

LEP - Lancashire Skills and Employment Advisory Panel

**Wednesday, 11th March, 2020 in Savoy Suite 1 - The Exchange -
County Hall, Preston, at 8.00am**

Agenda

Part I (Items Publicly Available)

- 1. Welcome and Apologies for Absence**
- 2. Declaration of Interests**
- 3. Minutes of the meeting held on 16 October 2019** (Pages 1 - 6)
- 4. Matters Arising**
- 5. Lancashire Skills Hub update** (Pages 7 - 22)
- 6. LEP Growth Strategy and Local Industrial Strategy**
Verbal update from Amanda Melton and Michele Lawty-Jones
- 7. ESIF Update**
Verbal update from Sara Gaskell, Tracy Heyes and Janet Jackson, Strategic Partnership Managers
- 8. National Retraining Scheme** (Pages 23 - 30)
Presentation by Nicola-Jane Comer, Engagement Manager North – National Retraining Scheme, DfE
- 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**
The next meeting is scheduled to be held at 8.00am on 03 June 2020 in the Albion Suite, County Hall, Preston.



LEP - Lancashire Skills and Employment Advisory Panel

**Minutes of the Meeting held on Wednesday 16th October 2019 at 8.00am
in the Exchange Room 9 - County Hall, Preston**

Present

Amanda Melton (Chair)

Mark Allanson
Lindsay Campbell
Neil Conlon

Andrew Dewhurst
Joanne Pickering
Dr Lis Smith

In Attendance

Dr Michele Lawty-Jones, Director of Lancashire Skills Hub
Holly Tween, Democratic Services, Lancashire County Council
Mark Bowman, Careers Hub Lead, Lancashire Enterprise Adviser Network
Kay Vaughan, Careers Hub, Lancashire Enterprise Adviser Network
Cassie Holden, Associate Director, Ekosgen
Kerry Harrison, Digital Skills Coordinator, Lancashire Skills Hub

1. Welcome and Apologies for Absence

The Chair welcomed everyone to the meeting, and introductions were made by all in attendance.

Apologies were received from Bev Robinson, Lynne Livesey, Gareth Lindsay, Ruth England, Councillor Charlie Briggs, Dean Langton, Liz Tapner, Chris Hebblethwaite and Lisa Moizer.

2. Declaration of Interests

None.

3. Minutes of the meeting held on 12 June 2019

On page 4 it was requested that the word "brokerage" in the first paragraph is amended to read "referral".

Resolved: That the minutes of the meeting held on 12 June 2019 are confirmed as an accurate record, with the amendment as above.

4. Matters Arising

Resolved: that the following matters be noted:

1. The update on the Auger Review would now be taken at the informal meeting in January.
2. Liz Tapner had been appointed to the panel in the position of voluntary and community representative by written resolution.
3. Councillor Charlie Briggs had been nominated as the Lancashire Leaders group representative on the panel.
4. The revised development plan for the ESFA opt-in project 'Skills Support for the Workforce' had been agreed by written resolution.

5. Up-date from the Lancashire Skills & Employment Hub

Michele Lawty-Jones, Director of the Lancashire Skills and Employment Hub, updated the panel on the Hub's activity since the last meeting and highlighted the following:

- ESIF funding – calls for 2.2 and 2.1 are scheduled in the next few months, and discussions had taken place with partners regarding the remaining funds
- Central Lancashire Construction Skills Hub – now successfully engaged with over 300 SMEs, and had a positive impact on learner numbers engaged on Construction and Built Environment programmes
- City Deal – it was highlighted that work was underway with the D'urton Lane Development project to develop their employment and skills plans ahead of planning consent being granted
- Apprenticeships – Lancashire Leaders Group had agreed the Apprenticeship Action Plan, and all 15 authorities had committed to work towards the public sector 2.3% apprenticeship target. The Lancashire Work Based Learning Executive Forum now had 78 active Apprentice Ambassadors and 58 active Employee Ambassadors which was an increase of nearly 40% since July.
- Technical Education – four Teacher Regional Improvement Projects led by colleges in Lancashire had been successful in gaining financial support. The Skills Hub had engaged with a government consultation on the future of Higher Technical Education.
- Skills Pledge – since the launch of the Skills Pledge in May 2019 21 employers have registered on the Skills Pledge system and made 72

pledges overall.

Resolved: that the update be noted

6. Careers Hub update and plans

Kay Vaughan, Careers Hub Lead, gave a presentation to the panel outlining the establishment of the Careers Hub, some significant milestones and achievements, and outlined future plans. There was a discussion and questions.

It was noted in particular that 8 schools in Lancashire had achieved all 8 Gatsby Benchmarks, that Pendleside Hospice, Shuttleworth College and Neil Conlon had received Highly Commended awards and the Lancashire Careers Hub had been named Careers Hub of the Year at the Careers Enterprise Company (CEC) Careers Excellence Awards. All involved were congratulated.

There was a briefing event for secondary headteachers on 06 November with the support of the CEC. Panel members were asked to encourage engagement in the event, and it was suggested that marketing should clearly show what headteachers would gain by attendance.

The Panel commented on the importance of taking a partnership approach to reach a wider audience.

It was noted that the Lancashire HR Employers Network was meeting in November where they would be updated on the Lancashire Industrial Strategy, the Skills Pledge and the Give an Hour campaign.

Resolved: that the update be noted.

7. Local Industrial Strategy

Michele Lawty-Jones updated the panel on the Local Industrial Strategy, which was planned to be published in March 2020.

Weekly meetings were being held to develop the five themes. It had been agreed at the Lancashire Enterprise Partnership Board that there was an opportunity to refresh the Strategic Economic Plan.

It was also noted that Lancashire Leaders were commissioning a Greater Lancashire Plan, which would involve an independent economic review. It was commented that the panel should actively engage in contributing to the Lancashire-wide vision.

It was commented that it was important to ensure the personality of Lancashire was not lost as the strategy was developed.

Resolved: that the update was noted.

8. Skills Advisory Panels and Labour Market Intelligence

Cassie Holden, Ekosgen, gave a presentation on Lancashire Local Skills Analysis, covering Lancashire's economic and labour market, qualifications, skills gaps, employer issues and future skills needs.

The Chair encouraged the panel to consider the performance in Lancashire from a Skills perspective and in particular: the short and medium term ambition, what is the baseline and how the effectiveness of the Advisory Panel is measured.

It was agreed to form a task and finish group to consider the information in more detail.

Resolved: that a Task and Finish group be established to consider the SAP report and the implications for the Skills and Employment Strategic Framework.

9. Lancashire Digital Skills Partnership – highlights and extension

Kerry Harrison, Digital Skills Coordinator, presented her report (circulated) on the work of the Lancashire Local Digital Skills Partnership, and highlighted the following points:

- Twenty women were taking part in the Clockwork City project, aiming to support women in the workplace to develop their digital skills. Training sessions were completed, and they would now implement their learning.
- The £3.000m fund for digital Bootcamps for the Greater Manchester Combined Authority had been extended to cover Lancashire and the Digital Skills Partnership. The second round of the Fast Track Digital Workforce fund was opening in November, and work was ongoing to engage employers and providers.
- It was noted that further funding had been secured from the Treasury to enable the Digital Skills Partnership Coordinator role to be extended for a further 12 months

Resolved: that the report and update be noted.

