

LEP - Lancashire Skills and Employment Board

Wednesday, 11th January, 2017 in Runshaw College - Euxton Campus, at 12.45 pm

Agenda

Part I (Items Publicly Available)

- 1. Welcome and Apologies for Absence**
- 2. Declarations of Interest**
- 3. Minutes of the meeting held on 30 November 2016 (Pages 1 - 8)**
- 4. Matters Arising**
- 5. ESIF Programme - progress and recommendations to the ESIF Committee (Pages 9 - 12)**
- 6. ESIF Skills Funding Agency Opt-in Projects: Capacity Building Plans for approval (Pages 13 - 22)**
- 7. Area Based Review - Progress Report (Pages 23 - 28)**
- 8. Meeting Programme 2017 (Pages 29 - 30)**
- 9. 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.
- 10. Any Other Business**
- 11. Date of Next Meeting**

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LEP - Lancashire Skills and Employment Board

Minutes of the Meeting held on Wednesday, 30th November, 2016 at 8.30 am at the Crompton and Duerr Room, Rural Business Centre, Myerscough College, St Michaels Road, Bilsborrow, Preston, PR3 0RY

Present

Amanda Melton

Steve Gray
Paul Holme
Lynne Livesey

Joanne Pickering
Bev Robinson
Andy Wood

Observer

Dean Langton
Dr M Lawty-Jones
Sharon Riding

In Attendance

Holly Tween
Andy Walker, Head of Business Growth & Innovation, Lancashire County Council

1. Welcome and Apologies for Absence

The Chair welcomed everyone to the meeting and noted that apologies for absence had been received from Graham Haworth, Mark Allanson and Lindsay Campbell.

2. Declarations of Interest

Bev Robinson and Amanda Melton declared an interest in relation to item 8 as they represented organisations involved in the Area Based Review.

3. Minutes of the meeting held on 17 October 2016

Resolved: that the minutes of the meeting held on 17 October 2016 are confirmed as an accurate record and signed by the Chair.

4. Matters Arising

It was reported that £2,000 would be contributed to the Construction Industry Training Board study in relation to skills shortages across Lancashire in construction and the supply of relevant provision; the study will broaden the report which focused on the City Deal skills and employment implications. The proposal had been received and the study was expected to be completed in March/April 2017. Michele Lawty-Jones requested suggestions for a stakeholder group that would meet to review findings and shape the final report.

5. Lancashire Skills and Employment Hub update

Michele Lawty-Jones, Skills Hub Director, 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. Seventeen additional schools had been engaged in Blackpool and East Lancashire since the last Board meeting, which totalled 41 schools overall.
2. The Labour Market Information fact sheets were available online. The Board were invited to send feedback.
3. The Government had announced £60 million funding targeting ten opportunity areas aiming at helping local children get the best start in life. Blackpool had been identified as an opportunity area and Blackpool Council had invited Graham Cowley, Chair of the Growth Deal Management Board and LEP Board member, to Chair their Partnership Board in relation to the Opportunity Fund.
4. The SFA had written to the ESIF Committee to request support to extend the three opt-in contracts for four months to the end of July 2018. The SFA had also asked to vary the Memorandum of Understanding between the SFA and the LEP to reduce the level of co-finance. This freed up the monies currently allocated to the SFA opt-in (£13.67m). It was commented that the Board would need to plan for when the SFA ESIF funding came to an end after July 2018.
5. The three October events aimed at raising employers' awareness of the Apprenticeship Levy had been well attended and positive feedback had been received from attendees. A two-page spread on the Apprenticeship Levy was published in the Lancashire Business View.

Regarding apprenticeships, there was a general feeling that the Board would benefit from understanding the risks around future capacity within the provider base, and whether the overall provision would correlate with the skills plan for Lancashire. Michele advised that she would be contacting providers regarding this. It was also commented that there was a need to raise the profile of existing local providers with employers.

Resolved: That the report is noted

6. Digital Advantage - Progress Report

Lisa Moizer presented her report on the Digital Advantage project pilot, which was in response to key issues identified in the Creative and Digital sector report. The pilot project is being delivered by The White Room. She highlighted the following:

1. The project aimed to deliver 16 hours free classroom teaching supported by online advice. This would be delivered in different ways in different schools and colleges and would lead to learners being linked up with employers.
2. The project was expected to open up over 100 apprenticeship opportunities across Lancashire. So far, approximately 90 pupils had started on the programme.
3. It was noted that delivery had begun in nine schools, and Lisa confirmed that there was a contingency in place to either increase intake numbers at other schools or work with NEET individuals in the Preston area if the tenth school did not process engagement with the programme.
4. Colleges were already indicating that they may want to continue the programme beyond the pilot, and contribute funding. It was commented that this, along with continued part funding from the Board, would make the programme more sustainable. The Board could make a decision on this once outcome results were available to consider.
5. Digital Lancashire were beginning to develop Locality Hubs, and the steering groups were engaging employers, and it was expected that in the summer there would be a clearer picture of what opportunities businesses could offer. It was noted that there were continuous job adverts for programmers and software developers and that skills in SQL and JavaScript were often demanded by employers.

It was felt that the Board needed to be satisfied that employers had infrastructures in place for the apprentices. It was also commented that the sustainability of the programme would need to be properly considered by the Board in the future, as it was felt that this could be business critical for the Lancashire skills supply chain.

Resolved: that the Committee note the report.

7. Adult Learning in Lancashire

The Committee received a presentation from Amanda Melton on the Lancashire

Adult Learning (LAL) contract in Lancashire.

