer skills and enterprising skills.
- Increase digital apprenticeships in priority sectors and developing standards which reflect the needs of the industry.

1.2. A pilot project was tendered in spring 2016 aimed at engaging young people in the digital sector and developing industry-relevant skills. The White Room were successful with their Digital Advantage programme and were awarded £30,000 to deliver a pilot in academic year 2016/2017 (championed by Creative Lancashire and funded by the BIS allocation to the Growth Hub). The White Room are digital skills specialists who had already successfully piloted a first year of Digital Advantage in 2014/2015 in Manchester.

2. Project overview from The White Room

- 2.1. Digital Advantage is Lancashire's Digital Finishing School, a ground breaking initiative for young people which brings together a range of industry experts with schools, sixth forms and colleges to deliver digital industry skills and experience into the classroom. The project aims to deliver 16 hours of free inspiring teaching and learning into the classroom supported by online learning and inspirational careers advice.
- 2.2. Central to the project will be a competition to develop the best digital product or service and win a cash and crowdsourced start-up prize. They will provide the digital skills and training needed to make this happen and to help equip students for an apprenticeship in the creative and digital sector.
- 2.3. Digital Advantage provides real insight, advice and guidance to an incredible industry that is being transformed by digital technology. It will open up over 100 apprenticeship opportunities and provide the skills and knowledge needed to get into the industry on the ground floor and to carve out an exciting and rewarding career in the fastest growing sector in the UK.
- 2.4. Digital Advantage seeks to transform the lives and careers of all those who participate in it and to give the whole region a real Digital Advantage. Careers in the creative and digital sector are open to students from all disciplines and therefore so is the Digital Advantage programme.
- 2.5. Education institutions will receive a package of support to help them prepare students for study and work in the creative and digital industries. Parents will

also get access to online information advice and guidance about careers in digital, the fastest growing industry in the UK

3. Progress to date

- 3.1. Digital Advantage began to promote the pilot to schools and colleges over the summer 2016 and began delivery in the first institution in October 2016.
- 3.2. Close links have been forged with Digital Lancashire, a CIC who are working with the Skills Hub to support Lancashire's digital businesses and set up the Digital Skills Partnership alongside local hubs. This gives Digital Advantage a direct link and relationship with Lancashire's digital businesses.
- 3.3. A steering group chaired by Lisa Moizer brings together Digital Advantage and Digital Lancashire regularly to ensure the projects support each other and are successful.

Description	Output target	Progress to date
Number of schools/colleges engaged with the pilot (delivering the programme)	10	9 confirmed, 1 outstanding – see further detail in table below
Number of starts on programme	100-120	Approximately 90
Number of young people who complete the programme	80-100	
Number of young people progress into a digital apprenticeship	40-50	
Number of young people progress into a digital job or further study in a digital subject	40-60	
Number of young people who receive CEIAG	100-120	
Number of teachers or parents who receive CEIAG	20 Teachers 200 Parents	



Institution	RAG Rating	Summary
1. Blackburn College	Green	Delivery has started
2. Blackpool 6th Form College	Green	Delivery start date set for January
3. Burnley College	Green	Delivery start date set for January
4. Central Lancaster High	Red	No planned start date yet (contingency plan in place should the school drop out)
5. Haslingden High	Green	Delivery has started
6. Lancaster & Morecambe College	Green	Delivery start date set for January
7. Nelson and Colne College	Green	Delivery has started
8. Runshaw College	Green	Delivery start date set for December
9. Wellfield High, Leyland	Green	Delivery has started
10. West Lancs College	Green	Delivery start date set for December

4. Recommendations

4.1 The committee is asked to note this report.

LEP – Sub Committee

LEP - Lancashire Skills and Employment Board

Private and Confidential: No

Wednesday, 30 November 2016

Area Based Review (ABR) - Progress Report

Report Author: Dr Michele Lawty-Jones, Director of the Lancashire Skills and Employment Hub, michele.lawty-jones@lancashirelep.co.uk

Executive Summary

The paper provides an update in relation to the Lancashire Area Based Review (ABR) and progress to-date.

The second steering group took place on Tuesday 1st November, at which the Deputy FE Commissioner and the Chair/Principal of each institution outlined the options considered by institution and the preferred way forward. The third takes place on the 29th November (the day before the committee meeting). A verbal update in regard to the third steering group will be given at the meeting.

It was agreed by the committee that the ABR Working Group would continue to meet throughout the review. The notes from the meetings held on the 10th October and the 2nd November are provided for information in Appendix A. Key areas of focus include supporting the Joint Area Review Development Unit (JARDU) with stakeholder engagement, consideration of actions emerging from the steering groups and areas of collaboration with the Shadow CA/LEP to include in the ABR recommendations.

Recommendation

The committee is asked to note the update and to contribute to a discussion at the meeting about the outcomes of Steering Group 3 (held the day before the committee) and areas for strengthened collaboration.

Area Based Review – Progress Update

1.0 Background

- 1.1 As previously outlined, the Area Based Reviews (ABRs), driven by Government and the FE Commissioner, will review the College infrastructure



across England with view to delivering institutions which are financially viable, sustainable, resilient and efficient with an offer that meets each area's educational and economic needs.

- 1.2 Lancashire is in Wave 4 of the reviews and a schedule of 5 Steering Group meetings has been set; the schedule started in October, and ends with the final meeting on the 21st February 2017.