10. Reporting to the Lancashire Enterprise Partnership

None.

11. Any Other Business

None.

12. Date of Next Meeting

The next formal meeting would be held at 8.00am on 11 March 2020 in the Savoy Suite 1, The Exchange, County Hall, Preston.

The programme of meetings for 2020 as below was noted, taking place at 8.00 in the Exchange, County Hall, Preston:

29 January 2020 - informal meeting, venue tbc

11 March 2020 – Savoy Suite 1

3 June 2020 – Albion Suite

8 July 2020 – informal meeting, venue tbc

9 September 2020 – Savoy Suite 2

11 November 2020 – Savoy Suite 2

20 January 2021 – informal meeting, venue tbc

3 March 2021 – Savoy Suite 1

Resolved: that the schedule of future meetings as set out above be noted



LEP – Sub Committee

LEP - Lancashire Skills and Employment Advisory Panel

Private and Confidential: NO

Date: Wednesday, 11 March 2020

Lancashire Skills Hub update

Appendix A refers

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

Executive Summary

This paper provides an overview of activity since the last formal committee meeting in October 2019.

Recommendation

The committee are asked to note the update and endorse the minor amendment to the Terms of Reference.

1. Careers Provision

- 1.1 The Lancashire Enterprise Adviser Network currently comprises 131 schools and colleges. Of the 131, 123 are currently matched with at least one volunteer business leader (Enterprise Adviser - EA). New EAs are being recruited on a rolling basis to address churn.
- 1.2 The Careers and Enterprise Company (CEC) recently undertook an Annual Review of the Lancashire Enterprise Adviser Network and Careers Hub. The review was extremely positive with overall progress in Lancashire significantly above the national averages for both the Enterprise Adviser Network and Careers Hub. The CEC cited the governance for both contracts as robust.
- 1.3 Feedback for the Lancashire Careers Hub included:
 - 1.3.1 The Lancashire Careers Hub average performance has exceeded the Hub national averages on 7 of the 8 Gatsby Benchmarks.
 - 1.3.2 While national Careers Hubs' achievements in Benchmark 2 haven't been outperformed in Lancashire, it should be noted that progress has clearly been made in this Benchmark with a marked uplift in achievement compared to the baseline.



- 1.3.3 The Hub has made significant progress in identifying strategies and enlisting support of Senior Leadership Teams in schools and colleges to ensure benchmark progress is progressive and sustainable.
- 1.3.4 The Lancashire Hub is consistently performing in the 1st quartile.
- 1.4 Feedback for the Lancashire Enterprise Adviser Network included:
- 1.4.1 Retention of EAs and engagement of schools is very positive, schools are cross sharing resources/experience and expertise.
- 1.4.2 Enterprise Coordinators are seeing a shift in attitude from Career Leaders, especially those engaged in training.
- 1.4.3 EA retention in the LEP is good, some EAs are in their 3rd year now. EAs regularly attend network meetings and provide honest and open feedback.
- 1.5 During October, Lancashire supported the Discover! Go Creative week working collaboratively with Creative & Cultural Skills (CC Skills), Creative Lancashire and the CEC. According to the data produced by CC Skills, there were 27 schools and colleges engaged, involving approximately 600 students. The feedback from Sandra Dartnell (Partnership Manager, CC Skills) was that whilst it was hard to compare Lancashire with other regions in the North West, the Lancashire team was very pro-active and reacted extremely positively to the campaign hence such significant levels of engagement. An example of a press release from the week can be accessed via the following link:
<https://www.blackpoolgazette.co.uk/business/blackpool-shines-spotlight-on-creative-sector-careers-for-young-people-in-discover-week-1-10109043>
- 1.6 As of the end of December, 112 enquiries had been received via the 'Give an Hour' campaign and followed up resulting in a conversion rate of 42%, which according to CEC data compares very favourably against a national conversion rate of 31%. As well as generating a new pool of employers willing to 'Give an Hour', the campaign also resulted in the recruitment of an additional 6 new EAs. 'Give an Hour' continues to be promoted and has been embedded into the Lancashire Skills Pledge.
- 1.7 The partnership between the Lancashire Teaching Hospitals Technical Team and the Enterprise Adviser Network was recognised nationally at the Health Tech News Awards 2019. The partnership won the NHS Collaborative Award, recognising the commitment of 40 NHS staff who have engaged with 20 high schools, reaching 3,500 students in Lancashire.
- 1.8 Planning has commenced for the Annual Enterprise Adviser Network and Careers Hub Conference. The Conference will take Place on the 18th June at the Best Western Park Hall Hotel, Charnock Richard. Confirmed speakers include Steve Fogg, Dame Julia Cleverdon (Board member for CEC, Business in the Community and NCS Trust), John Yarham (CEC) and Mo Isap (Enterprise Adviser in Lancashire, Board member CEC and Star Academies and Co-Chair GM LEP).



- 1.9 CEC have received confirmation of funding from DfE for academic year 2020-21. They have indicated that the announcement of the overall grant and its key strands will follow in April, however, they have confirmed that the funding for the Enterprise Coordinators and Careers Hub Lead is secure for the next academic year.

2 Skills Advisory Panel (SAP)

- 2.1 The Department for Education (DfE) published guidance regarding the establishment of Skills Advisory Panels in December 2018. The Lancashire Skills and Employment Board evolved to become the Lancashire Skills and Employment Advisory Panel in April 2018. DfE have undertaken progress reviews in each of the Mayoral Combined Authority (MCA) and LEP areas, with the most recent being in November 2019. Feedback from the DfE to Lancashire has been positive in regard to the refresh of the Labour Market Intelligence (LMI) Toolkit and the level of analysis in Lancashire, and the appointment of a Voluntary and Community Sector representative to the panel. They are keen to see a refresh of the Skills and Employment Strategic Framework and have also recommended a minor tweak to the Terms of Reference so that employment programmes are referenced explicitly (see Appendix A).
- 2.2 The DfE granted £75k to each of the MCAs and LEPs to support analytical capacity in 2019/2020. The grant, released through a Memorandum of Understanding approved by the LEP Board, has been used to refresh the LMI Toolkit and evidence base (including a digital skills study), develop a monitoring and evaluation framework and recruit a Skills and Economic Intelligence Officer - Joseph Mount commenced employment on Monday 17th February on a fixed term contract until the end of March 2021.
- 2.3 The DfE have proposed providing a further £75,000 to support MCAs and LEPs for 2020/21. The DfE are keen that SAPs continue to build their leadership role in ensuring that local skills provision better meets the needs of employers in the local area. The DfE are keen for SAPs to go beyond the provision of labour market intelligence and progress to publication of annual Local Skills Reports, which will highlight how the panel has supported local providers and employers to respond to local skills priorities and set out the future challenges for the area. It is expected that further detailed guidance will be issued regarding the proposed Local Skills Reports shortly.
- 2.4 A new Skills and Productivity Board is also being established at a national level to provide the government with expert advice on how to ensure the courses and qualifications on offer to students are high-quality, are aligned to the skills that employers need for the future and will help increase productivity. It is intended

that the Local Skills Reports published by the SAPs will complement and add to the national evidence for the Skills and Productivity Board.

