



## **LEP - Lancashire Skills and Employment Board**

**Wednesday, 10th October, 2018 in Accrington and Rossendale College, Broad Oak Campus, Broad Oak Road, Accrington, BB5 2AW, at 9.00 am**

**Please note the venue and time**

### **Agenda**

#### **Part I (Items Publicly Available)**

- 1. Welcome and Apologies for Absence**
- 2. Declaration of Interests**
- 3. Minutes of the meeting held on 6 June 2018 (Pages 1 - 6)**

#### **Matters Arising**

- 4. Up-date from the Lancashire Skills & Employment Hub (Pages 7 - 12)**
- 5. Careers Hub**  
Presentation.
- 6. Lancashire Employer Skills Forum (Pages 13 - 16)**
- 7. Innovation Strategy**  
Presentation.

#### **8. Exclusion of the Press and Public**

The Committee is asked to consider whether, under Section 100A(4) of the Local Government Act 1972, it considers that the public should be excluded from the meeting during consideration of the following items of business on the grounds that there would be a likely disclosure of exempt information as defined in the appropriate paragraph of Part I of Schedule 12A to the Local Government Act 1972 as indicated against the heading to the item.

## Part II (Private and Confidential)

### 9. **European Social Funds (ESF) - Education and Skills Funding Agency (ESFA) Opt-in** (Pages 17 - 26)

(Not for Publication – Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. It is considered that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.)

### 10. **Merger of Accrington and Rossendale College with Nelson and Colne College**

Oral update.

### 11. **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.

### 12. **Any Other Business**

### 13. **Date of Next Meeting and 2019 programme**

The next scheduled meeting of the board will be held in Committee Room 'B' – The Diamond Jubilee Room, County Hall, Preston, at 8.00 a.m. on Wednesday 21 November 2018.

Members of the board have previously been approached for availability for a 2019 programme of meetings.

Please see below the proposed 2019 programme of meetings for the board to approve:

***6<sup>th</sup> February 2019 - 8am – Informal meeting***

***3<sup>rd</sup> April 2019 – 8am – Board meeting***

***12<sup>th</sup> June 2019 – 8am - Board meeting***

***11<sup>th</sup> September 2019 – 8am – Informal meeting***

***16<sup>th</sup> October 2019 – 8am – Board meeting***

Key Contact: Dr Michele Lawty-Jones, Director of the Lancashire Skills and Employment Hub, Tel: 07825 996446

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## **LEP - Lancashire Skills and Employment Board**

**Minutes of the Meeting held on Wednesday, 6th June, 2018 at 8.00 am at the Committee Room 'D' (The Henry Bolingbroke Room) - County Hall, Preston**

### **Present**

Joanne Pickering (Chair)

Mark Allanson  
Steve Gray

Paul Holme  
Bev Robinson

### **Observer**

Dean Langton, Pendle Borough Council

### **In Attendance**

Tracy Heyes, Strategic Partnership Manager, Lancashire Skills Hub

Dr Michele Lawty-Jones, Skill Hub Director

Sean McGrath, External Investment / Funding, Lancashire County Council

Andy Milroy, Senior Democratic Services Officer, Lancashire County Council

### **1. Welcome and Apologies for Absence**

The Chair, Joanne Pickering, welcomed all to the meeting. Apologies for absence were presented from Amanda Melton, Lynne Livesey and Lindsay Campbell.

### **2. Declaration of Interests**

Bev Robinson and Steve Gray declared interests in item 9 and item 10 – ESF Project Progress Report: 'Moving On' and 'Access to Employment' as their respective organisations (Blackpool and the Fylde College and Training 2000) were involved in this project.

It was agreed that Bev and Steve could remain present for these items but would not take part in any discussion or, if required, voting.

### **3. Minutes of the meeting held on 11 April 2018**

**Resolved:** The minutes of the meeting held on 11<sup>th</sup> April 2018 were approved as an accurate record and duly signed by the Chair.

### **4. Matters Arising**

Michele Lawty-Jones, Lancashire Skills Hub Director, provided an update on the BBL School Improvement Board. Michele reported that she had attended the Board meeting in May and gave a presentation on the work of the Skills and Employment Board, LMI and the Enterprise Advisor Network, it is intended to continue attending where possible to maintain links.

