

**AREA BASED REVIEW – WORKING GROUP**

**TUESDAY, 6<sup>th</sup> SEPTEMBER 10:00 AM – 12 NOON**

**Present:**

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

**Guest:**

John Barber (Joint Area Review Development Unit – JARDU)  
Jennifer Winkley (JARDU)

**Apologies:**

Dean Langton

**Key Points:**

**Matters Arising**

It was confirmed by John that the JARDU data packs will include a fuller sectoral analysis than the RCU data packs commissioned by The Lancashire Colleges. The data packs will be shared prior to the first steering group, once the data sharing agreements have been signed by respective parties. It was confirmed that the JARDU data packs will provide data relating to Colleges only. Reference was made by Robin to the economic impact study of skills providers in Lancashire, and how this could be also be useful.

**Action:** LM to circulate the study and check that it has been uploaded onto the LEP website.

**JARDU: Steering Group membership**

John confirmed that David Collins will be retiring in November. The new commissioner, once appointed and diary permitting, may come with David to the first steering group.

It was confirmed that Paul will represent the Lancashire Skills and Employment Board, and that Michele will attend as senior officer (as approved at the last Skills and Employment Board meeting).

It was confirmed that Bob Stott will represent Lancashire County Council. Mike and Julia indicated that they were in conversation with their respective CEOs in relation to representation and that it was likely that Bob would represent the 3 top-tier authorities.

Michele to contact Dean to confirm membership from the Shadow Combined Authority.

John and Jennie also shared the 'standard' agenda for the first meeting.

**Action: MT and JC to confirm Steering Group representation. MLJ to clarify with DL and to ensure that JB has all the relevant contact details.**

### **Up-date from The Lancashire Colleges (TLC)**

Robin confirmed that Governors meetings had took place in July and that Colleges are currently reviewing data, reviewing potential options and considering the impact of potential options. A meeting of the Lancashire Principals is scheduled for the 14<sup>th</sup> September to discuss progress. Two informal consultation notices have been issued to-date.

Paul noted good practice in other Area Reviews, and outlined the benefits of individual meetings with Colleges between the first and second steering groups with JARDU and the CA. The individual meetings were useful in considering emerging proposals around structural change, curriculum offer and the future direction of the College. In Lancashire's case it would be beneficial for meetings with JARDU, the Skills & Employment Board and Local Authority representatives.

John confirmed that this was possible and could be requested.

**Action: MLJ to propose individual meetings at the Skills and Employment Board, and RNS to suggest the same at the Principals Group. MLJ and RNS to feedback to JB.**

### **Feedback from the Skills and Employment Board and Hub**

Lisa had circulated the *draft* LEP slide pack prior to the meeting. Michele confirmed that the slide pack would be going to the Skills and Employment Board on the 7<sup>th</sup> September for comment and endorsement, and then to the LEP Board on the 13<sup>th</sup> September for approval.

A number of comments were provided, including referencing SMEs and local variations within the sub-region e.g. Fylde Coast. It was noted by Andy that the LEP takes a Lancashire-wide perspective as sectors are spread, albeit there are some areas of focus, for example via the Enterprise Zones. A sub-regional perspective will come through the Local Authority analysis, particularly in relation to lower level provision and participation.

It was agreed that the slide packs from the LEP and Local Authorities needed to be brought together into a joint presentation with one overarching skills conclusion, set out against the Skills and Employment Strategic Framework priority themes (quadrants). Further work will be required to achieve this once the Local Authority slides are available.

## **Feedback from the Local Authorities**

Ajay confirmed that analysis had been complete by LCC, BwD and Blackpool and that the three elements now needed to be brought together.

**ACTION: AS to share the draft combined slide pack once brought together – later today.**

John asked whether the slide pack could be shared with steering group members a week before the first steering group. It was agreed that this would be preferable so that steering group members would have time to read the full pack and consider the contents prior to the meeting.

The nature of the room for the first meeting was also discussed, as the presentations could be fairly lengthy (a commitment was made to summarise, with the full pack being circulated prior!). John agreed to liaise with Preston's College, who are hosting the first meeting, to check the room is conducive.

**ACTION: JB to check facilities and the room layout at Preston's College.**

**ACTION: MLJ and AS to meet with MT and JC, to take forward combining LEP and LA slide packs and a summary presentation for the meeting. The slide pack will be sent to JB a week before the first steering group.**

## **Combined Authority up-date**

Michele indicated, on Dean's behalf, that the Chief Executives and Shadow Combined Authority meeting was on the same day (15<sup>th</sup> September), after the LEP Board, and that Dean was considering engagement, governance processes and the involvement of the CA in the steering group.

**Action: Dean to confirm steering group membership.**

## **AOB**

It was agreed that it would be beneficial for the working group to continue, and to meet after each steering group to review key points and actions and to ensure that activity happens in between steering groups to the benefit of the review and the Colleges affected. This might include, for example, creating sub-groups to focus on specific topic areas, as has been the case in other reviews.

**Action: PH and MLJ to recommend to the Skills and Employment Board that the working group continue to meet throughout the lifetime of the review. LM to take forward arranging working groups in between steering group meetings, once approved.**