3. European Structural Investment Funds (ESIF)

- 3.1 Work has continued with the DWP Managing Authority to plan direct calls to enable the allocation of remaining funds in the European Social Fund (ESF) programme.
- 3.2 The 1.4 call for 'Active Inclusion' proposals closed on the 12th August 2019. Two submissions were received by DWP, one is a new project which is under appraisal and the second an extension to the 'More Positive Together' project which has been advanced via a project change request (PCR). The call for 2.2, titled 'Enabling SME's to engage in Technical Education', closed on the 7th January 2020. The call resulted in two submissions, which are now awaiting DWP appraisal. The value of the submissions exceeded the call value and therefore a request has been made for additional funds from the National Reserve Fund (NRF) to enable both to be fully funded, subject to appraisal. The outcome of the NRF application is awaited.
- 3.3 There is currently a live call for £10m under priority 2.1 titled 'Skills for Sustainable Employment' which is due to close on 9th March. A National Reserve Fund application was submitted and approved to increase the scale of the call, based on the project pipeline.
- 3.4 There is on-going discussion regarding allocations to opt-ins. Discussion is underway with the Education and Skills Funding Agency (ESFA) to extend the current opt-in contracts beyond the current end date of July 2021, using the remaining funds within the current Memorandum of Understanding and NRF.
- 3.5 A wider update regarding the ESF programme will be provided at the meeting under a separate agenda item.

4. Lancashire Social Value

- 4.1 Over the last year social value has been woven into LEP programmes and projects to align social value commitments to one common framework and toolkit for monitoring and reporting purposes. This applies across the Growth Deal, City Deal, Boost and Rosebud business loans programmes.
- 4.2 At a pan Lancashire level the Lancashire Leaders, through the Lancashire Economic Development Officers Group (LEDOG), have commissioned Matthew Baqueriza-Jackson to carry out a scoping exercise of social value across the County. This has included reviewing the extent to which social value is embedded within each of the Local Authorities approaches to planning, procurement and commissioning. A number of recommendations have emerged which are to be approved by the Lancashire Leaders group, these include:
 - Establishing a common set of Social Value questions



- A consistent Social Value Procurement Framework and Monitoring Guidance
- A Social Value Toolkit for suppliers
- Roll out of a consistent approach to spend analysis (informed by the Preston Model)
- Lancashire Ethical Procurement Policy

4.3 City Deal

4.3.1 A key mechanism for delivering social value through the construction phase of projects is the 'The Central Lancashire Employment and Skills Supplementary Planning Document' (SPD) which is now in place as a planning condition and is firmly embedded within a number of projects and developments across the Central Lancashire footprint.

4.3.2 This is evident on a number of projects within the City Deal footprint including:

- Preston Western Distributor/Costain
- Goosnargh Development/Seddon
- UCLan Student Centre/Bowmer Kirkland
- UCLan Infrastructure Work/Balfour Beatty
- D'Urton Lane Development - Wilmot Dixon/Trafford Housing Trust
- Altcar Lane/Lovell
- Pickering Farm/Taylor Wimpey
- Cuerden/ERG
- Preston Cinema/ERG
- Moss Side Test Track
- Penwortham Bypass/LCC
- A582 at pre-planning stage

4.3.3 The SPD is currently being updated and will provide greater guidance for developers/contractors including indicative outputs by projects type and value.

4.3.4 To maximise on some of the employment opportunities generated through these projects the Skills Hub and CITB worked in partnership with DWP to organise a Construction Tradebody Roundtable Event on the 4th February. The event was an opportunity for the sector to help shape provision locally to remove barriers to access to the sector and reflect skills gaps.

4.4 Growth Deal

4.4.1 Social Value has been embedded across the Growth Deal project portfolio and forms part of the business case with monitoring and reporting requirements embedded within the funding agreement.

4.4.2 To the end of the last reporting period (2018-19) Social Value generated through the delivery of the Growth Deal project portfolio stood at over £25.9 million.



4.4.3 An example at individual project level is UCLan's Engineering & Innovation Centre, which has delivered a total of £5.9m of added social value during the construction phase of the project. This included:

- 82 Employment opportunities (Full Time Equivalent) provided for local residents
- 420 weeks of apprenticeships on the contract at Level 2,3 or 4
- One person recruited from HMP Kirkham via Recycling Lives following on from a paid placement
- A total of £3.5m was spent with local Lancashire based businesses
- Of which £2.3m was spent with local SME's
- 142 hours volunteered to support employability skills and STEM activity

5. Apprenticeship Update

5.1 The Apprenticeship Action Group continues to meet to drive forward the actions in the Apprenticeship Action Plan.

5.2 Apprenticeship numbers have started to show an increase with Lancashire finishing the 2018/19 contract year 4% points above the national percentage growth figure, as shown in the table below. Whilst this is a positive trend and indicates that the bottom of the dip has been reached and there is now re-growth as the reforms start to embed, the figures are still significantly below the baseline position in 2015/16.

Overall Starts										
	15/16	16/17	15/16 to 16/17	15/16 to 16/17	17/18	16/17 to 17/18	16/17 to 17/18	18/19	17/18 to 18/19	17/18 to 18/19
			No. diff	% diff		No diff	% diff		No Diff	% diff
National	509,400	494,900	-14,500	-3	375,800	-119,100	-24.07	393,380	17,580	4.68%
Lancashire	17,553	17,841	288	2	12,019	-5,822	-32.63	13065	1,046	8.70%

5.3 There has been an increase in the number of Local Authorities in Lancashire achieving the public sector 2.3% Apprenticeship target, following the commitment of all Lancashire Leaders last year. The Local Authorities are also collectively supporting employer engagement activity in their local areas via their economic development teams.

5.4 The Lancashire Work Based Learning Executive Forum continues to run the Apprenticeship Ambassador network. The network currently has 78 active Apprentice Ambassadors and 58 active Employer Ambassadors. The Lancashire Ambassador network is now working alongside the North West Ambassador Network giving access to wider networking opportunities for the Ambassadors. The Forum continue to work closely with the Enterprise Adviser Network and the Enterprise Coordinators to help raise awareness of Apprenticeships through the ASK service and the use of the Ambassadors in schools and colleges.

6. Technical Education

6.1 The current project funded by the Gatsby Foundation and delivered by the Skills Hub, working with The Lancashire Colleges (TLC) and partners, is due to end in July 2020. A proposal has been submitted to the Board of Trustees of the



Gatsby Foundation, requesting support for further development work for Lancashire until 2022. This includes research into Higher Technical Education demand and delivery and continued support for the roll-out of T Levels, which commences in September 2020 on an incremental basis until at least 2023. Progression routes for T Level graduates is also a proposed focus of a further project.