### **5. Lancashire Skills Hub Update**

Michele Lawty-Jones presented a report (circulated) which provided the Committee with a Lancashire Skills Hub Update.

With regard to Careers Education / Information / Advice and Guidance (CEIAG), it was reported that data from Compass indicates that Lancashire schools are performing better than the national average on 5 of the 8 Gatsby Benchmarks.

The Lancashire Enterprise Adviser Network Conference took place on Friday 27<sup>th</sup> April 2018 at Barton Grange Hotel. The event attracted over 180 school and college representatives, businesses and stakeholders, and received excellent feedback from delegates. Inputs include a key note from Claudia Harris, CEO of the CEC and Ryan Gibson who facilitated the NE Pilot of the Gatsby Benchmarks.

The Government's Careers Strategy was published in December 2017, CEC have published an Implementation Plan following consultation which articulates how they intend to take forward aspects of the Careers Strategy including the piloting of 'Careers Hubs'. An opportunity to bid for 20 Careers Hub pilots was issued in April by CEC with a deadline of Friday 25<sup>th</sup> May. A Lancashire proposal was submitted, as agreed at the last committee meeting and approved by the LEP Executive Committee, and interview took place the day before the committee meeting. It was reported that the interview seemed to go well – a decision will be made by CEC at the end of June

With regard to the appointment of a Head Teacher to the Skills and Employment Board membership it was noted by Committee Members that the Terms of Reference for the Committee did not permit this as currently drafted. Committee Members agreed that a recommendation should be made to the LEP Board to amend the Terms of Reference to enable the appointment of a Head Teacher, taking into consideration the priority on Careers Education, Information, Advice and Guidance in the Lancashire Skills and Employment Framework and activity with schools and colleges. Committee members requested that the selection process be considered and consideration be given to the role and remit of any

proposed School Representative on the Committee.

It was noted that interviews for the position of City Deal Skills and Employment Coordinator had taken place on 11<sup>th</sup> May 2018 and an offer of employment has been made.

Updates were also noted, as set out, regarding Escalate, Apprenticeship Update, Technical Education, Skills Advisory Panels and Marketing and Communications. Committee Members commented that it would be useful to review Apprenticeship data and discuss the impact of the reforms at the informal meeting of the committee in September.

**Resolved:** The Lancashire Skills and Employment Board:

- (i) Noted the updates as presented in the report.
- (ii) Recommend to the LEP Board that an amendment be made to the Terms of Reference to enable the appointment of a Head Teacher to the Committee; and
- (iii) Requested that further consideration be given to the proposed selection process and appointment of a schools representative on the Committee.

## **6. Lancashire Digital Skills Partnership**

Tracey Heyes, Strategic Partnership Manager, Lancashire Skills Hub, presented a report (circulated) regarding the Lancashire Digital Skills Partnership.

It was reported that Lancashire was the first LEP to launch a Local Digital Skills Partnership (LDSP) in partnership with the Department for Digital, Culture, Media and Sports (DCMS).

The Partnership was launched at the Lancashire Digital Skills Summit on Wednesday 18<sup>th</sup> April 2018. The summit was attended by 97 people from 64 organisations including national and local businesses, local and national partners and many of Lancashire's local digital skills projects.

Google, TSB, Lloyds and Freeformers have all agreed to give more support to digital skills training in Lancashire through the partnership. Google has committed to work with local partners to train 1,000 people/businesses through its Google Digital Garage programme.

Committee Members queried if work was being done to assess the quality and delivery of the Google Digital Garage programme.

With regard to working with DCMS it was reported that DCMS have a limited amount of funds allocated to support the development of Digital Skills Partnerships in a small number of LEP areas. A business case and proposed job description for the role of Digital Skills Coordinator for one year has been

submitted to DCMS. The Skills and Employment Board were asked to delegate authority to the Chair, with support from Paul Holmes, to review any offer from DCMS should the business case be approved and to make a recommendation to the LEP Board regarding any potential funding offer due to the timescales involved.