The following points were highlighted:

- Two years ago the LAL provision, overseen by Lancashire County Council had been judged as 'unsatisfactory' by Ofsted. Amanda Melton was appointed interim Principal and in March 2016 Ofsted had rated it as 'good'. LAL provision transferred to Nelson and Colne College in the summer of 2016 and the college would be moving to Brierfield Mill in East Lancashire in August 2017, placing LAL in one of the most disadvantaged areas of Lancashire.
- Key focusses of the college were to promote social renewal, geographical spread, improve health/social wellbeing, focus on disadvantaged and those least likely to participate, prepare people for training and employment, and to collect fee income from those who could afford to pay.
- Local drivers include Digital Inclusion, creating prosperity, the Future and Inclusive Workforce themes within the Skills and Employment Strategic Framework, and Starting Well, Living Well and Ageing Well.
- 2015-16 had recorded 13,256 unique learners; the target for 2016-17 was 14,000.
- 37% of learners had progressed into sustained employment, which was considered a good outcome, taking into consideration the characteristics of the target customer group. The college was working closely with the Job Centre.
- 27% households in Lancashire had no internet access, and largely comprised older people and those in the lowest socio-economic group in deprived areas.
- Targeted family learning – 241 primary schools had been identified with low Key Stage 2 attainment. Working relationships had been established with 74 of these so far.
- Going forward, provision would be aligned to traditional college offers, and to focus on areas of employment shortage. A joint post with the East Lancashire Hospital Trust had recently been established.
- Links with Blackburn and Blackpool ACL would be refined and developed to ensure joined up working

Resolved: that the information is noted, and a copy of the presentation is circulated with the minutes.

8. Area Based Review - Progress Report

Michele Lawty-Jones updated the Committee on the Area Based Review.

The second and third steering group meetings had taken place in November, both of which had been positive.

Two potential structural changes were reported:

1. Merging Burnley College with Accrington & Rossendale College.
2. Merging Preston's College with UCLan. The exact model was unclear yet, as DFE are reviewing policies around merging FE/HE organisations.

As part of the stakeholder engagement process, led by JARDU, a questionnaire had been circulated to collect views from employers. Joanne Pickering reported that she had engaged employers via the Lancashire HR Forum; this was in addition to responses from other employer representative bodies and employer contacts provided by colleges. Whilst it was commented that the sample of employers was relatively small, those received had reinforced that employers would value greater collaboration across colleges and joint approaches to marketing.

Lancashire Colleges were considering areas where colleges could collaborate with the LEP and the Combined Authority, which would be developed into recommendations before the next meeting of the steering group.

Resolved: that the update is noted.

9. Combined Authority update

Dean Langton updated the Committee on the work of the Combined Authority.

He reported that there was no appetite to change the fundamental operation of the Skills and Employment Board, recognising the committee's progress to date, but that it had been suggested that Councillor M Townsend, the Combined Authority lead for skills, should take the Chairmanship of the Committee, which would encourage collaboration between the LEP and the Combined Authority. Councillor Townsend would be invited to the January meeting of the Skills and Employment Board.

It was not proposed to change the Skills and Employment Strategic Framework, but to add to it. There was recognition that the educational attainment in parts of Lancashire was not what it should be and there would be a focus on provision to 0-16s in addition to existing work, and possibly a new committee member specifically focusing on this area.

Any formal changes to the Committee would require approval by the LEP Board before implementation.

Resolved: that the update is noted.

10. Policy Update

Paul Holme reported on policy changes and highlighted that:

1. In relation to apprenticeships, work was ongoing by the Skills Funding Agency (SFA) to put in place the provider delivery base, and that so far around 220 employers had applied to be providers.
2. A Technical and Further Education Bill was going through parliament.
3. The Autumn Statement had not clarified the Government's policy position around Skills.
4. The Northern Powerhouse Strategy had set out skills priorities as
 - i. Improving education and working with schools
 - ii. Importance of digital skills
 - iii. Importance of careers education
 - iv. Importance of apprenticeships, and the need for the North to attract skilled workers

It was commented that the outcomes from these should be built into the Board's future planning. The Mayfield Review was also mentioned, and the need to link into Management Skills and the Productivity Leadership Group.

Lynne Livesey reported that the Higher Education and Research Bill was in the review stage, to be submitted 26 January 2017. This would change the way research funding would be handled, with oversight being given to a single body. The Teaching Excellence Framework would see universities ranked bronze, silver or gold. The National Union of Students had been very critical, and had made representations.

Resolved: that the information provided is noted.

11. Apprenticeship Growth Plan - Progress Report

It was agreed to defer this item to the 11 January 2017 meeting. In the meantime, any comments should be forwarded to Lisa Moizer.

12. ESF: 'Moving On' Project - Performance and Progress

Joan Costello-Smith and Darren Kellet, Preston's College, presented an update on the ESF Moving On Project. Two case studies were also tabled, alongside the report already circulated.

Ms Costello-Smith highlighted the following points:

- The project was performing well and had a range of partners delivering predominantly to NEET 16-18 year olds.
- There was an issue with the level of claims against the profile, due to the time needed to collect and collate evidence and data for the SFA causing

a 3-4 month lag between delivery and reporting. There had also been some instances where paperwork had not been submitted to the College correctly which caused delays. The College was undertaking a 100% check of all evidence prior to a claim, and the checks were onerous.

- There was concern that this would impact on the 6 month performance monitoring point in January. It was not clear exactly what the repercussions would be. It was noted that should there be funding reduction the project could reapply for funding and this would allow the programme to re-profile.
- Some providers had been requesting funding for qualifications ineligible for ESF funding which also caused hold ups. It was noted that although qualifications may be ineligible for ESF funding there would still be learning outcomes from these for that Lancashire young person.

There was concern that activity was taking place that might impact on learners, the economy and NEETs but because of the lag between delivery and reporting this would not be evident for three months, and the Committee would therefore only ever have access to three month old data.