- 6.2 The Teacher Regional Improvement Projects (TRIPs) which all Lancashire Colleges have been involved with are nearly completed, and all projects are presenting at regional or national dissemination events in March. There has been effective joint working by staff from colleges in Lancashire and beyond and business representatives, particularly within construction and health sectors, to devise models to support teachers' industry knowledge, develop placement practice and support T Level learners.
- 6.3 Other CPD activity organised by the Skills Hub to support the launch and delivery of T Levels includes a CEIAG module for careers professionals, which includes workshop activity to increase confidence in the discussion of technical options with young people. Staff involved in sourcing industry placements have requested training in consultative sales techniques, which is currently being commissioned.
- 6.4 A small grant was awarded to the Skills Hub by the ESFA to help generate interest from employers in industry placements. This has been used to sponsor 12 local business network meetings to present the Skills Pledge and the industry placement element, to encourage employers to get involved.
- 6.5 Routeway Networks, consisting of technical education leads from colleges, for Digital, Construction, Engineering & Manufacturing, Health & Science and Education & Childcare continue to be organised and supported by the Skills Hub. The groups progress projects and share understanding of the early drafts of new T Level qualifications and emerging delivery models.

7. Marketing and Communications

- 7.1 Twitter followers have increased by 273 from 2,017 on the 1st October to 2,290 on the 21st February 2020.

- 7.2 The information below covers the last 28 days:

28 day summary with change over previous period



- 7.3 Press releases have been issued in relation to the Skills Pledge celebration event, which was complemented with a social media campaign. Section 9 covers the growth in pledges that have resulted.



8. Lancashire Digital Skills Partnership

- 8.1 The Lancashire Digital Skills Partnership continues to grow and to stimulate activity against the strategic themes of the Lancashire Skills and Employment Framework.
- 8.2 The draft digital skills research report was presented by Ekosgen to the LDSP Steering Group for comment and consideration of the recommendations. Ekosgen are currently finalising the report. A roundtable event is planned for later March with Lancashire Business View (LBV) to launch the report and explore the findings with local employers. The commentary from the roundtable will be published in the May/June LBV magazine.
- 8.3 The £3m Fast Track Digital Workforce Fund is a collaborative project between GMCA, DCMS & the Lancashire Digital Skills Partnership, bringing together employers and training providers to run innovative digital training schemes linked to skills shortage vacancies. Round 2 closed of the fund closed on 31st January. A total of 27 bids were received, 12 of which cover the Lancashire area. Evaluation of the bids is in process, with view to completing appraisals by the end of March. The quality of the bids is very high and we are pleased with the range of locations and skill areas.
- 8.4 The LEP signed the Tech Talent Charter last year, and committed to advocating gender diversity within digital businesses and roles across Lancashire. Working with Debbie Forster from Tech Talent Charter and UCLAN's Institute for Research into Organisations, Work and Employment, the LDSP has devised a project that will provide a call to action and support Lancashire businesses to reflect and review the impact of their recruitment practices, their business culture, the physical environment within their business and how day to day practices impact on inclusion and diversity in the workforce.
- 8.5 There are two phases to the project, the first involves recruiting 5 Lancashire businesses to be advocates for diversity and inclusion in the tech sector, who will sign the Tech Talent Charter, undergo training - arranged for the 25th March - and then put an action plan in place for their business. The second phase will involve a business to business event, delivered in partnership with the Tech Talent Charter team, to promote diversity and to showcase the learning from the 5 businesses involved in the first phase, as well as sharing national case studies of good practice. The event will include a call to action for Lancashire's tech/digital sector and those businesses with specialist digital roles to sign the Tech Talent Charter and start to implement best practice to create a business culture to attract and retain a more diverse workforce.
- 8.6 A Steering Group has been established to support planning for the Teen Tech Festival, scheduled for the 17th November 2020. The Steering Group includes the Teen Tech team, the LDSP, Enterprise Adviser Network, Future U, Digital Lancashire, Creative Lancashire and UCLan. UCLan have kindly agreed to host the event on the campus in Preston. Discussion has also been undertaken in regard to aligning the festival with the evolving Capital of Culture bid.

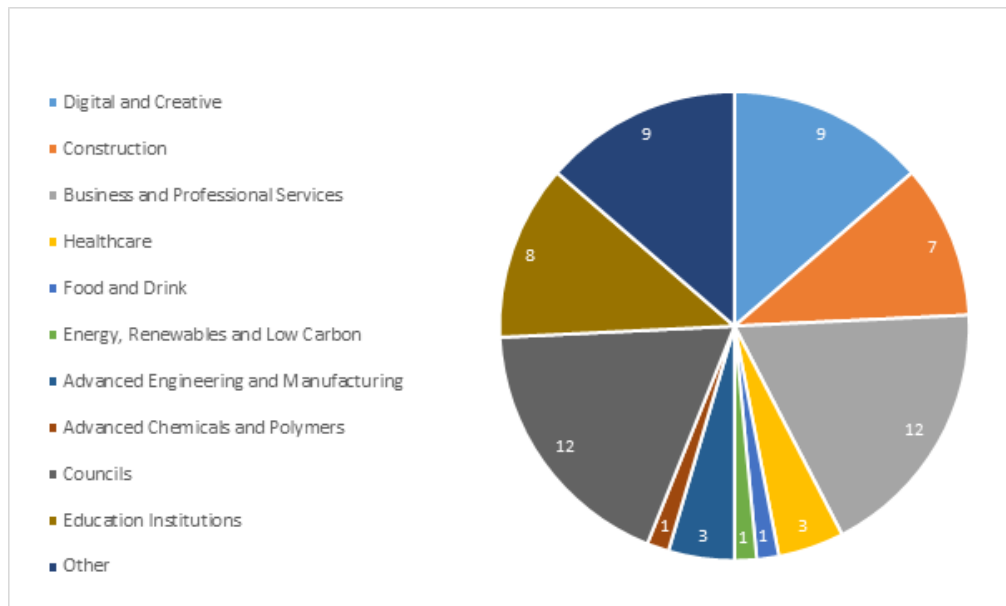


- 8.7 The LDSP and Enterprise Adviser Network are working together to plan a pilot of a British E-Sports Careers Project with partners in West Lancashire. Future U, West Lancashire College, Edge Hill and a range of schools are all interested in getting involved. An initial meeting to agree an action plan will take place in early March.