**Resolved:** The Lancashire Skills and Employment Board

- (i) Noted the progress made to date on the Lancashire Digital Skills Partnership, and
- (ii) Agreed to authorise the Chair, with support from Paul Holmes, to review any potential offer from DCMS, should the business case be approved, and make a recommendation to the LEP Board regarding DCMS funding.

## 7. Digital Advantage

Michele Lawty-Jones presented a report (circulated) for information regarding Digital Advantage. The report set out at Appendix 'A' a draft evaluation of the 2017/18 Digital Advantage programme.

**Resolved:** The Lancashire Skills and Employment Board noted the report as presented.

## 8. Exclusion of the Press and Public

*The Skills and Employment Board considered, and agreed, at this point to move the meeting into Part II (Private and Confidential) as the next two items contained information considered to be private and confidential as defined in Schedule 12A of the Local Government Act 1972.*

## 9. European Social Funds – committed funds and ESFA offer for future opt-in activity

Michele Lawty-Jones and Sean McGrath, External Investment Funding, Lancashire County Council presented a report (circulated) in Part II (private and confidential) regarding European Social Funds – committed funds and Education & Skills Funding Agency (ESFA) offer for future opt-in activity.

In order to enable the LEP to respond to the ESFA, the report presented provided an overview of Lancashire's committed funds, unallocated funds (with and without the performance reserve) and recommendations regarding the unallocated funds. It was noted that the Expression of Interest was indicative at this stage.

**Resolved:** The Lancashire Skills and Employment Board supported the recommendations detailed in Table 1 (Appendix 'A' to the report), in order for recommendations to be made to the ESIF Committee and an Expression of

Interest submitted to the ESFA by the deadline of Monday 13<sup>th</sup> June 2018.

**10. ESF Project Progress Report: 'Moving On' and 'Access to Employment'**

Joan Costello-Smith, Preston's College and Robin Newton-Syms, The Lancashire Colleges/LESEP joined the meeting at this point and gave a presentation, in Part II (Private and Confidential) regarding two ESF Projects – Moving On and Access to Employment and progress made to date.

The presentation contained information on the number of people who have benefited from the programmes and progressed, following completion of activity, into paid employment, education (at higher level) or an apprenticeship.

The project began in November 2016 with an original end date of July 2018. This has since been extended, through a revised contract, to finish in March 2019.

**Resolved:** The Lancashire Skills and Employment Board noted the presentation, the current number of people who have started and completed programmes of employability activities and skills development, and the future projections over the remainder of the contact.

*Joan Costello-Smith and Robin Newton-Syms left the meeting at this point.*

**11. Reporting to the Lancashire Enterprise Partnership**

It was noted that the Terms of Reference and Membership item would need referred to the LEP Board along with any potential Digital Skills Partnership business case / job description approval should the bid for funds to DCMS be successful.

**12. Any Other Business**

None

**13. Date of Next Meeting**

It was noted that the next formal meeting was scheduled to be held at 8am on Wednesday 10<sup>th</sup> October 2018 in Committee Room D, County Hall, Preston.

It was also noted that an informal meeting was scheduled to be held on 12<sup>th</sup> September 2018, venue to be confirmed.





## LEP – Sub Committee

### LEP - Lancashire Skills and Employment Board

**Private and Confidential: NO**

**Date:** Wednesday, 10 October 2018

### Up-date from the Lancashire Skills & Employment Hub

**Report Author:** Dr M Lawty-Jones, Director of the Lancashire Skills and Employment Hub,  
Tel: 07825 996446, Michele.Lawty-Jones@lancashirelep.co.uk

#### Executive Summary

This paper provides an overview of activity since the last formal committee meeting in June 2018.

#### Recommendation

The Lancashire Skills and Employment Board are asked to note the update.

