

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

**Minutes of the Meeting held on Thursday, 22nd October, 2015 at 8.00am  
at the Room A07, County Hall, Preston.**

**Present:**

Amanda Melton (Chair)

Mark Allanson  
Graham Haworth  
Paul Holme

Lynne Livesey  
Joanne Pickering  
Bev Robinson

**Observers**

Cat Settle, Head of Apprenticeships and Local Growth, Liverpool, Cumbria and Lancashire.

Dr Michele Lawty-Jones, Lancashire Skills Hub Director.

**In Attendance**

Martin Kelly, Director of Economic Development, Lancashire County Council

Miss J Ainsworth - Subject Matter Expert/Specialist Adviser Finance, Programme Office, Lancashire County Council.

Lisa Moizer, Coordinator, Lancashire Skills Hub

Mike Neville, Company Services Team, Lancashire County Council.

**1. Welcome and Apologies for Absence**

The Chair welcomed everyone to the meeting and as this was the first meeting which Mark Allanson had attended introductions were made by all those present.

Apologies were presented on behalf of Steve Gray.

**2. Declarations of Interest**

No declarations of interest were made in relation to matters appearing on the agenda.

**3. Minutes of the meeting held on the 10th September 2015**

Details of named contacts at each University in Lancashire were circulated to the members of the Committee for future reference and use at business networks. It was suggested that similar information in relation to Further Education Colleges should also be collated and made available.

**Resolved:**

1. That the Minutes of the meeting held on the 10<sup>th</sup> September 2015 are confirmed as an accurate record and signed by the Chair.
2. That each FE College in Lancashire be asked to provide a named contact which businesses can use as an entry point for circulation to the members of the Committee and business networks.

**4. Matters Arising**

It was noted that arrangements had not been finalised regarding the Sub Group including Paul Holme, Joanne Pickering and Sam Mercer (SFA) to support the Lancashire ESIF Partnership in prioritising a pipeline of future projects.

The Chair thanked Michele Lawty-Jones and her team for coordinating the collective response from the Committee regarding the Apprenticeship Levy which had been sent to the Department for Business, Innovation and Skills ahead of the 2<sup>nd</sup> October 2015 deadline.

Michele informed the meeting that the LEP Board on the 6<sup>th</sup> October had considered and approved the change of name for the Committee and the amended Terms of Reference. The Committee was provided with details of individuals who had expressed an interest in relation to the 3 private sector vacancies and it was agreed that 6 candidates would be taken forward to interview. Interviews would be arranged shortly and the successful candidates referred to the LEP Executive Committee for approval.

Michele also reported that she had met with Alison Knight, Senior Operations Manager - Cumbria and Lancashire District for Work Services Directorate North West England and recommended that she attend future meetings as an observer to support the Committee in relation to employment.

**Resolved:**

1. That the above updates are noted.
2. That the Committee is informed of developments regarding the appointment of additional private sector representatives before any successful candidates are referred to the LEP Executive Committee for approval.
3. That Alison Knight, Senior Operations Manager - Cumbria and Lancashire District for Work Services Directorate North West England be invited to attend future meetings of the Committee as an observer.

**5. Membership and Terms of Reference of the Lancashire Skills and Employment Board**

Michele Lawty-Jones reported that the LEP Board on the 6<sup>th</sup> October 2015 had

considered and approved the change of name for the Committee and the revised Terms of Reference which included the appointment of Mr Allanson to replace Professor Atherton and reference to 3 vacancies in the membership for private sector representatives.

A copy of the revised Terms of Reference is set out in the Annex to these Minutes.

Referring to the discussion earlier in the meeting Michele confirmed that arrangements would be made to interview 6 individuals with the appointment of successful applicants being referred to the LEP Executive Committee for consideration and approval. It was hoped that any newly appointed members would be able to attend the next meeting on the 10<sup>th</sup> December 2015.

**Resolved:** That the approval by the LEP Board on the 6<sup>th</sup> October 2015 to the change of name of the Committee and the revised Terms of Reference is noted

## **6. Up-date from the Lancashire Skills Hub**

Michele Lawty-Jones updated the Committee on activity involving the Lancashire Skills Hub since the last meeting and highlighted the following:

- The final draft of the Lancashire Skills and Employment Strategic Framework had been endorsed and approved for consultation by the LEP Board on the 6<sup>th</sup> October 2015. The consultation would involve a number of approaches including meetings with the Chief Executives of City/District Councils and the Unitary Authorities and two consultation events for providers/the third sector/partners and employers. Following the consultation the final document would be published on the LEP website in November.
- An information event had been held in September for the second round of Growth Deal Skills Capital Funding and the deadline for expressions of interest was early November. It was reported that providers who had attended the event had also been asked to feed through ideas for projects from 2017/18, in order that a pipeline of feasible future projects could be established for any future Growth Deal calls from the government post Comprehensive Spending Review. The Committee noted that recommendations regarding EOIs and projects which should go forward to full business case would be presented to the next meeting.
- It was reported that a response to the consultation in regard to the Apprenticeship Levy had been submitted on behalf of the Committee by the deadline. The response had included enthusiasm from the LEP to pilot approaches in Lancashire with larger employers and supply chains, with particular reference to Advanced Engineering and Manufacturing.
- Discussions are still underway regarding output allocations for ESIF and the impact of the exchange rate on the funds available for activity. The potential impact of the Government Comprehensive Spending Review and

Devolution agenda in relation to the SFA opt in model was also discussed. It was noted that a review of the ESIF pipeline projects had been undertaken to identify suitable schemes for further development and a detailed up-date would be presented to the next meeting.