9. Skills Pledge

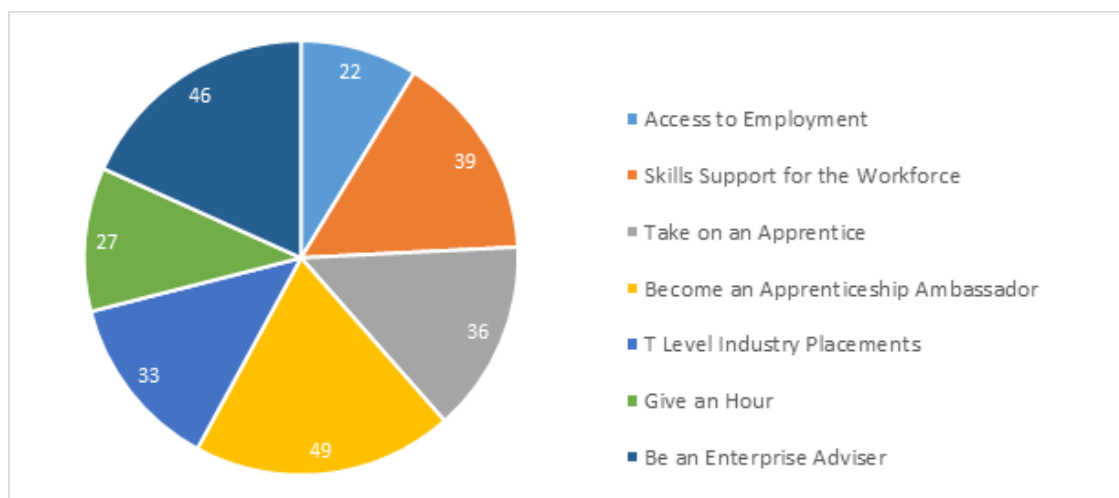
- 9.1 In December 2019 the Lancashire Skills Hub held a celebration event for the first twenty Skills Pledge Members*, Steve Fogg chair of the Lancashire Enterprise Partnership presented the organisations present with a Lancashire Skills Pledge certificate.
- 9.2 The event was positively received by all involved, and as an opportunity to share and celebrate the good work that is being delivered by Lancashire employers. A press release was issued and a range of coverage resulted in the local newspapers:
- <https://www.lancashireskillshub.co.uk/uncategorised/employers-recognised-pledging-invest-skills-lancashires-people/>
- 9.3 It has been agreed that celebration events will take place twice a year with the next one planned for June 2020. Steve Fogg has committed to continuing his role at the celebration events.
- 9.4 Following the December 2019 Skills Pledge celebration the Skills Hub conducted a promotional campaign on social media which put a spotlight on each Skills Pledge Member and promoted the reasons why they had pledged and the benefits of pledging to their business.
- 9.5 As of 26th February circa 9 months since the launch of the Skills Pledge 69 organisations have registered on the Skills Pledge website, this is triple the number since the previous Skills Hub update in October, at that point 21 organisations had registered.

The 69 organisations that have registered are from the following sectors:



The 69 registered organisations have chosen 252 pledges, of these 118 (47%) are pledges that they are interested in doing and 134 (53%) are pledges that they are already doing.

The 252 pledges registered break down into each pledge as follows:



- 9.6 Of the 69 registered organisations, 45 have so far successfully converted to become Skills Pledge Members*.

Of the 252 Skills Pledges registered:

- 100 are active;
- 110 are in progress;
- 7 on hold (interested, but not ready at present); and
- 35 have been closed.

- 9.7 The main reasons for the closure of a Skills Pledge registration is business is unresponsive to communications, or there has been a misunderstanding of



what that Pledge entails. The Skills Hub with the other Pledge Partners are working together to improve the system and marketing with aim of reducing the number of Skills Pledges closed if possible.

*To become a Skills Pledge Member an organisation has to have one or more of their registered Skills Pledges confirmed as active by the relevant Skills Pledge Partner. The three Skills Pledge Partner organisations are Lancashire Skills Hub, Inspira and Lancashire Work Based Learning Executive Forum.

List of Background Papers

Paper	Date	Contact/Tel
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N/A		
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Reason for inclusion in Part II, if appropriate

N/A

LANCASHIRE SKILLS AND EMPLOYMENT ADVISORY PANEL
Governance Structure and Terms of Reference – February 2019

Composition

1. Unless otherwise agreed by the Lancashire Enterprise Partnership, the Skills and Employment Advisory Panel shall comprise a maximum of 20 members.
2. The Members of the Skills and Employment Advisory Panel shall be appointed by the Lancashire Enterprise Partnership Board. Members shall be drawn from private sector industry (including small to medium enterprises) and relevant large employers, training and education providers, voluntary and community sector and Local Authorities.
3. The Members of the Skills and Employment Advisory Panel, as at the date of adoption of these Terms of Reference, are as follows:

Chair

Amanda Melton – LEP Board Director for Skills and Technical Education

FE Sector (2)

Beverley Robinson, Chief Executive – Blackpool and the Fylde College

Dr Lis Smith, Principal and Chief Executive – Preston's College

HE Sector (2)

Dr Lynne Livesey, Deputy Vice Chancellor, University of Central Lancashire

Mark Allanson, Pro Vice-Chancellor, Edge Hill University

Training (1)

Gareth Lindsay, Managing Director, North Lancashire Training Group

School Headteacher (1)

Ruth England, Head Teacher, Shuttleworth Burnley

Voluntary and Community Sector (1)

Vacancy

Private Sector

Joanne Pickering, Director of HR, Training and Quality, Forbes Solicitors and Chair of the Lancashire HR Employers Network **(Deputy Chair)**

Lindsay Campbell – Partner Director Campbell & Rowley Catering and Events Ltd

Andrew Dewhurst – Digital Sector – Director of the Affilius Group

Neil Conlon – Construction Sector – Divisional Director, Conlon Construction

Recruitment process for further Private Sector and Large Employer members

Local Authorities (2)

Lancashire Leader's Lead Member for Skills and Education – Mark Townsend, Leader of Burnley Council

Lancashire Leader's Lead Chief Executive for Skills and Education – Dean Langton, Chief Executive of Pendle Borough Council

4. Members are responsible for declaring potential conflicts of interest at the beginning of each meeting. It is member's responsibility to ensure that they leave the meeting for items for which the conflict of interest may result in inappropriate commercial advantage or gain.
5. The Lancashire Skills and Employment Advisory Panel may invite any persons it sees fit to attend meetings as observers. Observers shall be subject to the LEP Assurance Framework protocol on observer attendance at meetings.
6. Members are required to attend meetings regularly and attendance will be monitored. If a member is unable to attend a meeting apologies should be given prior to the meeting. Dial-in to meetings will be permitted by exception and must be requested in advance via the Company Secretary (or their nominee), and will require agreement by the Chair.
7. When considering the appointment of additional members to the Lancashire Skills and Employment Advisory Panel, perceived gaps in knowledge / experience, together with sectoral and geographical coverage will be taken into account. Gender balance on the panel should also be considered when new members are appointed; at a least a third of members should be female, and 50% from 2023 in-line with national guidance.

Representatives of Government Bodies

8. Local representatives of Government Bodies including the Education & Skills Funding Agency (ESFA), the Cities and Local Growth Unit and Jobcentre Plus will also be invited to attend meetings. Local representatives do not have voting rights. The named representatives are currently as follows:

ESFA

Stephen Jones, Head of FE Territorial Team (Lancashire, Knowsley and St Helens)

Cities and Local Growth

Paul Evans, Assistant Director

Katherine O'Connor, Senior Ministerial and Policy Manager

Jobcentre Plus

Chris Hebblethwaite, External Relationship Manager, Cumbria and Lancashire District

Chair and Deputy Chair

9. The Lancashire Enterprise Partnership Board shall appoint the Chair. The Chair will also be appointed to the Lancashire Enterprise Partnership Board in accordance with Government guidance for Skills Advisory Panels. The Chair's term and arrangements for re-appointment will mirror that of the Lancashire Enterprise Partnership Board Chair's terms, i.e. the term will be for a fixed time period as set out in the Lancashire Enterprise Partnership Assurance Framework.
10. The Chair shall not have a casting vote.
11. The Lancashire Skills and Employment Advisory Panel may appoint one of its number to act as Deputy Chair ("Deputy Chair").