It was requested that the Steering Group convene to ensure no opportunities were being missed, and to consider how to speed up the processes around data collection.

Ms Costello-Smith and Mr Kellett were thanked for their attendance.

Resolved:

1. That the presentation and report are noted
2. That the Steering Group be requested to convene to discuss opportunities and to consider how to improve data collection processes

13. January Meeting

It was proposed that the January meeting would be extended and split into two separate parts, a formal part and an informal part, and was expected to run until around 2.30pm.

The first part would be used to consider the formal items including the capacity building plans for the ESF SFA opt-in projects – Employee Skills Support (Learndirect) and Access to Employment (Preston's College).

The second part of the meeting would be used for review and future planning, and to consider in particular:

- Achievements to date
- Combined Authority – aspirations and how to correlate the framework and areas to build on
- Areas of focus going forward

It was suggested that Sheffield or another area could be invited to attend to talk about their devolution deal.

Following the meeting, agreement would be made in regard to the refresh of the Skills and Employment Strategic Framework and key goals.

It was noted that Councillor Townsend would be invited to the January meeting.

Resolved:

1. That the January meeting be extended to include an 'informal' discussion around future planning
2. That Councillor Townsend be invited to the extended January meeting
3. That the capacity building plans for the ESF activity with Learndirect and Preston's College are reviewed and approved

14. Reporting to the Lancashire Enterprise Partnership Board

This item was not discussed.

15. Any Other Business

The <https://lancashire.co.uk/ViewFunding.aspx> was under development and it was suggested that some information from the Committee should be included.

Resolved: that Lisa Moizer review the website and provide relevant information to Lisa Edge for inclusion.

16. Date of Next Meeting

The next meeting was scheduled at 08.30 on 11 January 2017 at Runshaw College (Euxton Campus), Euxton Lane, Chorley PR7 6AQ, and would be an extended meeting.

Item 5

Lancashire ESIF Programme Performance - ESF

1. The Lancashire ESIF Programme has so far committed/contracted 39% of resources;

ERDF	£44.01 million	35% of ERDF
ESF	£38.95 million	47% of ESF
EAFRD	£0.22m	5% of EAFRD
Total	£82.96 million	39% of all funds

2. As has been indicated in the Output information that has previously been reported to the ESIF Committee the targets associated with Lancashire ESIF programme are based upon a division of national targets, linked to resources, along with some additional weightings. In the case of ERDF, the Lancashire programme, per the most recent data considered at the National Growth Board, is the 2nd best performing Transition Area and in the top 3rd of areas for ESF commitments. This may have changed given that several ESF calls have been issued in other LEP areas since October 2016 (but not in Lancashire) and that 5 Lancashire ERDF Calls were issued in December 2016.
3. As discussed at a previous ESIF sub committee meeting all 39 LEP areas have been requested to submit proposals for moving resources between ERDF priorities, based upon local need and deliverability of outputs, and the use of the additional £2m+ allocated to the ERDF element of the ESIF Programme. The Lancashire proposals have now been submitted although there is no timescale for when the Government will take a decision. Thus, the ERDF calls that have recently been issued are based upon the existing allocations between priorities.
4. It was generally felt at the start of the Lancashire programme that the ESF targets were challenging and have been made even more so by changes in Exchange rates that have reduced the Lancashire ESF allocation. In the case of the ESF programme most of the resources have been committed via Opt In organisations, with a smaller amount via Open Calls.

ESF Opt Ins	£37.95 million	46% of ESF Funds
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5. In terms of overall outputs the ESF programme have contracted for 45% of the overall participants against 47% of the resource. This goes up 56% of overall participants against 58% of resources when the 1.4 Open Call and BIG Lottery Digital Inclusion projects are taken into account. Given the challenging nature of the outputs this position should be regarded as good especially as it incorporates outputs from the DWP Opt In which are extremely low for the level of ESF that has been committed (6% of resources for 3% of programme outputs).
6. There are effectively two types of target in the ESF programme – an aggregate Participants target broken down by gender which is inclusive of a series of sub targets. Thus, a participant could be designated as one of the sub target individuals and can be included in one or more sub targets. Committed/Proposed outputs are;

Lancashire ESF Programme Outputs	Total	Committed/ Proposed	Remaining	Committed as % of Targets
Participants	61600	34751	26849	56%
Participants (below 25 years of age) who are unemployed or inactive	7750	4232	3518	55%
Total Participants	69350	38983	30367	56%
Participants - Men	35750	16680	19070	47%
Participants - Women	33600	15362	18238	46%
Unemployed (incl long-term)	22490	14368	8122	64%
Inactive	10130	8037	2093	79%
Participants over 50 years of age	11710	7368	4342	63%
Participants from ethnic minorities	8090	2578	4962	39%
Participants with disabilities	10540	3128	5192	51%
Participants without basic skills	10540	5245	5295	62%
Participants who live in a single adult household with dependent children	4840	2610	2230	50%
Number of supported micro, small and medium-sized enterprises	590	0	590	0%

7. As the sub committee will see the overall target committed figures tend to range between mid-40% to up to low 60%. However, two of the sub targets stands out due to the level of outputs committed. The commitments for the sub target for the economically inactive is high compared to others at 79%. In comparison, the Participants from Ethnic Minorities is lower compared to others at 39%, with an 12% difference to the next lowest sub target (Participants with Disabilities at 51%). This does not necessarily mean that participation by Ethnic Minorities in the Lancashire programme will be low as they may be recorded under one of the other sub targets. These figures are inclusive of the proposed, but not yet committed, outputs from the 6 Project Full Applications currently being considered and the minimum outputs from the Big Lottery Opt In Digital Inclusion project.

However, it is a reason to review existing commitments and possible future calls given the issue of lower than average economic participation by ethnic minority individuals was highlighted as an issue in the Lancashire ESF Strategy and Employment and Skills Framework.