2.0 Steering Groups

- 2.1 The first meeting set the context for the review, and included the joint 'skills conclusion' presentation from the LEP and the Local Authorities on the economic and educational context in the County.
- 2.2 The second meeting included findings from the College site visits undertaken by JARDU and meetings with the Deputy FE Commissioner, and an input from each Chair/Principal about structural options considered to-date and the preferred option for their institution. A collective response to the challenges raised by the LEP and Local Authorities in the first meeting was also presented by The Lancashire Colleges (TLC), alongside an individual response from St Mary's College (who are not a member of TLC).
- 2.3 The presentation from TLC outlined the strengths of the Colleges collectively against the Skills and Employment Strategic Framework and identified a number of areas for increased collaboration and co-operation, with the Shadow Combined Authority and LEP. These included, for example, CEIAG, school improvement, high needs, apprenticeships and specialisms. These will be developed further for Steering Group 3, at which each College and TLC will input further information on considerations in regard to structural changes and areas for collaboration.
- 2.4 The third meeting will focus on the structural options that have emerged, and testing, as well as areas for softer collaboration. Meeting four will provide draft recommendations and meeting five will involve feedback from the institutions on decisions in relation to the recommendations, agreement of the Area Review report, discussion about implementation and communications.

3.0 ABR Working Group

- 3.1 It was agreed at the last committee meeting that the ABR Working Group would continue to meet throughout the review. The notes from the two meetings held since the last committee meeting are provided for information in Appendix A. As can be seen from the notes, key areas of focus include supporting JARDU with stakeholder engagement, consideration of actions emerging from the steering groups and areas of collaboration with the Shadow CA/LEP to include in the ABR recommendations.



4.0 Recommendations

- 4.1 The committee is asked to note the update and to contribute to a discussion at the committee meeting about the outcomes of Steering Group 3 (held the day before) and areas for strengthened collaboration.

AREA BASED REVIEW – WORKING GROUP

MONDAY 10TH OCTOBER 2-4 PM, LANCASHIRE COLLEGE

Present:

Julia Coleman
Rosie Fearn
Paul Holme
Michele Lawty-Jones (chair)
Lisa Moizer
Robin Newton-Syms
Ajay Sethi
Mike Taplin
John Barber (JARDU)

Apologies:

Dean Langton
Andy Walker

Key Points:

Matters Arising

All actions had been completed and Steering Group membership confirmed with JARDU. The Skills and Employment Board approved continuation of the Working Group through the review process.

Steering Group 1

Positive feedback was shared regarding the joint presentation from the LEP and the Local Authorities, setting the economic and educational context for the review. The input set a positive tone for the start of the review, and showed the level of preparation and joint working undertaken to-date.

John asked that the data sharing agreement be signed by all parties involved, including representatives of the Shadow Combined Authority.

Action: Data Sharing Agreement to be signed by all additional attendees – JB to take forward with DL.

Steering Group 2

In terms of process, the colleges are required to respond to the economic and educational context described during Steering Group 1; responding to the 'checklist' set out against the quadrants of the Skills and Employment Strategic Framework.

It has been agreed that RN-S will provide a response on behalf of the members of The Lancashire Colleges (TLC), followed with individual inputs re: structural options from each member college. As St Mary's College and Thomas Whitham Sixth Form are not members, they will input independently. Whilst West Lancashire College are a member of TLC, it should be noted that they sit within the



Northeast review as they are part of NCG; the curriculum offer of the College is being considered in the analysis, as the College are taking a place-based approach to curriculum development.

The colleges have analysed all the options for their institution, including stand alone. They have considered all options and are thinking about what is best for their students.

Discussion is on-going regarding collaboration in relation to the curriculum offer and in regards to apprenticeships and apprenticeship growth. It is recognised that solutions and options are not just about the immediate future, but also about the medium to longer term.

It is intended that the TLC presentation will include reference to the existing curriculum offer, mapping, gaps and areas for improved collaboration. The draft will be shared with the Working Group, once it has received approval from the Principals. JB indicated that the final version needed to be with JARDU by the 26th October.

Action: RN-S to circulate draft TLC presentation for comment, once approved by the Principals, and to send the final version to JB on the 26th October.

There was a discussion about activity between Steering Groups 2 and 3, JB indicated that the Deputy Commissioner is responsible for taking forward consideration of the structural options that are emerging; the LEP/Local Authorities will have a role in considering collaborative models and curriculum offer with the Deputy Commissioner. It is important that structural options are reviewed and are viable, in terms of modelling (e.g. FE and HE) and in terms of access to any necessary infrastructure funds.

It was agreed that the review was also an opportunity to shine a light on policy issues which are impacting on progression, for example: Care Leavers are financially worse off if they live on their own and they start an apprenticeship; some young people's parents stop them doing apprenticeships at 16 as they lose child benefit.

Stakeholder Engagement

John highlighted the process for stakeholder engagement and asked for support from the Working Group members.

Actions:

MLJ to organise a meeting UCLAN and JB, and link JB to other HEIs.

MLJ to connect JB to employer representative groups.

MT to connect JB with Adult Learning providers.

As to connect JB with High Needs providers.

AS / MT / JC to connect JB with schools in the respective areas.

AREA BASED REVIEW – WORKING GROUP

WEDNESDAY 2ND NOVEMBER 1-3 PM, LANCASHIRE COLLEGE

Present:

Julia Coleman
Rosie Fearn
Paul Holme
Dean Langton
Michele Lawty-Jones (chair)
Lisa Moizer
Robin Newton-Syms
Ajay Sethi
Mike Taplin
John Barber (JARDU)
Jennie Winckley (JARDU)

Apologies:

Andy Walker

Key Points:

Matters Arising

The Data Sharing Agreements have been signed by all involved in the Steering Group, apart from Lancaster Diocese, this is being followed up by JW.

Stakeholder Engagement

Jennie provided an up-date against the actions relating to stakeholder engagement.

Letters have been sent to schools in Lancashire via the 3 upper tier authorities. A deadline of the 10th November has been set for responses.