Quorum

12. The quorum for Lancashire Skills and Employment Advisory Panel meetings shall be 3.
13. If within fifteen minutes from the time appointed for the holding of a Lancashire Skills and Employment Advisory Panel meeting a quorum is not present, the meeting shall be adjourned. The Secretary shall arrange for the meeting to take place within two weeks.

Secretary

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

Meeting Frequency

16. The Skills and Employment Board shall normally meet up to six times per annum

Decisions in Writing

17. A resolution in writing approved by the majority of the members of the Skills and Employment Advisory Panel shall be as valid and effectual as if it had been passed at a meeting of the panel.

Remit

18. The Skills and Employment Advisory Panel's primary responsibility is to consider skills and employment priorities within Lancashire, Blackpool and Blackburn and any related issues and make recommendations on the same to the relevant bodies. In doing so, the Skills and Employment Advisory Panel shall:
 - i) commission and maintain a robust evidence-base and labour market analysis which identifies existing and futures skill and employment demands and issues in the LEP area;
 - ii) oversee the implementation and refresh of the Lancashire Skills and Employment Strategic Framework for the area which is consistent with the wider economic priorities set out in the LEP's Growth Plan and contribute to the development and implementation of the 'People' element of the Local Industrial Strategy;
 - iii) develop and promote skills-related initiatives and programmes aligned with agreed priorities, as part of the Lancashire Plan and the Local Industrial Strategy, working proactively with the Lancashire Leaders and the 'All Age Skills, Education and Employment' theme group;
 - iv) identify and work with other LEP areas on skills issues of strategic and cross-boundary significance;
 - v) foster co-operation between providers in the mix of provision available in the LEP area and actively work with providers to enable skills and employment needs to be met;

- vi) drive the implementation of key policy areas to the benefit of Lancashire employers and learners, for example, the Careers Strategy, T Levels, Apprenticeships, the National Retraining Scheme and policy relating to employment programmes;
- vii) contribute to key LEP objectives including increasing productivity and enabling innovation, working proactively with committees within the LEP governance;
- viii) advise on priorities and the deployment of skills funding locally; and
- ix) work proactively with DfE to influence national policy and the prioritisation and commissioning of funding.

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

Governance Relationship with the Lancashire Enterprise Partnership (LEP)

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

Relationship with Lancashire County Council

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

Publication of Papers

- 24. The agendas and papers of the Lancashire Skills and Employment Advisory Panel will be published on the LEP's website in accordance with the LEP's Assurance Framework.

The National Retraining Scheme

Introduction for Lancashire Skills Advisory Panel



HM Government

What is the National Retraining Scheme and why do we need it?

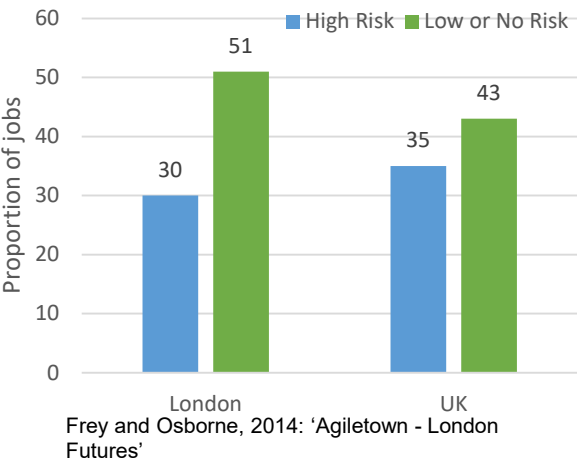
The government announced in the 2017 Autumn Budget that it would introduce a National Retraining Scheme, to help workers retrain as the economy changes.

This was followed up in the 2018 Autumn Budget, as the Chancellor announced a £100 million initial commitment that has allowed us to start delivering the first parts of the scheme, whilst continuing to develop and evaluate as we build-up the service.

The scheme is being driven by National Retraining Partnership with the CBI, TUC and the government.



Proportion of jobs at risk of being automated over the next 10-20 years



KEY FACTORS:

- The world of work is changing, whether that be through technological change, longer working lives and long-standing low productivity.
- In particular, although automation will bring opportunities, has the potential to cause a significant impact on the economy - some studies have shown that up to 35% of jobs are at risk of automation in the next 20 years.
- Most low skilled individuals who are likely to be affected by automation are not taking steps to guard against these risks. Specifically, they are not aware of these risks or able to take the opportunities available to retrain and redirect their careers

OBJECTIVES OF THE SCHEME

The scheme will succeed and deliver good value for money if:



We are taking a user centred approach to develop a scheme that will help prepare adults for future changes to the economy.

How is the scheme being developed?

- The scheme is being driven by a National Retraining Partnership with the Confederation of British Industry, the Trade Union Congress and the government.
- We have undertaken an extensive amount of user research and launched a series of Career Learning pilots, the CareerTech Challenge and the CITB Construction Skills Fund. These are all key elements of our learning and research, helping us develop and deliver the best scheme possible.
- There has been a number of programmes that have been tried and have been unsuccessful. This is why we are taking a user centred, test and iterate approach to developing the National Retraining Scheme to learn the lessons from these past attempts.

Who is the scheme aiming to help?



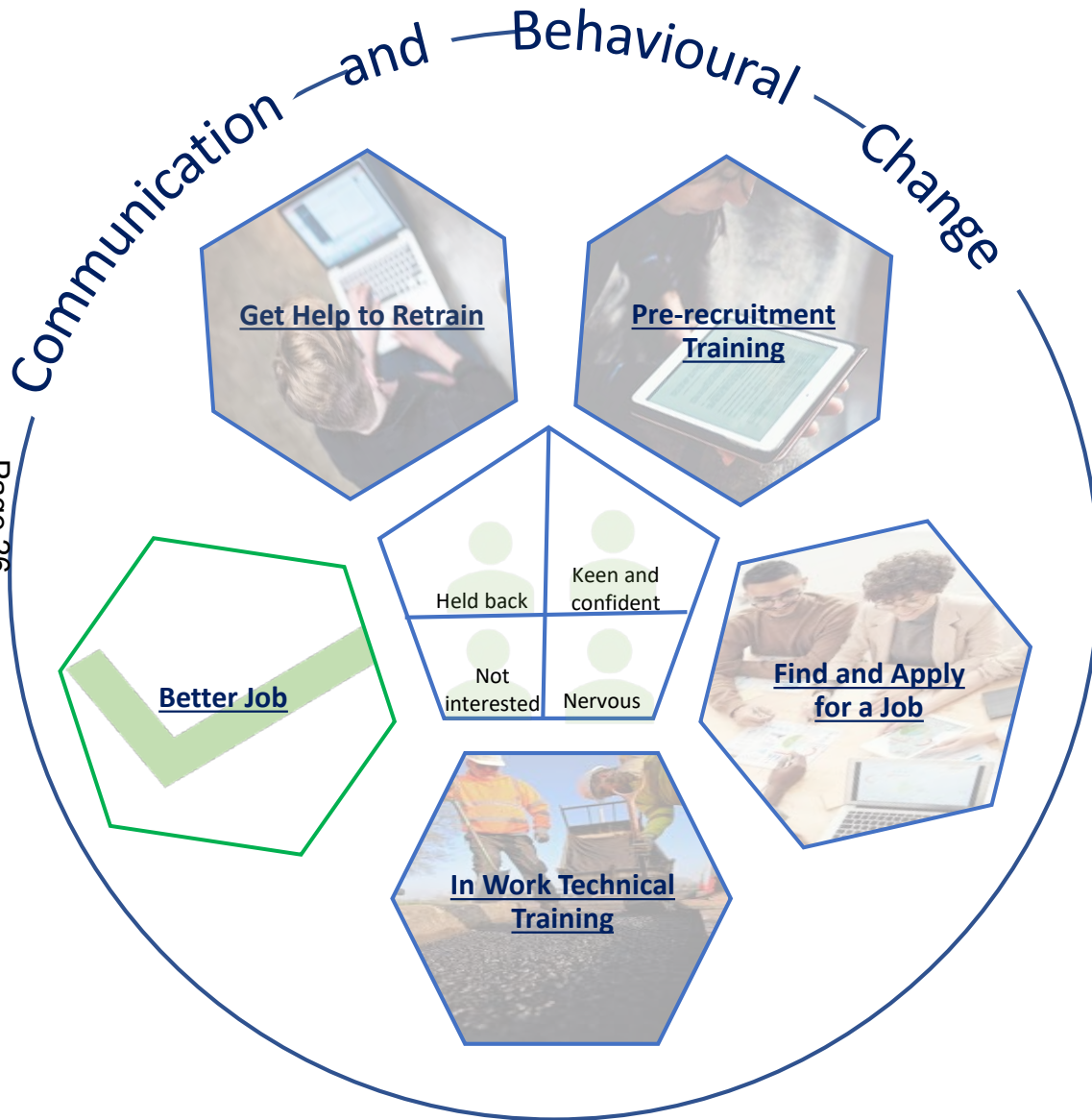
The scheme will initially focus on adults who:

- Are 24+
- Are in work
- Don't have a degree
- Are earning low-medium wages

We are investing in this group of people first as they have comparatively less access to existing government support and are most in need of adapting their skills to take advantage of the opportunities the future changes to the economy will bring.

From research we know there are significant barriers and motivations that will need to be addressed to ensure this audience engage with the scheme.

Through our user centred approach, we have developed a vision of what the complete service could look like



National Behaviour Change Campaign

We have undertaken research to inform how a national behaviour change campaign and other interventions could motivate adults to exercise their “right to retrain” and drive uptake of the National Retraining Scheme and other Government offerings in the adult skills space.

Get Help to Retrain

Get Help to Retrain is the first in a series of products that will make up the complete National Retraining Scheme. It is a digital service that will help people to understand their current skills, explore alternative occupations and find and sign up to the training they need to access opportunities for a broad range of good jobs.

We started testing Get Help to Retrain in Liverpool in July 2019. It is now also available in the North East, West Midlands, Leeds, Cambridge and Peterborough and the Heart of the South West, before being made available across England in 2020.

Pre-recruitment Training

We are testing our Online Training Offer, which we envision will give our cohort access to training in valuable skills, at a time and place that fits around their busy lives and responsibilities.

Find and Apply for a Job

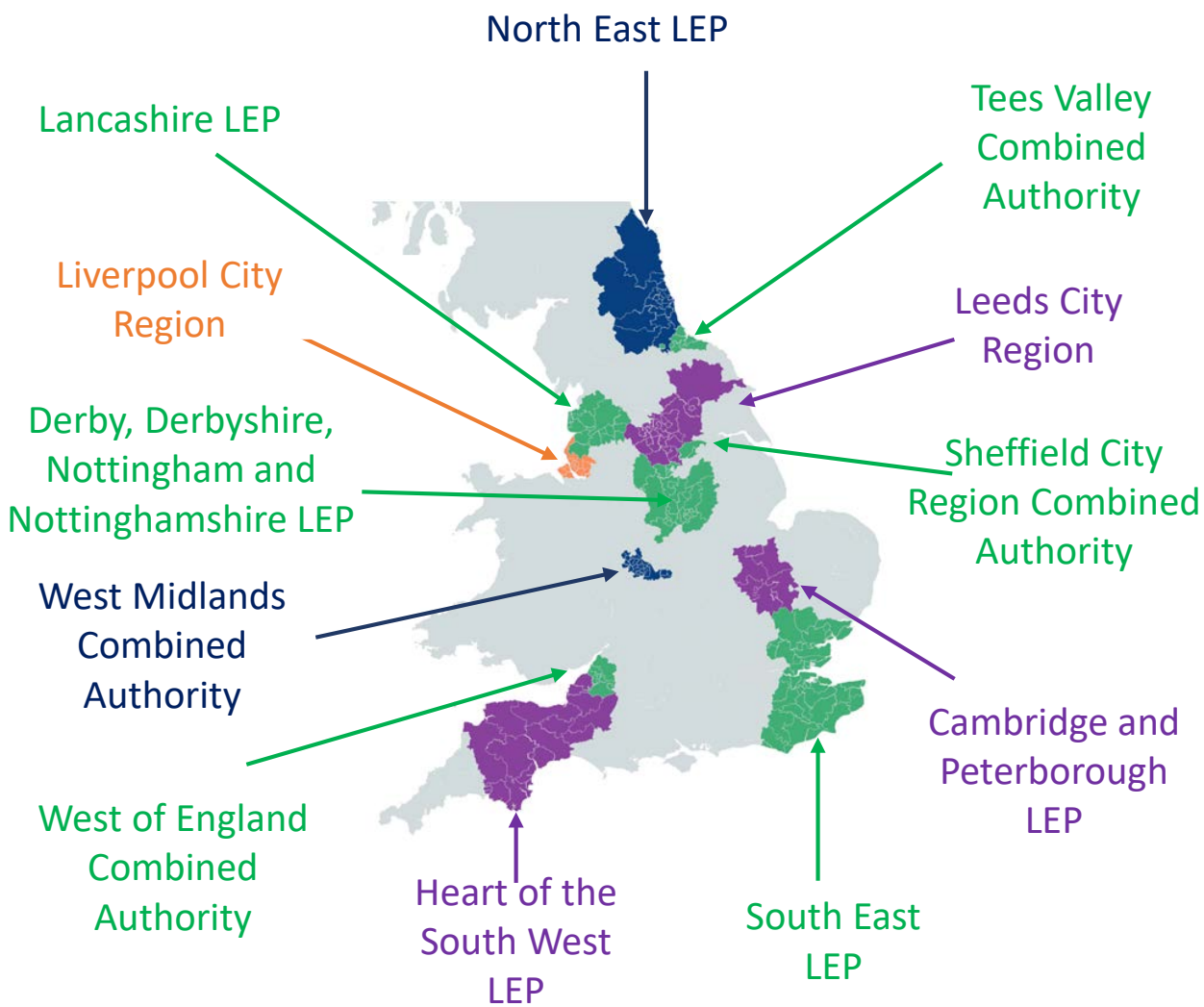
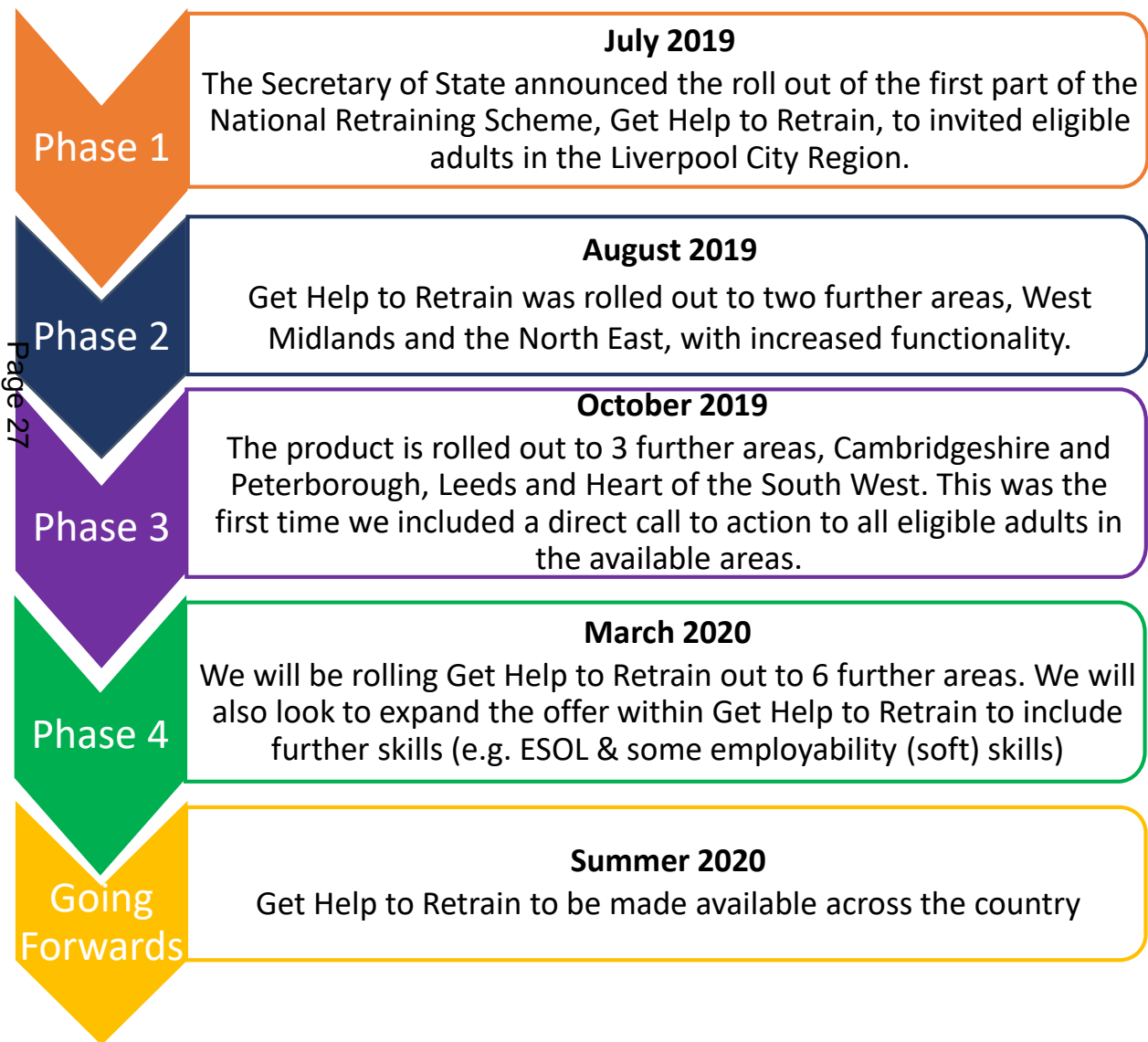
Help to find and apply for jobs. As the scheme develops we will continue to improve the service, including optimised support, nudging and messaging from advisors.