8. Consideration has been given to the Skills Funding Agency (SFA) Opt-In and the recent variation in the Memorandum of Understanding (MoU) undertaken via written procedure. £41.1m was allocated to the SFA opt-in, however due to uncertainty about the SFA's future and ability to co-finance, activity has been procured with a restricted delivery period and only 2/3 of the allocation has been contracted. The remaining £13.7m (spread across ESF Measures 1.1, 1.2 and 2.1) has been removed from the MoU with the SFA through the variation. Consideration is

required regarding options for procuring £13.7m worth of activity. The following options have been discussed:

- 1) Procure, through Open Calls or otherwise, new activity immediately (or as soon as DWP will enable). This may result in duplication and there may be challenges in sourcing match funding locally.
- 2) Plan to procure activity, through Open Calls or otherwise, which will commence once the current SFA opt-in projects have completed (March 2018 or if extended July 2018). This would reduce the risk of a gap in activity (during the current ESIF programme), avoid duplication and enable consideration to be given in relation to match funding. Providers accessing SFA funds may be able to match locally if the SFA is no longer a co-finance organisation, or the Adult Education Budget may be devolved which would provide a source of local match (via the evolving Combined Authority). If the programme was to finish early, there is a risk that the funding may be lost, although indications at present are that activity will continue until the end of 2019, and potentially the end of 2020.

The options will be discussed at the Skills and Employment Board on the 11th January 2017 and a verbal update will be provided at the ESIF Committee.

9. As referred to above the Lancashire programme, as part of a national approach, has been allocated an additional £2+m of ERDF and £2+m of ESF (the additional ERDF is addressed elsewhere). Initially, DWP stated that they wished to see the additional ESF funds allocated equally across the ESF programme. Given the current output position and the status of future SFA type activity it would seem sensible to refrain from formally allocating any of the additional resources until further work has been undertaken.

10. Recommendations

That the sub committee note the contents of the report and request that ESIF officers;

- 10.1 meet, in conjunction with the Lancashire Skills Hub, with Opt In Organisations to review delivery and the achievement of priority group participation figures
- 10.2 undertake a review of pipeline projects that could support improved performance in the achievement of the Ethnic Minority participant target
- 10.3 engage with the Lancashire Combined Authority to explore future match funding opportunities in the event the SFA is unable to continue as an Opt In organization,
- 10.4 report back on the above issues to the next meeting of the Lancashire ESIF sub committee

Sean McGrath
External Funding and Investment, Lancashire County Council

Michele Lawty-Jones,
Director, Lancashire Skills Hub



LEP – Sub Committee

LEP - Lancashire Skills and Employment Board

Private and Confidential: No

Wednesday 11 January 2017

Capacity Building Funding and Delivery Plans – Lancashire ESIF Skills Funding Agency (SFA) Opt-in Projects 2016 - 2018

Report Author: Janet Jackson, Strategic Partnership Manager - NEET

Executive Summary

A strategic and collaborative approach has been adopted to the use of capacity building funding available within the three ESIF projects now operating across the county. This will return best value and encourage cross project working to the benefit of participants, employers, delivery partners and key stakeholders.

Up to £825,000 is available for capacity building activity. The Lancashire Skills Hub has worked with the project leads from Lancashire Employment and Skills Executive Partnership (LESEP) and learndirect to produce an overarching plan of activity and indicative budgets which is being presented at this meeting.

The committee has a key role in approving capacity building / delivery plans for the three ESIF SFA Opt-in projects. The committee will receive regular progress reports regarding delivery of the plans from the Strategic Partnerships Managers and the Steering Groups and will be asked to undertake formal progress reviews at key points in the life of each project to comply with SFA audit requirements.

Recommendation

1. The committee agrees the cross-cutting approach to investment of capacity building funding available through the three ESIF SFA Opt-in projects, including assumptions at (3) of this paper.
2. The committee approves the capacity building / delivery plan for each theme.

1. Capacity Building Funding

Capacity building funding has been included in each of the 3 SFA Opt-in Projects. The purpose of the funding is to a) enable employment of the Strategic Partnerships Managers for



NEET, Employers and Adults which will be deployed to the Hub; and b) to fund activities which support overall project success (beyond direct delivery).

It is important to note that there are two methods of accessing the funding for capacity building across the three ESIF projects for Lancashire.

The first method, with a total of £150,000 available, applies to the NEET project. This was the first project to be agreed with the Skills Funding Agency, and the capacity building money is available in proportion to drawdown of delivery funding, i.e. to access the full £150,000, 100% of the fundable project outputs and outcomes must be delivered. There is, therefore, a risk attached to this funding as the final value of funding available is dependent on the extent to which the project has delivered.

Efforts were made to influence the Skills Funding Agency to give a stronger guarantee of this funding for the NEET project. Whilst there has been no change to the SFA position for this project, their position evolved so that the capacity building funding for the two subsequently agreed projects (Employees Support in Skills (ESS) and Access to Employment (ATE)) is granted at fixed points in the project, subject to LEP approval of capacity building / delivery plans and reports (through the Skills and Employment Board) rather than being directly tied to the achievement of project outputs and outcomes.

The programme specifications for all three projects detail a series of specific elements that must be included in the relevant capacity building / delivery plans and these are reflected in the attached plans.

2. Report Format

The attached report has an overarching spreadsheet outlining the themes and related activities. It is collated to show the main beneficiaries of the capacity building funding spend:

- Participants
- Employers
- Delivery Partners
- Various Key Stakeholders

Whilst the activity mainly benefits these groups as shown, the end user (participant) will benefit from all activity through the capacity building of the network of organisations.

Underlying capacity building / delivery plans for the ESS and ATE projects detail the indicative budgets against the funding themes within the projects as each theme requires a separate plan in order to comply with SFA requirements.