## Background and Advice

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

- 1.1 The Lancashire Enterprise Adviser Network has grown from 121 schools and colleges in April 2018, to 127 as of the end of September. Of the 127, 114 have been matched with at least one volunteer business leader (Enterprise Adviser). 1,256 employer encounters have taken place across Lancashire during the last academic year (October 2017 – June 2018), involving thousands of young people. Encounters are varied – from one-to-one mentoring and extended work experience, to work place visits and research projects, to mock interview and employability days, to careers fairs.
- 1.2 The focus of the Enterprise Adviser Network is supporting schools to achieve Gatsby Benchmarks 5 and 6. Benchmarks 5 and 6 relate to ensuring that young people have a minimum of one employer encounter from Year 7 to Year 13, and that one of those encounters is in the workplace. The Careers and Enterprise Company (CEC) has set LEP's targets for achievement of these Benchmarks - 50% of schools and colleges within the network to achieve the Benchmarks by August 2019 and 75% by August 2020. The current achievement level in Lancashire is 35% against Benchmark 5 and 45% against



Benchmark 6. It is expected that Lancashire will exceed the August 2019 target based on current performance.

- 1.3 The LEP has been successful in securing a Careers Hub pilot for Lancashire. Lancashire will be one of 20 pilots across the Country, providing targeted support to schools and colleges to enable the institutions to achieve all eight of the Gatsby Benchmarks by 2020 (with the Enterprise Adviser Network focused on the achievement of two). As previously reported the Careers Hub will be based in Burnley, Pendle and Blackpool, and will layer onto the strong foundations built through the network. The lead school for the Hub is Shuttleworth College in Burnley; the Head Teacher currently represents Lancashire on the CEC National Head Teacher Advisory Group and will support the engagement with Senior Leadership Teams. Discussions are taking place relating to the potential for a lead school in Blackpool and a lead college.
- 1.4 A briefing event for all 31 schools and colleges within the Careers Hub was held at Brockholes Nature Reserve on the 21<sup>st</sup> September. The event included an overview of the priorities of the Careers Hub at a National level and Lancashire level, alongside discussing the successes and challenges of the Enterprise Adviser Network and planning priorities for the Careers Hub to enable a broader focus on the full set of Gatsby Benchmarks. The focus for the Careers Hub in the 2018/19 academic year will be the achievement of Gatsby Benchmarks 1, 5, 6 and 8. A presentation will be provided at the meeting to discuss the Careers Hub model in more detail.
- 1.5 A seventh Enterprise Coordinator, Daniel Barry, commenced employment with the LEP's delivery partner, Inspira, in August. Daniel will support schools in South Ribble and Blackburn with Darwen. A Senior Enterprise Coordinator has been recruited to manage the team following the promotion of Kay Vaughan to Career Hub Lead. It is anticipated that they will commence employment in mid-October.
- 1.6 All schools and colleges across Lancashire have been invited to participate in funded and accredited Career Leader training which has been procured nationally by CEC. Whilst places are limited in the first wave, there is an allocation of 20 funded places for institutions across the Careers Hub areas and a smaller allocation for non-hub institutions. Enterprise Coordinators are encouraging participation.

## **2. European Structural Investment Funds (ESIF)**

- 2.1 As reported at the ESIF Committee by the Head of External Investment and Funding, the sterling values of the current ERDF and ESF elements of the Lancashire ESIF programme are being updated to better reflect the current exchange rate. As a result the sterling of both programmes is being increased. The last time the allocations were updated was February 2016.