Colleges have provided details of individual employers; questionnaires have been sent to the employers by JARDU and responses are coming in. In addition, a number of employer representative bodies have been approached – some of which are submitting written responses on behalf of their members, some are sending questionnaires to members and in some cases JARDU are attending meetings.

A meeting has been held with UCLan and JB is attending the WBL Executive Forum Board on Monday. A number of out-of-area Colleges have also been sent questionnaires (based on delivery of 5%+ in Lancashire). It was suggested that a similar approach could be taken to engage the broader network of independent training providers operating in Lancashire (using volume as a benchmark rather than percentage in Lancashire).

Action: JW to consider further engagement of independent training providers and sending questionnaires to those providers delivering adequate volumes in Lancashire.

AS indicated that the majority of high needs providers were picked up via engagement with schools and through the colleges involved in the review.



JW indicated that a high needs data report would be produced for Steering Group 3, as this had been identified as a key theme nationally and also in the Lancashire skills conclusion. This was welcomed by the group. It was agreed that JW would circulate the data, after also reviewing and adding information from the LEP and LA detailed slide pack and circulate to colleagues for feedback – AS, JC, MT to provide additional narrative / context as appropriate. It was agreed that the focus needed to be in whether there was sufficient entry level and above provision that was good quality and provided a pathway to independent living and employment.

Action: JW to develop high needs report and circulate to AS, JC, MT (and the wider Working Group) for input before SG3.

It was confirmed that a progress report would be provided at Steering Group 3; this would be added to as further information came in. It was suggested that we consider the themes from the stakeholder report and how these map to the skills conclusion and recommendations for actions, particularly in relation to collaboration.

Action: Working Group to consider themes emerging from the feedback from Stakeholders at the next meeting.

Sixth Form Provision

RN-S raised the discussion at SG2 regarding school sixth forms and the question from David Collins (DC) as to whether the Local Authority or the Regional Schools Commissioner (RSC) were considering a parallel or subsequent review of schools sixth form provision. Bob Stott indicated at the steering group that this wasn't currently intended, but that it would be discussed further outside of the SG. Unfortunately the RSC gave apologies to the meeting and so was not there to comment. It was agreed that it would be useful to pick up this discussion with Bob and the Regional Schools Commissioner and BwD and Blackpool. PH indicated that the exclusion of sixth forms in the ABR had been raised at a recent Education Select Committee, at which DC gave evidence.

Action: AS to raise with Bob and liaise with JC and MT. JARDU to encourage attendance of the RSC at SG4.

Steering Group 2

MLJ provided an overview of the headlines from the input by the Deputy FE Commissioner, Andrew Tyley, in relation to the site visits and meetings with Principals and Chairs; who also then contributed on the position of their institution and structural options.

Positive feedback was shared regarding the input from The Lancashire Colleges and presentation, and areas identified for development and for increased collaboration, against the skills conclusion. It was agreed that it would be useful to further develop the commitments presented in the slides and develop a template from TLC (on behalf of members) for Steering Group 3, alongside / reinforcing the templates that each of the colleges will be submitting.

A number of themes were discussed e.g. curriculum rationalisation, CEIAG, school improvement, high needs, apprenticeships and specialisms / world class provision. These need to be considered on different levels e.g. colleges individually, locality within Lancashire e.g. Pennine Lancashire and Lancashire-wide.



RN-S indicated that the Principals are meeting next week and that there will be a session which will further develop the commitments in the slides presented at the Steering Group. TLC will develop a template for Steering Group 3 and share it with the Working Group prior to submission to JARDU (on or around the 21st November).

Action: RN-S to work with Principal's Group to develop commitments in the Steering Group presentation, with view to submitting a template to next Steering Group.

Next meeting: Wednesday 30th November, 1-3pm, Lancashire College.



LEP – Sub Committee

LEP - Lancashire Skills and Employment Board

Private and Confidential: NO

Wednesday, 30 November 2016

Draft Apprenticeship Growth Plan

Report Author: Lisa Moizer lisa.moizer@lancashire.gov.uk

Executive Summary

The benefits of apprenticeships to Lancashire, both to our people and businesses, alongside unprecedented reforms to apprenticeships, has led to the creation of an Apprenticeship Growth Plan for Lancashire.

Recommendation

The Board are asked to note the update and agree the proposed way forward.

1. Background

- 1.1 The Lancashire Skills and Employment Strategic Framework identifies growth in apprenticeships as a key priority in tackling replacement demand and skills shortages, as well as improving economic wellbeing in Lancashire. The Government has set a target to achieve 3 million apprenticeships starts by 2020 which is underpinned by a series of unprecedented reforms in apprenticeship policy and funding.
- 1.2 A revised draft of the Apprenticeship Growth Plan was presented to the Board at the October board meeting.
- 1.3 The Board's comments from the October meeting have been taken on board and the Apprenticeship Growth Plan has been revised accordingly, see Appendix A for the latest version.
- 1.4 The Board also raised concerns regarding aligning a Lancashire apprenticeship growth target to the national £3m target. The Board agreed that the plan should be based on incremental growth. The Board also agreed that while it isn't an easy task, the Lancashire targets should focus on the socio economic benefits for Lancashire and be sufficiently granular to focus on the priority sectors and needs by apprenticeship level.



2. Update

Since the October Board meeting the draft Plan has been shared with The Lancashire Colleges (TLC) and the Lancashire WBL Executive Forum. Both groups are keen to contribute to the plan.

3. Next Steps

3.1 To determine meaningful apprenticeship growth targets for Lancashire, it is proposed that a bottom up / top down approach is taken:

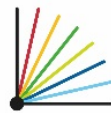
- A short piece of work is carried out to determine the expected number of potential apprenticeships for Lancashire that will be generated through the larger levy paying businesses.
- If key Lancashire providers are willing to share data in regard to planned growth (which could be amalgamated and shared at a level that was not commercially sensitive), this would allow identification of gaps by sector and by level pertinent to the Lancashire economy, which could then be collectively addressed through the plan.
- Contribution of the apprenticeship activity and targets across ESF projects, in particular SFA opt-in activity.