The NEET project has just one delivery strand. The overarching spreadsheet updates and replaces the original capacity building plan for this project which was previously agreed by the committee to reflect revised LEP priorities and ensure alignment with the plans for ESS and ATE. The committee is asked to agree these amendments.

3. Assumptions

There are several underlying assumptions which it is important to understand when reading the capacity building / delivery plans. These are:



- The Strategic Partnership Managers will have a key role in driving forwards certain elements of the plan.
- Some elements of the plan will need to be commissioned.
- Cross working across projects will give the best value and focus, so where one project takes the lead, it does so for the benefit of and with the support of the other relevant project(s). This is particularly the case where the close employer links of the ESS project allow for:
 - Engaging businesses in the development of standards
 - Supporting employers to respond to the apprenticeship reforms
 - Co-ordination of Labour Market Information (LMI)

A number of these activities were listed in the programme specification for ATE, however the committee is asked to approve their exclusion from the ATE delivery plans rather than duplicate activities already included in the plan for ESS.

The budgets given in each plan are indicative only and the actual funding spent on specific activities may change to reflect need; if significant variations are required, recommendations will be brought to the committee for approval.

4. Action

The committee is requested to review the proposed activities and the individual capacity building / delivery plans for NEET (amended), ESS Themes 1, 2 and 3 and ATE Themes 1 and 2 and note the overall investment to Lancashire's capacity to deliver support to the target beneficiaries outlined at 2 above.

The committee is requested to approve the delivery plans and agree to review progress at key points set by the SFA i.e. quarterly for NEET and at 9 and 15 months into each project's delivery for ESS and ATE.

5. Recommendations

The committee agrees the cross-cutting approach to investment of capacity building funding available through the three ESIF SFA Opt-in projects, including assumptions at (3) of this paper.

The committee approves the delivery plan for each theme.

Capacity Building Activity and Funding through ESIF Projects, Lancashire, 2016-2018 (Version 1.0)											
Main Target for Activity	Theme/Priority	ESS		NEET		ATE		Total	Appendix A		
		Activity	£	Activity	£	Activity	£				
Employers	Employer Ambassador Network	Identify and recruit employers and their representatives to a promotional ambassador network. Establish roles and activity.	10000					10000			
	Marketing Apprenticeship Reforms/Levy	Increase understanding of reforms and take up of apprenticeships by employers	10000					10000			
	Sector Specific SME Apprenticeship Capacity	Build capacity of SMEs to identify Apprenticeship opportunities and to recruit and support Apprentices (eg enhanced induction, mentoring)	25000			Develop new products for advisers to use to engage and assist SMEs with recruitment, retention and support of Apprentices increasing the number of opportunities available	20000	45000			
	Develop and Deliver 50+ Conference	Promote inclusion of 50+ adults into workforce, including Apprenticeship/retraining models, to employers	2000			Promote inclusion of 50+ adults into workforce, including Apprenticeship/retraining models, to employers	2000	4000			
	Developing Higher Level Skills and Leadership and Management Qualification Routes	Identify gaps in progression opportunities to higher level skills and management training including Apprenticeships and develop routes for employees to access this learning. This will include bridging FE/HE and Apprenticeships	42000					42000			
	Employer Involvement in Developing Apprenticeship Standards	Engage employers in development of new apprenticeship standards to ensure local relevance	20000					20000			
	Developing Workplace Mentoring /Coaching Capacity	Support employers to identify and train workplace mentors for apprentices	20000					20000			
Subtotal									151000		
Participants	Apprentice Ambassador Network	Identify and recruit apprentices to a promotional ambassador network. Establish roles and activity.	8000	Identify and recruit apprentices to a promotional ambassador network. Establish roles and activity. C	5000	Identify and recruit apprentices to a promotional ambassador network. Establish roles and activity.	8000	21000			
	Promoting Apprenticeship to Adults					New enhanced and innovative engagement activity with Jobcentre Plus clients and other referral agencies responding to changing economic climate in Lancashire. Examples include taster and 'have a go' type activities.	50000	50000			
Subtotal									71000		
Delivery Partners	Demand for and development of ESOL Provision					Investigate demand for ESOL, identify gaps and develop packages to support individuals to access the workplace	5000	5000			
	Mental Health and Complex Barriers Specialist Awareness			Identify the top mental health and complex barrier issues for young people and source materials for CPD and support F	5000	Identify the top mental health and complex barrier issues for unemployed adults and source materials for CPD and support	10000	15000			
	Embedding Quality Standards (eg Matrix, Employment Coach, Work Experience)	Cross project work to identify, plan and deliver support needed for achievement of appropriate standards by providers and employers.	5000	Cross project work to identify, plan and deliver support needed for achievement of appropriate standards by providers and employers H	5000	Cross project work to identify, plan and deliver support needed for achievement of appropriate standards by providers and employers.	5000	15000			
	Development of English and maths offer for 16-18 year olds			Identify the range of qualifications and development suitable flexible delivery models for English and maths for beneficiaries D	8000			8000			
		Provide CPD opportunities for delivery partner staff to build their own professional skills and support		Provide CPD opportunities for delivery partner staff to build their own professional skills and support		Provide CPD opportunities for delivery partner staff to build their own professional skills and support					