- 2.2 For ESF an exchange rate of €1=£0.87 is to be applied which differs from the ERDF rate. A lower exchange rate is being applied for ESF on the basis that this reflects the differing structure of the ESF programme which has both national and local delivery.
  - 2.3 The Department for Work and Pensions (DWP) have written to each LEP area setting out the provisional revised ESF allocations – £12m for Lancashire spread across the Investment Priorities. LEP areas will be asked to confirm by September 2019 their ability and plans to commit their remaining ESF funds. At that point, or sooner if LEP areas indicate that they are unable to commit additional funds, DWP will bring together uncommitted funds to form a Reserve Fund; details of how the Reserve Fund will be allocated are unclear, for example, there may be opportunity for local areas to bid into the fund.
  - 2.4 The DWP have recently written to all LEPs requesting that they support an extension to the current DWP Opt In in Lancashire under 1.1. The project is worth £3m ESF in Lancashire and intends to deliver 1714 ESF outputs which, together with the matched outputs, make it one of the more expensive ESF projects currently supported. Initial indications are that the project will only be requesting a delivery extension with no additional resources required. It was proposed at the ESIF Committee that an extension in delivery time be supported in principle, subject to the project meeting performance criteria and the detail of any extension being reported back to the ESIF committee. If additional resources are requested, any such request be considered in the light of resources available, the volume of outputs required to ensure value money and details of target groups.
  - 2.5 Initial discussions have been held with the BIG Lottery regarding a possible extension to the Building Better Opportunities (BBO) Opt In focusing on social inclusion activity. The BIG Lottery has yet to come a decision as to whether they wish to take part in an extension to current delivery, and thereby provide match funding to draw down ESF, but are currently gauging interest around the country. The Big Lottery is likely to make a decision on extensions in early October 2018 and communicate an offer to the LEPs.
  - 2.6 The Investment Priority 2.2 projects have now been fully appraised and have moved to contract. The two projects are 'EnginE' (accountable body, Lancaster University) and 'Upskilling Lancashire' (accountable body, UCLan). The projects aim to build capacity in small to medium enterprise to integrate vocational and technical training for employees. The first project is centred on aerospace and automotive, and the second a broader range of priority sectors. An Employer Skills Forum has been established to support the projects, and will be discussed under a separate agenda item.
- 3. City Deal**
- 3.1 Data against the skills and employment metrics is currently being compiled for the City Deal mid-year report, from academic year 2017/18. A full report will be provided at the next meeting.



- 3.2 Martin Hill has been appointed to the position of City Deal Skills and Employment Coordinator and took up post with the Lancashire Skills & Employment Hub on the 20<sup>th</sup> August. This role will support the embedding of employment and skills across the City Deal area through liaison with developers and occupiers, relevant groups and leads within the City Deal Skills and Employment Governance structure, the Local Planning Authority and other relevant partners.

#### **4. Apprenticeship Update**

- 4.1 As reported previously, the LEP secured £5,000 of ESFA funding in January 2018 to support Apprenticeship intermediary training and to purchase Blue Sheep data to support analysis of data from the ESFA Data Cube. The former has been completed and the latter delayed due to the introduction of GDPR, and a subsequent update to the data sharing agreement between the ESFA and LEPs to enable access to the Data Cube. The revised agreement has now been returned and analysis will be undertaken once access has been enabled.

- 4.2 The Lancashire Ambassador Network continues to grow and is linking to both the North West Network and the National Network. There are currently 37 active Apprentice Ambassadors and 44 Employer Ambassadors in Lancashire. Ambassadors are presenting at a wider range of events, including business forums, and in schools and colleges. The network is currently supported through ESFA Opt-in capacity building funds until the end of March 2019. Future sustainability is currently being discussed with partners. The most recent newsletter can be accessed via the website:

<http://www.lancsforum.co.uk/apprentice-ambassadors/apprentice-ambassador/>

- 4.3 Through the ESF Capacity Building Plan additional activity has been commissioned through EMSI. This activity will work with 10-15 Colleges and providers to look at return on investment for employers, learners and providers. This will support the research activity noted in 4.1.

#### **5. Technical Education**

- 5.1 A launch date for "A Technical Education Vision for Lancashire" is being sought, potentially November. All board members will be invited to this as soon as confirmed.

- 5.2 The Technical Education Project Officer (full time) was appointed in August to work alongside the Technical Education Project Manager (0.4 fte) through the funding from the Gatsby Foundation. The additional resource has accelerated work on the Technical Education Action plan, aligned to the vision.

- 5.3 The first of the T Level Routeway Networks, Digital, met in July with attendance from 10 colleges and meets again on 11<sup>th</sup> October. An Industry Placement Workshop was also held in July with input on developments and recent



research from The Challenge, National Apprenticeship Service and The Gatsby Foundation. Karma Applied Science, a Blackpool employer involved in industry placement trials gave an interesting insight into their innovative approach. This was all well received and further workshops have been requested on this cross-cutting theme which will impact on all T Levels.