In Work Technical Training

We are working with employers, employees and the Apprenticeship programme to understand what post-recruitment, on-the job, technical training would be best for our cohort.

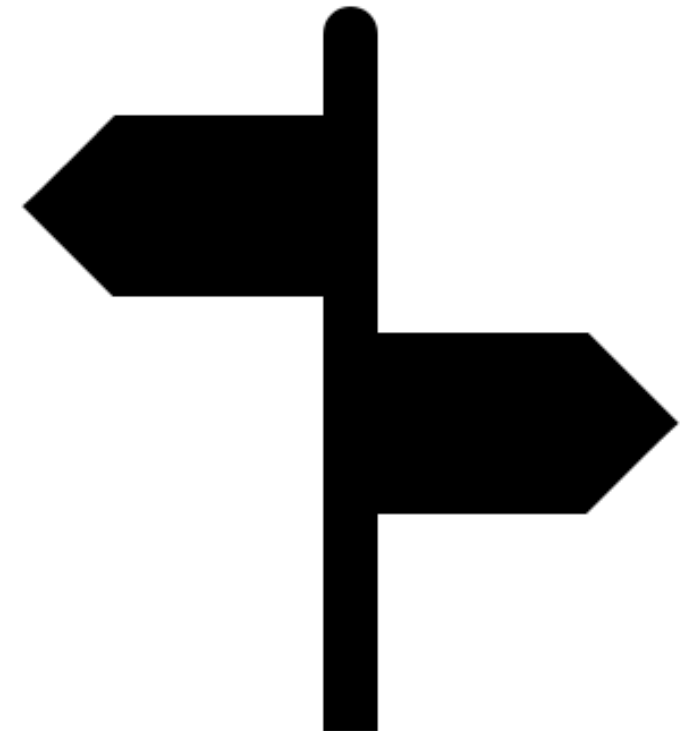
We will roll out Get Help to Retrain to six further locations from March 2020

This will both broaden the scope of our testing and ensure the service functions well in different types of labour markets and in different local areas across the country. A key part of this will be engaging the wide range of stakeholders within the different areas to ensure that are aware of our progress, but also have the opportunity to feed into the scheme's development.



We will work with local areas to ensure we offer an effective localised service

- Dedicated Advisors on hand to support those who need it
- Initially the National Careers Service primes but as user numbers grow we will work with areas to connect local people to local support
- Advisors will be equipped with up to date information about initiatives available in Lancashire and will signpost callers to appropriate opportunities
- Devolved Authorities will be testing some locally developed solutions of their own in the next academic year
- Extra money in their AEB budgets to support this



We are working closely with employers as we develop the scheme

- We do lots of great work with employers up and down the country in initiatives such as your own Workforce Development Programme and Digital Skills Fund
- We have just finished some user research with a group of employers to look at what we could do in the technical or specialist training space
- We are now going to develop and test a couple of different models (short sharp courses, pre recruitment and on the job)
- Manchester are piloting a programme aimed at self employed people that could form part of the offer down the line
- The ultimate aim is to build a skills system that works for everyone and creates a capable and buoyant recruitment pool for employers



Points for discussion:



- 1) What do you think? Grateful for any feedback on the messages in this presentation.
- 2) How can we reach potential users in Lancashire?
- 3) What can we do to increase the numbers of target adults undertaking training more generally?