		Theme 1 - Support for the Unemployed - Delivery Plan (Version 1.0)		Theme 2 - Enhancing Apprenticeships - Delivery Plan (Version 1.0)	
Main Target for Activity	Theme/Priority	Activity	£	Activity	£
Employers	Sector Specific SME Apprenticeship Capacity	Develop new products for advisers to use to engage and assist SMEs with recruitment, retention and support of Apprentices increasing the number of opportunities available	15,000	Develop new products for advisers to use to engage and assist SMEs with recruitment, retention and support of Apprentices increasing the number of opportunities available	5,000
	Develop and Deliver 50+ Conference	Promote inclusion of 50+ adults into workforce, including Apprenticeship/retraining models, to employers	1,000	Promote inclusion of 50+ adults into workforce, including Apprenticeship/retraining models, to employers	1,000
Subtotal			16,000	Subtotal	6,000
Participants	Apprentice Ambassador Network	Identify and recruit apprentices to a promotional ambassador network. Establish roles and activity	2,000	Identify and recruit apprentices to a promotional ambassador network. Establish roles and activity	6,000
	Promoting Apprenticeship to Adults	New enhanced and innovative engagement activity with Jobcentre Plus clients and other referral agencies responding to changing economic climate in Lancashire. Examples include taster and 'have a go' type activities	32,000	New enhanced and innovative engagement activity with Jobcentre Plus clients and other referral agencies responding to changing economic climate in Lancashire. Examples include taster and 'have a go' type activities	18,000
Subtotal			34,000	Subtotal	24,000
Delivery Partners	Demand for and development of ESOL Provision	Investigate demand for ESOL, identify gaps and develop packages to support individuals to access the workplace	5,000		
	Mental Health and Complex Barriers Specialist Awareness	Identify the top mental health and complex barrier issues for unemployed adults and source materials for CPD and support	10,000		
	Embedding Quality Standards (eg Matrix, Employment Coach, Work Experience)	Cross project work to identify, plan and deliver support needed for achievement of appropriate standards by providers and employers	5,000		
	CPD Days	Provide CPD opportunities for delivery partner staff which enhance operational skills relevant to the client group	20,000	Provide CPD opportunities for delivery partner staff which enhance operational skills relevant to the client group	10,000
	Development of Apprenticeship delivery offer	Apprenticeship providers to deliver new / develop existing apprenticeship models to respond to needs expressed by business and as demonstrated in the Sector Skills studies and refresh existing sector offers to meet demand	40,000	Apprenticeship providers to deliver new / develop existing apprenticeship models to respond to needs expressed by business and as demonstrated in the Sector Skills studies and refresh existing sector offers to meet demand	30,000
Subtotal			80,000	Subtotal	40,000
Strategic Capacity Building Lancashire wide partners	Mapping of Provision	Create digital, updatable provision map for use by referring agencies and providers	2,000		
	Developing digital media marketing, web based support and digital learning resources	Create a web based area to host project information for stakeholders and developmental resources for delivery partners. Market appropriately through digital media to target full range of stakeholders. Provide a single point of contact for employers which provides a candidate matching service and Lancashire vacancy bank	6,000	Create a web based area to host project information for stakeholders and developmental resources for delivery partners. Market appropriately through digital media to target full range of stakeholders. Provide a single point of contact for employers which provides a candidate matching service and Lancashire vacancy bank	4,000
	Growth of the Lancashire Business Client Relationship Management System	Devise and implement methods to share information about contacts with employers with the Lancashire Growth Hub via their CRM system	2,000	Devise and implement methods to share information about contacts with employers with the Lancashire Growth Hub via their CRM system	1,000
	Ongoing gap analysis to steer project, evaluation report and dissemination/showcasing events	Cross project work to produce an evaluation report of the project which is relevant to Lancashire stakeholders and solutions, demonstrating learning from alignment of resources and which will inform the LEP for commissioning of future projects. Disseminate findings through events and other showcasing opportunities	3,000	Cross project work to produce an evaluation report of the project which is relevant to Lancashire stakeholders and solutions, demonstrating learning from alignment of resources and which will inform the LEP for commissioning of future projects. Disseminate findings through events and other showcasing opportunities	2,000
	Strategic Partnership Managers	Coordinate delivery across projects ensuring provision is complementary, adding value to government and other funded programmes and initiatives	57,000	Coordinate delivery across projects ensuring provision is complementary, adding value to government and other funded programmes and initiatives	23,000
Subtotal			70,000	Subtotal	30,000
		GRAND TOTAL ATE THEME 1	200,000	GRAND TOTAL ATE THEME 2	100,000

Main Target for Activity	Theme/Priority	Strand 1 (SSR)		Strand 2 (SSfW Intermediate and Higher skills)		Strand 3 (SSfW Basic Skills provision)		Total	
		Activity	£	Activity	£	Activity	£		
Employers	Employer Ambassador Network			Identify and recruit employers and their representatives to a promotional ambassador network. Establish roles and activity.	5000	Identify and recruit employers and their representatives to a promotional ambassador network. Establish roles and activity.	5000	10000	
	Marketing Apprenticeship Reforms/Levy			Increase understanding of reforms and take up of apprenticeships by employers	5000	Increase understanding of reforms and take up of apprenticeships by employers	5000	10000	
	Sector Specific SME Apprenticeship Capacity			Build capacity of SMEs to identify Apprenticeship opportunities and to recruit and support Apprentices (eg enhanced induction, mentoring)	12500	Build capacity of SMEs to identify Apprenticeship opportunities and to recruit and support Apprentices (eg enhanced induction, mentoring)	12500	25000	
	Develop and Deliver 50+ Conference	Promote inclusion of 50+ adults into workforce, including Apprenticeship/retraining models, to employers	2000					2000	
	Developing Higher Level Skills and Leadership and Management Qualification Routes			Identify gaps in progression opportunities to higher level skills and management training including Apprenticeships and develop routes for employees to access this learning. This will include bridging FE/HE and Apprenticeships	21000	Identify gaps in progression opportunities to higher level skills and management training including Apprenticeships and develop routes for employees to access this learning. This will include bridging FE/HE and Apprenticeships	21000	42000	
	Employer Involvement in Developing Apprenticeship Standards			Engage employers in development of new apprenticeship standards to ensure local relevance	10000	Engage employers in development of new apprenticeship standards to ensure local relevance	10000	20000	
	Developing Workplace Mentoring /Coaching Capacity			Support employers to identify and train workplace mentors for apprentices	10000	Support employers to identify and train workplace mentors for apprentices	10000	20000	
Subtotal								129000	
Participants	Apprentice Ambassador Network			Identify and recruit apprentices to a promotional ambassador network. Establish roles and activity.	4000	Identify and recruit apprentices to a promotional ambassador network. Establish roles and activity.	4000	8000	
	Promoting Apprenticeship to Adults							0	
Subtotal								8000	
Delivery Partners	Demand for and development of ESOL Provision							0	
	Mental Health and Complex Barriers Specialist Awareness							0	
	Embedding Quality Standards (eg Matrix, Employment Coach, Work Experience)	Cross project work to identify, plan and deliver support needed for achievement of appropriate standards by providers and employers.	5000					5000	
	Development of English and maths offer for 16-18 year olds							0	
	CPD Days	Provide CPD opportunities for delivery partner staff which enhance operational skills relevant to the client group	10000					10000	
	Development of Apprenticeship delivery offer							0	
Subtotal								15000	
	Sector Skills Evidence Base	Refresh the evidence base, undertake research into further sectors and themes as required	70000					70000	
	Mapping of Provision							0	
	Developing and trialling a Lancashire Skills	Work with LEP and employers to develop and trial the Lancashire Skills Pledge/Award model							