- 5.4 Two further Routeway Networks, Construction and Engineering and Manufacturing, will have their initial meetings this term, with representatives from the colleges likely to deliver those T Levels.
- 5.5 The Skills Hub has attended a range of meetings with Gatsby and the four other areas working with Gatsby, including a joint meeting with DfE Policy Team. Regular meetings are held with DfE to ensure Lancashire is up to date with developments and to promote the work being done locally to a wider audience.
- 5.6 The Skills Hub supported the Lancashire Colleges in writing a bid for additional funding from Teach Too and was one of 7 projects nationally which was awarded a £20,000 grant. This project focuses on the Digital Sector, utilising the existing structures in Lancashire of the Digital Routeway Network, Digital Lancashire and the Digital Skills Partnership to bring together teaching professionals and employers to share up-to-date industry experience and to develop teaching materials.
- 5.7 The Technical Education Project Manager has delivered high level presentations on T Levels and Technical Education reforms to engage a range of audiences, including the School Sixth Form Network, the Lancashire Work Based Learning Executive Forum and the HR Forum (following an invitation from Joanne Pickering). This has resulted in further bilateral meetings with a range of organisations who are considering their position with regard to T Levels and Technical Education generally.

## **6. Skills Advisory Panels (Skills and Employment Boards)**

- 6.1 The DfE has completed their review of local approaches to 'Skills Advisory Panels' (SAPs) and the analysis of skills related data, based on analysis of existing approaches in the six pilot areas across the Country including Lancashire. It has been acknowledged that most LEPs have Skills and Employment Boards that feed into the main LEP Board or in Mayoral Combined Authorities (MCAs) a skills committee or board.
- 6.2 The DfE have aligned their work with the wider LEP Review and have, as such, set out the Government's expectations in relation to governance structures for SAPs. The Government aims to achieve a more consistent approach to governance structures and build capacity to undertake underpinning analysis, building on the existing Skills and Employment Boards that are already in operation. The DfE have issued two draft documents to LEPs and MCAs for consultation: 'Guidance on the Development of Skills Advisory Panels Boards' and 'SAPs: Proposed Analytical Toolkit'. The former sets out expectations



relating to remit, governance and composition and the latter expectations regarding high quality analysis of skills-related data.

- 6.3 The consultation is being undertaken within a tight time frame, with documents issued on the Thursday 20<sup>th</sup> September, and an initial deadline for feedback on Friday 5<sup>th</sup> October. The Skills Hub is attending a consultation event in London on the 2<sup>nd</sup> October with view to feeding in views, which will be supported by a written response. The key issue is capacity, in that the analytical toolkit is simply that; there is no 'core' resource from Government to gather the data or undertake analysis. For example, the Lancashire Labour Market Intelligence Toolkit was funded through ESF funding. This issued has been voiced by a number of LEPs across the Country.

## 7. Marketing and Communications

- 7.1 It has been another positive month on Twitter, with an additional 149 followers since the last report, bringing the total to 1,424 as of 01/10/18.
- 7.2 The Skills Hub is sponsoring the Apprentice Award at the Sub36 awards to support the promotion of Apprenticeships. Sub36 is Lancashire Business View's campaign to showcase Lancashire's most influential, innovative and inspiring young men and women in business.
- 7.3 The Skills Hub also sponsored the North West Regional Apprenticeship Awards, held by the National Apprenticeship Service in Manchester on the 19<sup>th</sup> September. The event was co-hosted by an inspirational Lancashire Apprentice Ambassador, Portia Taylor-Black from West Lancashire Borough Council. A Lancashire Apprentice (Lucas Benson from BAE) and a Lancashire employer (WEC Group Ltd) won awards and will, as a result, be entered into the National Apprenticeship Awards which take place in London on the 28<sup>th</sup> November.
- 7.4 A press release was issued in regard to the award of the pilot Careers Hub in Lancashire and can be viewed here: <http://www.lancashirelep.co.uk/news/archive/2018/lancashire-'careers-hub'-announced-to-help-transform-careers-education-for-young-people-in-burnley,-pendle-and-blackpool.aspx>

## List of Background Papers

Paper	Date	Contact/Tel
None		
Reason for inclusion in Part II, if appropriate		
N/A		