The above would provide Lancashire-focused data which would inform the development of the plan and allied targets.

3.2 Stakeholders will continue to be involved and consulted in the development of the plan.

4. Recommendations

The Board are asked to agree the next steps as set out above.



Appendix A

Draft

Lancashire Apprenticeship Growth Plan

Introduction

The purpose of the Apprenticeship Growth Plan is to make the apprenticeship system work for Lancashire, encompassing the areas supported by Lancashire County Council, Blackpool Borough Council and Blackburn with Darwen Borough Council, so that there is an increase in the number of quality apprenticeships offered by Lancashire employers and an increase in the number of Lancashire residents that take them up.

The Growth Plan provides a strategic plan for investment and collaboration in apprenticeship activities and initiatives in Lancashire to achieve Lancashire's aims of apprenticeship growth by utilising apprenticeship reforms to the advantage of individuals, employers, apprenticeship providers and all other relevant stakeholders across Lancashire.

The Apprenticeship Growth Plan identifies key priorities and actions that should be addressed to meet our growth target, local needs and opportunities. It covers issues of traineeships and low level apprenticeships; technical skills gaps and skills shortages; and high level apprenticeships, including degree apprenticeships.

What do we want to accomplish?

Nationally

In the last parliament 2010/11 to 2014/15 there were 2.4 million apprenticeships starts. The Government has set itself an ambition growth target to increase the number of starts from 2.4 million to 3 million, which is 25% growth in apprenticeships in this parliament (2015-2020).

To achieve this target the Government have set out a number of substantial reforms which are fundamentally transforming the Apprenticeship system. In December 2015 the Government published: English apprenticeships: our 2020 vision¹, with the aim of implementing reforms to 'boost the benefits of apprenticeships even further'.

In spring of 2017 they are introducing the Apprenticeship Levy for all employers with a pay bill over £3 million. The reforms also include: employer-designed standards, expansion of higher level and degree apprenticeships, a new funding model and a public sector apprenticeship growth target.

¹ <https://www.gov.uk/government/publications/apprenticeships-in-england-vision-for-2020>



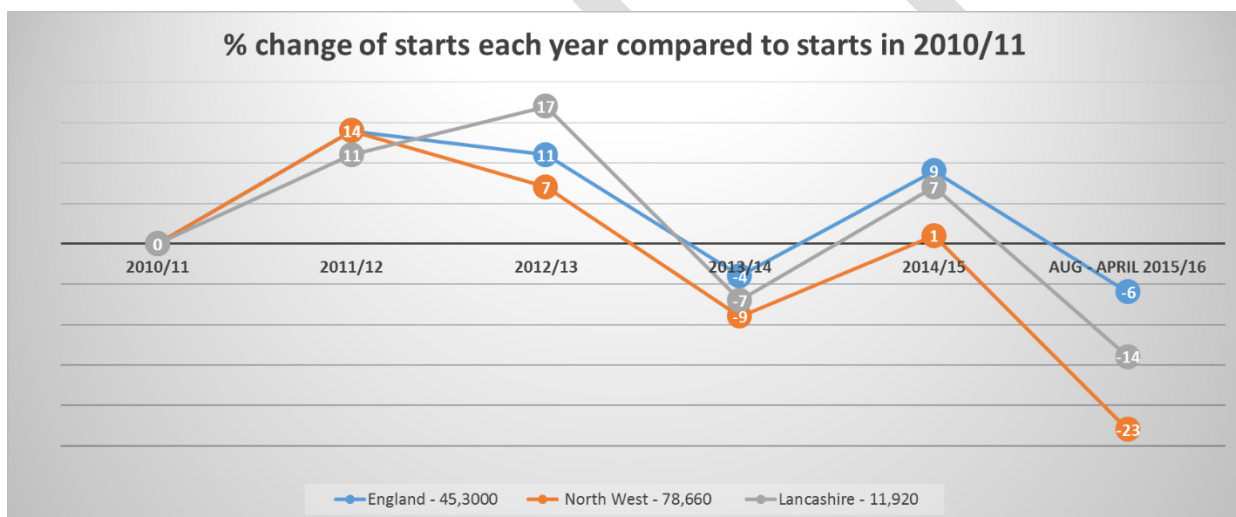
Lancashire

Lancashire delivered 81,010 apprenticeships starts from 2010/11 to 2014/15. On average Lancashire made a 3.37% contribution to the 2.4 million national apprenticeship starts over these 5 years. The figures published 2015-16 (Aug 15 –Apr 16) show that so far Lancashire has delivered 13,350 starts.

	2010/11	2011/12	2012/13	2013/14	2014/15	Total in last parliament 2010-15	Aug 15 to Apr 16
Lancashire LEP	15,270	17,070	17,860	14,390	16,420	81,010	13,350
North West	78,660	89,310	84,180	71,670	79,310	403,130	60,890
England	453,000	515,000	504,200	434,600	494,200	2,401,000	379,400

Source: <https://www.gov.uk/government/statistical-data-sets/fe-data-library-apprenticeships>

Since 2010/11 this is how Lancashire compares to the North West and England in regards to apprenticeship growth.



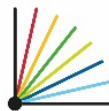
Source: <https://www.gov.uk/government/statistical-data-sets/fe-data-library-apprenticeships>

For Lancashire to make the same contribution of 3.37% to the 3 million target we would need to increase apprenticeships starts by 20,090 (from 81,010 to 101,100) over the five years. This equates to approx. 4,000 more apprenticeships per year. Immediate growth of 4,000 per annum would be very ambitious and unrealistic.