Strategic Capacity Building - Lancashire wide partners	Pledge/Award Model	with 20 employers	35000				35000	
	Developing digital media marketing, web based support and digital learning resources			Create a web based area to host project information for stakeholders and developmental resources. Market appropriately through digital media to target full range of stakeholders	5000	Create a web based area to host project information for stakeholders and developmental resources. Market appropriately through digital media to target full range of stakeholders	5000	10000
	Growth of the Lancashire Business Client Relationship Management System	Devise and implement methods to share information about contacts with employers with the Lancashire CRM system	3000					3000
	Ongoing gap analysis to steer project, evaluation report and dissemination/showcasing events	Cross project work to produce an evaluation report of the project which is relevant to Lancashire stakeholders and solutions, demonstrating learning from alignment of resources and which will inform the LEP for commissioning of future projects. Disseminate findings through events and other showcasing opportunities.	5000					5000
	Strategic Partnership Managers	Coordinate delivery across projects ensuring provision is complementary, adding value to government and other funded programmes and initiatives	45000	Coordinate delivery across projects ensuring provision is complementary, adding value to government and other funded programmes and initiatives	27500	Coordinate delivery across projects ensuring provision is complementary, adding value to government and other funded programmes and initiatives	27500	100000
Subtotal								223000
	Total		175000		100000		100000	375000
			375000					



LEP – Sub Committee

LEP - Lancashire Skills and Employment Board

Private and Confidential: No

Wednesday 11 January 2017

Area Based Review - 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 third steering group took place on Tuesday 29th November. The fourth steering group is scheduled to take place on Thursday 26th January.

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 30th November are provided for information in Appendix A. The key focus was the development of the recommendations for the Lancashire ABR report and the areas for collaboration and cooperation.

Recommendation

The committee is asked to note the update.

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 five 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. The second meeting provided feedback from the College site visits and meetings with the Deputy FE Commissioner, and also institutions' initial thoughts regarding structural options. The Lancashire Colleges (TLC) also provided an input, responding to the 'skills conclusion' and outlining initial thoughts in regard to areas which would benefit from increased collaboration and cooperation, working with the LEP and the evolving Combined Authority (CA).
- 2.2 The third steering group took place on Tuesday 29th November and a verbal update was provided at the last committee meeting. The meeting enabled the Institutional Chairs and Principals to outline their preferred structural option. Further detail was also provided by TLC on areas for increased collaboration and cooperation.
- 2.3 The fourth steering group will take place on Thursday 26th January. Draft recommendations will be discussed at the fourth meeting, in preparation for sign-off of the Lancashire ABR Report at the final meeting in February. This will include recommended structural changes, and also recommended areas for collaboration. As structural change is unlikely to be radical in Lancashire, there is an increasing focus on areas for collaboration and cooperation.

3.0 ABR Working Group

- 3.1 The committee agreed that the ABR Working Group should continue to meet throughout the review. The notes from the last meeting, which took place the day after the last Steering Group, are included for information in Appendix A. The key focus was the development of the recommendations for the Lancashire ABR report and the areas for collaboration and cooperation. There was also discussion in regard to a light touch review of school sixth form provision with the LEAs and the Regional Schools Commissioner after the ABR has completed.

4.0 Recommendations

- 4.1 The committee is asked to note the update.

AREA BASED REVIEW – WORKING GROUP

WEDNESDAY 30th 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:

Stakeholder engagement

Jennie provided an up-date on the stakeholder engagement activity and responses received. As agreed at the last meeting, JARDU have contacted a number of independent training providers (for example GP Strategies, Babcock, and Learndirect) in addition to the information and questionnaire shared with the Lancashire Work Based Learning Executive Forum (LWBLEF). It was noted that no responses had been received from LWBLEF to-date. The closing date is the 9th December.

Action: Lisa to raise with LWBLEF.

It was noted that the LWBLEF may be an important partner in collaborative activity (non-structural outcomes).

An interim report summarising findings to-date was provided at Steering Group 3 – this will be updated and finalised for the next meeting. The final draft should be ready to circulate prior to Christmas to the working group. It was noted that the employer feedback was skewed geographically as the response from Blackburn College's nominated employers was high. Further responses are being returned, alongside responses from employer representative bodies. The FE Choices Survey findings will also be added.