## LEP – Sub Committee

### LEP - Lancashire Skills and Employment Board

**Private and Confidential: NO**

**Date:** Wednesday, 10 October 2018

### Lancashire Employer Skills Forum

Appendix A refers

**Report Author:** Tracy Heyes, Strategic Partnership Manager (Employers),  
[tracy.heyesh@lancashirelep.co.uk](mailto:tracy.heyesh@lancashirelep.co.uk)

#### **Executive Summary**

This report introduces the Lancashire Employer Skills Forum which is aimed at ensuring ESF provision for Employers across Lancashire supports the strategic outcomes within the LEP Skills and Employment Framework. A set of Terms of Reference have been devised by the Forum for approval by the committee.

#### **Recommendation**

The Lancashire Skills and Employment Board are asked to approve the Terms of Reference for the Lancashire Employer Skills Forum provided in Appendix A.

## **Background and Advice**

### **1.0 Background**

- 1.1 A Lancashire Employer Skills Forum has been established with the primary purpose being to bring together partners to ensure ESF provision for employers across Lancashire supports the strategic outcomes defined within the Lancashire LEP Skills and Employment Strategic Framework and adds value. The forum builds on the success of the Adult Skills Forum, which has 'joined the dots' on provision which is targeted at unemployed adults and resulted in the development and embedding of the Lancashire Skills Escalator.
- 1.2 The aims and objective of the Lancashire Employer Skills Forum are contained within the proposed Terms of Reference which are attached as Appendix A to this report for consideration by the committee.



### List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A



## **Lancashire Employer Skills Forum Terms of Reference**

### **Aim**

The primary purpose of the Forum is to bring together partners to ensure ESF provision for employers across Lancashire supports the strategic outcomes defined within the Lancashire LEP Skills and Employment Strategic Framework and adds value, including:

- ✓ Ensure provision is complementary across the region
- ✓ Influence the improvement of service delivery for the county's employers
- ✓ Improve the link between qualifications and employment
- ✓ Support the National Apprenticeship growth target
- ✓ Support the needs of local employers and employees in the Lancashire LEP area ensuring a proactive response to meeting emerging needs and addressing skills shortages.
- ✓ Targets the priority sectors for support as follows, Advanced Manufacturing and Engineering, Energy and Environment, Finance and Professional Services, Visitor Economy, Creative and Digital, Health and Social Care, Construction.

The Forum will review the usage of funding received in the Lancashire area and support collaboration and the sharing of good practice. Any data used to inform discussion and decisions will be treated confidentially.

### **Objectives**

1. To engage with and build a network of partners and stakeholders to share and maintain an understanding of local needs, opportunities, as well as policy changes to steer local provision.
2. To ensure the employer journey fully reflects the emerging needs to businesses.
3. Sharing of intelligence to support skills delivery in the region.
4. Support effective communication of the Lancashire offer, as part of the broader BOOST offer.
5. To facilitate activities delivered and ensure that the activities continue to be relevant within the local context, supporting LEP priorities.
6. To recommend actions to focus activity on areas of need, for example geographical areas and target groups, or need for additional provision to meet these needs.
7. To ensure the provision is positioned in a way which is complementary to, and not in competition with, activity supporting employers across Lancashire
8. To inform a Lancashire wide mapping of provision.
9. To influence and inform future commissioning strategies aimed at supporting employers and employment sectors.
10. To link the skills provision to other funded provision in the area.

11. To share success inside and outside of Lancashire through partner case studies and good news stories.

## **Membership**

The Steering group will be chaired by the Strategic Partnership Manager – Employers and membership will comprise representatives from:

- Lancashire Skills & Employment Hub
- University of Central Lancashire
- Lancaster University
- Dimensions Training Solutions/learndirect
- The Lancashire Colleges
- Lancashire Work based Learning Forum
- Boost

## **Frequency of meeting**

Approximately every 6 weeks.

## **Governance and reporting**

The Forum will report to the LEP via a Chair's update to the Lancashire Skills and Employment Board.

## **Glossary**

ESF – European Social Fund

LEP – Lancashire Enterprise Partnership

# Agenda Item 9

(NOT FOR PUBLICATION: By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972. It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information)

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