Our ambition is therefore to incrementally grow apprenticeships so that by 2020, Lancashire is making a 3.37% contribution annually, against the 3 million apprenticeship growth target.

This requires Lancashire to increase from the average of 16,200 per annum (in the last parliament) to 20,200 per annum by 2020, i.e. 1000 more apprenticeships each year to 2020.

- 2015-16 - 16,200 target baseline
- 2016-17 - 17,200
- 2017-18 - 18,200
- 2018-19 - 19,200
- 2019-20 - 20,200



Skills and Employment is a priority in Lancashire

Creating sustainable skills and employment to drive prosperity is key to Lancashire's future.

The Skills and Employment Board was created to consider skills and employment priorities and make recommendations within Lancashire. The board supports the work of the Lancashire Enterprise Partnership and the evolving Lancashire Combined Authority.

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

Skills and Employment Strategic Framework

The Board commissioned an evidence-base which enabled an understanding of the key skills and employment demands in Lancashire. This evidence-base underpins the Lancashire Skills and Employment Strategic Framework² which draws together the key priorities, common themes and issues. The draft framework was consulted upon prior to finalisation with a wide variety of stakeholders including young people, employers, partners, providers and local authorities. The framework:

- Identifies the key priorities and actions required to drive up skills and employment in Lancashire.
- Aligns our pipeline of skills with the needs of businesses – now and into the future.
- Informs and underpins local investment decisions.
- Influences the use of the mainstream funding and help define our future asks of Government
- Channels energy of businesses, providers and partners at areas of priority.

Lancashire's key skills and employment issues

- An ageing workforce / reducing working age population.
- Slower employment recovery post-recession.
- Varying school attainment levels.
- 29% of residents qualified to Level 4+ compared to 32% nationally.
- Fragmented Careers Advice and Guidance / engagement with the world of work.
- Graduate attraction and retention.
- Employer engagement with workforce planning / learning and development.
- Work programme performance.

² <http://www.lancashirelep.co.uk/lep-priorities/skills-employment/skills-and-employment-strategic-framework-2016-2021.aspx>



Apprenticeships will help us drive prosperity

Apprenticeships have been identified as a priority throughout the evidence base and consultation with stakeholders and are therefore embedded throughout the Strategic Framework.

We need to:

- Increase the number, range and quality of apprenticeships.
- Encourage greater levels of provision at higher and degree level.
- Reach more employers in sectors with high replacement demand and growth.
- Ensure that young people and adults are aware of apprenticeships and enthused.

Achieving these goals will help us address Lancashire's skills and employment issues.

An overview of the framework is provided below, by its 4 themes: Future Workforce, Skilled & Productive Workforce, Inclusive Workforce and An Informed Approach.

FUTURE WORKFORCE	SKILLED & PRODUCTIVE WORKFORCE
<ul style="list-style-type: none"> • Inspiring young people and improving Careers Education, Information, Advice and Guidance. • Improving employability skills and aligning curriculum. • Investing in our learning infrastructure. 	<ul style="list-style-type: none"> • Apprenticeship growth – routes to higher levels of professional and technical skills. • Professional / Graduate attraction & retention. • Workforce planning. • Leadership and Management / Innovation capacity in SMEs.
INCLUSIVE WORKFORCE	INFORMED APPROACH
<ul style="list-style-type: none"> • Enabling an inclusive workforce; supporting unemployed & inactive into work. • Digital inclusion. • Incorporating social value into public procurement processes. 	<ul style="list-style-type: none"> • Employer engagement to inform our approach. • Maintain our evidence base and insight. • Influence, prioritise and direct the use of funding – maximise impact. • Connect with other LEPs.

How are we going to do it?

- By focussing on meeting Lancashire's needs;
- By collaborating and working in partnership;
- By informing, engaging and supporting key stakeholders;
- By balancing supply and demand; and
- By directing funding and resources to support the plan.

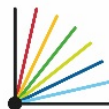
How can you get involved?

The following action plan can only be achieved in partnership with all stakeholders. We want to engage with key stakeholders across Lancashire to agree the action plan. You can get further information and find out how to get involved in the shaping the plan and the activities by visiting the Lancashire Skills and Employment Hub website: www.LancashireSkillsHub.co.uk or by contacting the Hub directly LancsSkillsHub@Lancashirelep.co.uk

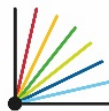


Action Plan 2016-2017 –updated annually

Future Workforce			
ACTION: Inspiring young people			
Activity	Owner	Success metric	Planned Impact
In partnership with Lancashire Work Based Learning (WBL) Forum grow the Young Apprenticeship Ambassador Network (LYAAN), 44 ambassadors as of Aug 15. Roll out the offer to stakeholders from Sept 16. Extend to include Traineeship Ambassadors.	Lancashire Skills and Employment Hub (The Hub) WBL Forum	Expand the network to 100 by summer 2017. Network to engage in a min of 150 activities by summer 2017.	Break down misconceptions or misunderstandings. Informed of the opportunities and the routes from traineeships through to higher level/degree apprenticeships.
Using National Careers Service (NCS) LMI Workshops to inform adults that influence young people's choices about traineeships and apprenticeships.	The Hub NCS	Deliver LMI workshops to 150 individuals by summer 2017.	Break down misconceptions or misunderstandings. Informed of the opportunities and the routes from traineeships through to higher level/degree apprenticeship
Lancashire Enterprise Advisor Network (LEAN) – embed apprenticeship inspiration into the employer engagement strategies of each school in the network.	LEAN Inspira The Hub	Expand the network from 20 schools to 60 schools in 2016/17.	Employers and schools involved will understand traineeships and apprenticeships and they will feature in each school's employer engagement strategy.
ACTION: Improving employability skills and aligning curriculum			
Activity	Owner	Success metric	Planned Impact
Roll out of the Digital Advantage Pilot. Engage with Lancashire's digital companies and apprenticeship providers to deliver the pilot and identify apprenticeships for the young people.	The White Room Digital Lancashire	10 schools and colleges engaged in 2016/17. 100 young people engaged. 50% min progress into an apprenticeship.	Inspire young people to take up an apprenticeship in a digital company. Inspire Lancashire's digital employers to take on an apprentice. Address skills shortages in Lancashire's digital sector.