Action: Jennie to circulate the final draft of the stakeholder engagement report before Christmas, if possible.



High Level Needs

The High Needs report compiled by JARDU was circulated to the Steering Group, there were a number of comments from the colleges at the Steering Group which challenged some of the findings and questioned the accuracy. For example, both Blackpool and The Fylde College and the Blackpool Sixth Form College indicated that they administered medication.

Action: Mike to check back with colleagues at Blackpool Local Authority to check the current position and issues raised in the high needs report.

Action: Robin to investigate the practise across the colleges. For example: Are the majority of colleges able to administer medicines and what are the parameters?

Action: Ajay reported that LCC have looked at this from a School Sixth Form viewpoint and Ajay agreed to share any relevant findings with Robin.

Ajay felt that Lancashire Association of Special School Head Teachers may have misinterpreted the review and the questions posed under the stakeholder engagement.

Action: Ajay is going to speak to the association to clarify points raised.

The working group discussed the difference between access and provision; and whether there is sufficient provision to meet demand for young people with high needs. It was determined that we need to make sure there is an accurate picture of requirements.

Action: Jenny to share further information about Higher Level Needs, including a map, with the group.

It was noted that there is an issue around funding and this is driving a lot of the comments but the ABR will not solve this.

Sixth Form Provision

Bob Stott confirmed at the Steering Group that there had been consideration in regard to a light touch review of the School Sixth Forms following the ABR, both with the School Sixth Form Network and the Regional Schools Commissioner. The FE Commissioner suggested that this become a recommendation of the ABR.

There was a discussion about how this would be useful in considering current and future sixth form provision in Lancashire.

Action: Bob and Ajay/Julia/Mike to consider wording of recommendation and feed draft to John Barber by Tuesday 10th January.

Steering Group 3 and 4

The headlines from Steering Group 3 were discussed, in relation to structural change. It was noted that there is to be a policy review of FE/HE mergers which will report in the summer, which will hopefully enable the preferred option for the coming together of Preston's College and UCLAN. Preston's College will be reviewing other options to ensure that a 'Plan B' is in place for Steering Group 4.



The focus of the discussion then moved to non-structural recommendations, and taking forward the proposed areas for collaboration in the TLC template that was submitted to Steering Group 3 (alongside those from individual institutions). John indicated that it would be useful to have a succinct set of recommendations for the ABR report.

Action: John to share good examples of recommendations that other areas have produced with the working group, especially around collaborative working and school sixth forms.

Following through discussions at Steering Group 2 & 3, it was agreed that there needed to be specific reference to the Pennine Lancashire area and reference to a strategic planning group with the CA and LEP. The wider geography also needs to be considered.

There was discussion about the TLC template and the proposed areas for collaboration, including those mapped against the Skills and Employment Strategic Framework. Robin asked members of the group to review the template and provide feedback re: any gaps or priorities, as some members were unsure as to whether they had seen the template.

Action: Robin to circulate the template and colleagues to respond.

A number of areas were then discussed including AEB, English and Maths, apprenticeship reforms and joint marketing, high needs and subject specialisms. It was agreed that the headlines in the template need to be morphed into an implementation plan – with timescales (which may be a number of years), prioritisation, and impact/what are we aiming to achieve. This could form an annexe to the recommendations?

There was also reference to the universities that are undertaking research in teacher training e.g. Edge Hill and the University of Cumbria and whether this could support the development of teaching and learning capacity and expertise, for example in English and Maths.

In terms of recommendations, these need to be brief and to the point, whilst having sufficient substance to ensure that the implementation group is able to take forward the recommendations post-ABR.

Robin and Rosie will work up the template further into an action plan, and discuss draft recommendations with Michele and Lisa prior to Christmas. Robin to share a draft with the working group by early New Year, so that there is scope to feed into the development of the recommendations. John indicated that the deadline for draft recommendations is Tuesday 10th January, so that papers can be circulated by JARDU to the Steering Group by Thursday 19th January.

There was some discussion about membership of the implementation group and it was agreed that the working group could morph to undertake this role, feeding into the Skills and Employment Board (and therefore the CA and the LEP). Michele to raise this at the Skills and Employment Board.

Action: Robin and Rosie to develop the collaborative action plan and discuss draft recommendations with Michele and Lisa, and circulate draft to the working group early in the New Year, so that recommendations can be fed to JARDU by the 10th January.

Next meeting: Friday 27th January, 1-3pm, Lancashire College.

Lancashire Skills & Employment Board – 11 January 2017

Programme of Meetings 2017

Report Author – Holly Tween, Company Services Team, Lancashire County Council
holly.tween@lancashire.gov.uk

Executive Summary

This report sets out a revised programme of meetings for the Lancashire Skills & Employment Board for 2017.

Recommendation

That the revised programme of Board meetings in 2017 as set out in the report is agreed.

Background and Information

At the LEP Board meeting on 08 November 2016 the Board approved a slight reduction to the cycle of LEP Board meetings, and also reviewed the cycle of LEP Committee meetings with a view to mirroring the same cycle. The intention is for the Committees to all meet in the month prior to LEP Board meetings which will allow time for decisions referred on to the LEP Board to be prepared, and also to reduce committee meeting frequency to focus on business items, rather than items for noting.

If the revised programme is adopted, should items of urgent business need to be considered the urgent business procedure can be used, or additional special meetings can be arranged to consider specific one off items that require a decision to be taken by the Committees.

Therefore, with regard to the Lancashire Skills & Employment Board meeting programme, it is proposed that:

The following meetings are kept as formal meetings -

- 22 February 2017
- 07 June 2017
- 18 October 2017

The following meetings are cancelled, or held as 'informal' meetings or workshops -

- 05 April 2017
- 26 July 2017
- 07 September 2017
- 29 November 2017