Skilled and Productive Workforce			
ACTION: Apprenticeship growth			
Activity	Owner	Success metric	Planned Impact
A series of apprenticeship levy events, led by the Work Based Learning Executive Forum in partnership with The Hub, for levy paying employers.	WBL Forum The Hub	The events have strong attendance and receive good feedback. Growth in apprenticeships as a result of the events.	Employers are informed of the apprenticeship driven reforms, traineeships to higher level apprenticeships, the levy and how they can engage. Relationships between local employers and apprenticeship providers strengthened.
SLA's include actions to promote apprenticeships, engagement with standards and to communicate reforms.	The Hub, NW Automotive, Alliance (NAA), Digital Lancashire, BOOST	Employers taking on apprenticeships will increase. KPI's in SLAs will measure this.	Employers are informed of the apprenticeship driven reforms, traineeships to higher level apprenticeships, the levy and how they can engage. Relationships between local employers and apprenticeship providers strengthened.
ACTION: Workforce planning			
Activity	Owner	Success metric	Planned Impact
Strengthen relationship with BOOST Gateway Service, so they are fully informed of reforms, providers and how to link employers with them.	BOOST The Hub WBL Forum	Appropriate referrals from the Gateway Advisers to apprenticeship providers.	Making it easy for employers to take on an apprentice.
Training Needs Analysis' (TNA) undertaken by the North West Automotive Alliance (NAA) apprenticeships embedded into the TNA.	NAA	Increase the number of apprenticeships in Lancashire's Automotive sector.	Inform employers about the routes, levy and reforms during the TNA linking it up to meet needs identified.
TNA's undertaken by the ESF funded 'Employer Skills Support' programme embeds discussions regarding apprenticeship into the TNA.	Leardirect and subcontractors	Increase the number of apprenticeships in Lancashire.	Inform employers about the routes, levy and reforms during the TNA linking it up to meet needs identified.

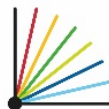


ACTION: Capacity in employers to engage with apprenticeship reforms			
Activity	Owner	Success metric	Planned Impact
ESF 'Employer Skills Support' - support to capacity build SMEs to engage with new apprenticeships standards, contribute to trailblazers and to embed higher level and degree apprenticeships in workforce planning.	Learndirect and subcontractors	Increased number of SMEs offering apprenticeship standards, higher and degree level.	Greater number of opportunities for Lancashire's people. Impact on productivity and growth for Lancashire's SMEs.

Inclusive Workforce

ACTION: Enabling an inclusive workforce; supporting unemployment & inactive into work			
Activity	Owner	Success metric	Planned Impact
Traineeship and Apprenticeship outcomes supported and incentivised in the ESF funded project 'Moving On' which supports young people not engaged in education, employment or training or at risk of disengaging.	Lancashire Employment and Skills Partnership (LESEP)	Target numbers of young people progressing into traineeships and apprenticeships are exceeded.	More young people will understand the routes from traineeships to higher level apprenticeships and they will successfully take up a traineeship or apprenticeship opportunity.
Apprenticeship outcomes supported and incentivised in the ESF funded project 'Access to Employment' which supports unemployed adults into work.	Lancashire Employment and Skills Partnership (LESEP)	Target numbers of adults progressing into apprenticeships are exceeded.	More adults will understand the routes from level 2 to higher level apprenticeships and they will successfully take up an apprenticeship opportunity.

ACTION: Incorporating social value into public procurement processes			
Activity	Owner	Success metric	Planned Impact
Traineeships and apprenticeships are social value outcomes in the Growth Deal and City Deal programme's projects. Create a social value toolkit to support employers to meet their social value requirements.	The Hub	Social Value outcomes are achieved using local education providers.	Employers find it easy to find a provider that meets their skills needs and helps them achieve their social value requirements.



Informed Approach			
ACTION: Stakeholder engagement to inform our approach and maintain our evidence base and insight			
Activity	Owner	Success metric	Planned Impact
Health and Social Care, Visitor Economy, Digital, Construction and Energy and Environmental Technologies Skills Partnerships to facilitate relationships between providers and employers.	The Hub Skills Partnerships WBL Forum	Increase in take up of apprenticeships in Lancashire's priority sectors.	Lancashire employers engaged with developing apprenticeship standards. Stronger relationships between employers and providers.
Engagement with employer networks, meetings and events to understand their needs and inform them of policy, funding opportunities and projects.	The Hub	Regular interactions with relevant stakeholders are achieved.	A wide audience of SME's can be reached and be informed of policy, funding opportunities and projects and engage with them and The Hub.
Regular meetings with representatives of the WBL Executive Forum,	WBL Forum The Hub	Outcomes of the meetings feed into growth plan.	Sharing information and resources to create opportunities to grow and improve apprenticeship provision in Lancashire.
ACTION: Influence, prioritise and direct the use of funding			
Activity	Owner	Success metric	Planned Impact
Summary of funding to be directed to support growth plan – e.g. Young Apprentice Ambassador Network/ Expansion of Lancashire Enterprise Adviser Network/ Moving On/ Employer Skills Support/Access to Employment/ Digital Advantage	The Hub	Clear overview of funding and contribution to the Apprenticeship Growth Plan.	Achievement of apprenticeship growth targets.
ACTION: Connect with other LEPs			
Activity	Owner	Success metric	Planned Impact
Regular meetings with the North West LEPs where apprenticeship growth is a standing item. Meetings with other LEPs where appropriate.	The Hub	Cross boundary working is established to grow apprenticeships.	To consider where working across LEP boundaries can effectively grow traineeships and apprenticeships.



LEP – Sub Committee

LEP - Lancashire Skills and Employment Board

Private and Confidential: NO

Wednesday, 30 November 2016

Lancashire 'Moving On' Project: Performance and Progress

Report Authors: Joan Costello-Smith, Head of Externally Funded Programmes, Preston's College, jcostello-smith@preston.ac.uk & Darren Kellett, Performance and Quality Co-ordinator, dkellett@preston.ac.uk

Executive Summary

The project is performing well at grass roots level in terms of delivery across Lancashire with a range of partners delivering predominantly to fully NEET 16-18 year olds and offering innovative models which lead to successful outcomes for participants. Case Studies are provided to add detail to the volumes and values reported.

There is an issue around the level of claims against profile. Contextual information would indicate that this is not due to actual under delivery of eligible activity, but is caused by the 3-4 month delay between delivery on the ground and associated data inclusion in the LAB ILR. This is predominantly due to difficulties around partners' timely collection and collation of the SFA evidence requirements in line with ESF audit requirements, and the complexity of the project payment model.

To note, a presentation will be provided at the committee meeting.

Recommendation

That the Board considers and notes this report, and agrees the content of the two plans:

- Claims Improvement
- Areas for Improvement

and notes our intention to provide an interim report offering Impact Analysis of the likely outturn scenarios at the 6 month Performance Management Point, generated in line with the additional clarity sought from the SFA around this process.



1. Claims Process

ESF 'Moving On' (NEET) is a Payment by Deliverables project. There is no separate capacity building funding – the amount identified for this can only be earned through delivered activity. All activity must be fully evidenced against specific deliverables in order to generate payments. (See detail of previous report). As the Skills Funding Agency (SFA) is adopting a zero tolerance approach to compliance, Preston's College is undertaking 100% checks of all paper and electronic evidence prior to claim.

Financial claims are generated through a two stage approach:

1. Standardised paperwork submissions for each young person
2. College MIS data produced on the 4th working day of the month through RO reports. (R01 – R14)

The SFA uses Management Information System (MIS) data submitted through Preston's College Individual Learner Record (ILR) as a definitive measure of performance against profile and to calculate provider performance and payments. Bi-monthly paperwork compliance checks are undertaken by the SFA.

There is currently a 3 – 4 month lag between the activity and the claim submission and subsequent payments out to providers. Analysis of actual performance claimed through the ILR within this report is therefore based on activity delivered up to August 2016.

In order to give context to the report, we have included additional information around activity not yet claimed through ILR. However, it should be noted that the SFA may use ILR data only in their Performance Monitoring for the whole ESF 2014-2020 programme, through a published 6 month cycle.

The first performance monitoring point (PMP) for ESF NEET is the 6th January 2016 ILR date. At this point the tolerance level is set at 85%. The maximum contract value may be reduced automatically in line with this. There is currently a lack of clarity around this. Further discussion with the SFA will give more visibility as to whether any discretion could be applied to this ruling.

If the reduction is automatic, this could have a significant impact on contract value and potential re-profiling, should the claim lag remain at the current level. Reducing the lag period is therefore a key area to address within the next claim cycle. Concerted efforts to provide evidence against all delivered activity will be made by all partners in the remaining period up to this deadline.

2. Performance and Quality Monitoring Reporting

The Lead Accountable Body (LAB), Preston's College, monitors and analyses claimed and unclaimed activity against deliverables on a monthly basis while also considering partner delivery models to ensure that they meet the LEP specification and provide successful outcomes for participants into further learning, Traineeship, Apprenticeship, Paid Employment or Unpaid employment. The LAB Performance and Quality Co-ordinator works alongside the Compliance Team as the main point of contact for all partners and carries out monthly Performance and Quality reviews against partner profiles. The inclusion of specialist partners within the subcontracting partnership provides an additional flexibility to deliver innovative approaches to secure positive outcomes.

2.1. Performance at 2015/16 R14 Hard Close point

Deliverable	Profile Volumes (to end July 2016)	ILR Performance Data Volumes	Actual % against profile	Profile Value (to end July 2016)	ILR Performance Data Values	Actual % against profile
Learning Assessment and Plan (ST01)	233	220	94%	£33,785.00	£32,045.00	95%
Regulated Learning - Start	308	166	54%			
Regulated Learning - Achievement	31	38	123%			
Regulated Learning - Value				£34,847.00	£39,691.25	114%
Non-Regulated Learning - Start	298	185	62%			
Non-Regulated Learning - Achievement	49	21	43%			
Non-Regulated Learning - Value				£30,194.00	£25,807.25	85%
Uplift for 16-18yr old achieving English & Maths qualifications	35	0	0%	£10,500.00	£0.00	0%
Progression Paid Employment (PG01)	2	4	200%			
Progression Unpaid Employment (PG02)	2		0%			
Progression Education (PG03)	0	13	-			
Progression Apprenticeship (PG04)	5	0	0%			
Progression Traineeship (PG05)	2	0	0%			
Progression Value				£7,200.00	£8,400.00	117%
TOTAL				£116,526.00	£105,943.50	91%



2.2. Update on Performance as at 2016/17 R03 Point

STATUS	VOLUME	VALUE
Claimed through ILR R03 (4th Nov)	237	£124,586.50
Predicted to be claimed at R04 (6th Dec)	382	£202,600.50
Additional activity not yet claimed through ILR currently undergoing validation	45	£24,967.50
CURRENTLY IN HAND TO BE ON R05 (6th Jan)	427	£227,568.00
SFA PROFILE AT SAME POINT	1020	£1,208,727.75
Predicted committed funds from claimed / unclaimed activity		£134,177.00
TOTAL PROJECTED AT R05	427	£361,745.00

If we factor in the 3 to 4 month lag from delivery to claim and compare actual delivery to profiles in the months in which that delivery has actually taken place, the picture is much improved as shown in example below:

	SFA Cumulative profile	Forecast
AUG 2016	£260,262.00	87%

This indicates that the issue is one of delayed claims rather than actual partner under delivery.

Actions to improve this and ensure Jan 6th claim is maximised are:

	Claim Improvement Plan	Responsibility
1.	Analysis of full amounts of delivery evidence with partners and not yet at claimable point and actions to process immediately	LAB P&C Co-ordinator
2.	Engage with Principals and CEO's to ensure full understanding of significance of PMP and potential impact of under reporting delivery through claim lag	Lancashire Employment and Skills Executive Partnership (LESEP)
3.	Prioritisation of evidence completion and submission to LAB by all partners	LESE partners
4.	Additional training around XML (ILR) file uploads and the imperative that this matches evidence submissions	LAB Assistant Head MIS team
5.	Additional resource allocated to LAB Compliance Team to ensure Dec 6 th claim is maximised	LAB Head of Externally funded projects
6.	Discussion with SFA to clarify actual PMP process in line with ESF and SFA regulations	LAB Head of Externally funded projects
7.	Impact analysis of likely outturn scenarios and provide interim report for SEB and Steering Group	LESEP

3. Targeted focus

There is a very clear direction within the project specification to work with those with multiple barriers in terms of background, characteristics, geographic location. Partners are tasked to specifically focus activity to particular groups. This information is collected and collated on a monthly basis by the compliance team.

Claimed Activity Age Breakdown as at 2015/16 R14 Hard Close

AGE GROUP	VOLUME	CURRENT PERFORMANCE	SFA PROFILE
15-16	39	18%	30%
16+ at risk	31	82%	70%
16+ fully NEET	146		
19-24 fully NEET	4		
Total	220		

Ward Breakdown of claimed activity as at 2015/16 R14 Hard Close

PARTICIPANTS	VOLUME
Claimed Participants	220
Participants from Target Wards	82
%	37%

Target Group breakdown of claimed Individuals at 2015/16 R14 Hard Close

Data has been recorded by the providers for 132 (60%) of the 220 learners. Multiple barriers have been identified for many of these learners. Collection mechanisms allow for up to 4 barriers per learner to be recorded.

TARGET GROUPS	VOLUME
16-18 with Learning Difficulty and/or Disability	19
19-24 SEND <u>AND</u> with EHCP	2
Drug & Alcohol Misuse	16
Emotional / Behavioural / Mental Health Issues	80
Family Issues	28
Free School Meals Pupil	5
Health Issues	35
Linked to YOT	9
Looked after child / care leaver	19
Other	4
Teenage / Young Parent	6
Young Carer	2
Young Person from Gypsy, Roma and Traveller Communities	2

4. Showcasing – Case Studies

- Creative Works Preston
- Blackpool & Fylde College

Consideration of these with analysis of volumes of 16-18 fully NEET gives indication that providers are working with the hardest to reach groups and that there is a clear focus on successful outcomes for learners. The case studies will be presented at the committee meeting.

5. Capacity Building

The LEP Service requirements specified the identification of £150,000 from project earnings to be allocated to the following:

- Strategic Partnerships Manager (NEET) post employed by the LAB and seconded to Skills and Employment Hub
- Capacity Building resource

Joint discussions have influenced the priorities for the Capacity Building Resource within the plan which were approved by the Skills and Employment Board in July 2016. LESEP has taken responsibility for working with the Skills and Employment Hub to deliver, monitor and evaluate these elements. This will be fully reviewed and actions and spend aligned to other initiatives across Lancashire.

A key area of development is the design of the LESEP Website. This will initially cover the 'Moving On' Project and will be extended to incorporate additional projects as these come on Board. LESEP has taken responsibility for this and other marketing and communication elements.

6. Partnership Working

- Youth Steering Group
- BBO Invest In Youth links
- District Level Partnerships
- Local Authority links
- NEET Operational Group
- Delivery Partner Training sessions
- 1:1 meetings with providers

7. Areas for Project Performance Improvement

AFI	Action	Measure
1.	Improve period of lag between activity date and claim	4 month reduces to 2 months over contract period
2.	Increase volume to value ratio	% increase to be agreed
3.	Increase overall performance	Volume and value increase
4.	Identify pipeline activity not yet with LAB	Report from partners
5.	Analyse and report on split between age groups	30/70 split
6.	Analyse and report on all achievement against contractual KPI's	%age against contract

8. Conclusion

The project is performing well in terms of delivery across Lancashire with a range of partners delivering predominantly to fully NEET 16-18 year olds and offering a range of models which lead to successful outcomes for participants.

There is an issue around the level of claims against profile of both volume and value. Contextual information would indicate that this is not due to actual under delivery of eligible activity, but is caused by the delay between delivery on the ground and associated data inclusion in the LAB ILR. This is predominantly due to difficulties around the timely collection and collation of the SFA evidence requirements in line with ESF audit requirements, and the complexity of the project payment model.

9. Recommendation

That the Board considers and notes this report, and agrees the content of the two plans:

- Claims Improvement
- Areas for Improvement

That the Board notes specifically our intention to provide an interim report around PMP Impact analysis. This will be in line with the clarity around PMP obtained from the SFA, and will provide an Impact Analysis of the likely outturn scenarios.