- The Committee was informed of the winners of the Liverpool, Cumbria and Lancashire Apprenticeship regional Awards together with details of local individuals who had been highly commended. It was suggested that an article which featured in the Lancashire Business Review weekly roundup regarding the awards be circulated to members of the Committee for information.
- With regard to Careers, Education, Information, Advice and Guidance it was reported that whilst there was positive activity in Lancashire it was considered to be fragmented and lacking in co-ordination and a mapping exercise of activity was underway and would be presented to a future meeting. Cat Settle referred to the role of the apprenticeship ambassadors and suggested that this should be included in the mapping exercise

**Resolved:**

1. That the updates set out in the report are noted.
2. That specific reports are presented to the next meeting in relation to:
  - a) recommendations regarding EOIs and projects which should go forward to full business case for Growth Deal Skills Capital Funding.
  - b) an update in relation to ESF and ESIF funding.
3. That an article regarding the winners of the Liverpool, Cumbria and Lancashire Apprenticeship Regional Awards, together with details of local individuals who had been highly commended be circulated to members of the Committee for information.
4. That a detailed report in relation to Careers, Education, Information, Advice and Guidance provision across Lancashire is presented to a future meeting.

**7. Lancashire Devolution: Skills and Employment discussion paper**

The Chair informed the meeting that item 12 would be taken as the next item of business. Mr Kelly, Director of Economic Development at Lancashire County Council attended the meeting during discussion of the item.

*(Not for publication – exempt information as defined in paragraph 41 (Information provided in confidence relating to contracts) of the Freedom of Information Act 2000. 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).*

The Committee considered a report on evolving devolution agreements in other areas of England with specific reference to any skills and employment 'asks'. Whilst recognising that certain areas were more advanced than Lancashire in terms of devolution proposals it was recognised there was merit in the Committee having an early discussion around potential items which could then be taken into account in the future when developing a skills and employment 'ask'.

- a) That the Board work with the DWP in order to co-create a local approach to unemployment and hold to account those tasked with delivery. Any joint approach to include the design of an employment support programme for 'harder to help claimants' from 2017/18.
- b) The need to identify those elements which are distinctive to Lancashire in terms of employment.
- c) Seek to increase employment rates across Lancashire and explore opportunities around the higher, technical and professional sector and Apprenticeships.
- d) To explore the provision of Careers, Education, Information, Advice and Guidance in schools and hold providers to account in relation to outcomes.
- e) As the Area Based review is focussed on FEIs consider other forms of provision such as School 6<sup>th</sup> Forms and the potential impact of the blurring of the separation between FEIs and HEIs.
- f) With regard to the Apprenticeship Levy explore increasing engagement with all employers regardless of any definition of a 'large employer'. Consider that not all employers may choose to spend their vouchers but may have an interest in where any unallocated funding is spent eg supply chain.
- g) Seek further information and clarification with regard to any funding that may be available from the Higher Education Funding Council for England.

**Resolved:**

1. That the Director of Development and Corporate Services at the County Council be informed of the initial thoughts/comments of the Committee regarding any future skills and employment 'asks'.
2. That members of the Committee submit any further comments to the Lancashire Skills Hub for consideration in relation to the development of more detailed proposals.
3. That a further report be presented to the next meeting.

**8. Area Review**

Paul Holme presented a report which was intended to facilitate a discussion around the Area Review and circulated some additional information in connection

with the location, grade, specialism and turnover (2012/13) of FE and 6<sup>th</sup> Form Colleges in Lancashire. Having discussed the bullet points in detail the Committee agreed that the following issues be taken into account in relation to any response to the Area Review.

- a) In terms of geography whilst Lancashire should be viewed as a single unit it should be recognised that the following FE Colleges have a strong focus outside of the County.

Lancaster and Morecambe College - Cumbria.  
West Lancashire College - Liverpool and Greater Manchester.

- b) Craven College in Skipton was not included in the West Yorkshire Area based review and may have an impact in terms of student migration in East Lancashire.
- c) Myerscough College is a predominantly specialist land based provision but with some generalist elements.
- d) Any Lancashire approach should also include other data and information from institutions which are currently out of scope such as 6<sup>th</sup> Forms, University Technical Colleges and other private sector providers.
- e) Adult learning funding for Lancashire, Blackpool and Blackburn should also be included in the Area Review.
- f) It was noted that 2014/15 data was not yet available but would shortly be released.

**Resolved:**

1. That the comments of the Committee, as set out above, are taken into account when formulating any response to the Lancashire Area Review.
2. That the Skills Hub Director discuss data requirements with The Lancashire Colleges with a view to gaining up to date information in relation to the FE and 6<sup>th</sup> Form Colleges, including 2015/16 allocations and any sub-contracting of provision outside of the County.
3. That the Skills Hub Director be requested to contact skills leaders in other LEP areas in order to gather more information about the experience of other areas, timelines for different LEP areas and discuss cross border implications.
4. That the Committee be kept informed of any further developments.

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

**Resolved:** That the views of the Committee in connection with the following items are reported to the next LEP Board for information.

- The Area Review
- Items to be incorporated into any skills and employment 'ask' for Lancashire as part of the devolution agenda.

## 10. Programme of Meetings - 2016/17

A report was presented regarding the proposed programme of meetings for 2016/17.

In considering the report the Committee noted that it was proposed all future meetings would start at 8.00am and be held at County Hall, Preston. Whilst it was recognised that in previous years some meetings had been held at venues across Lancashire it was agreed that as County Hall provided a suitable central location all future meetings should be held at that venue.

**Resolved:** That future meetings of the Lancashire Skills and Employment Board be held at 8.00am on the dates set out in the table below and at the venues specified.

Dates	Venue
27th January 2016	Cabinet Room D - Henry Bolingbroke Room, County Hall, Preston
23 <sup>rd</sup> March 2016	Cabinet Room C - The Duke of Lancaster Room County Hall, Preston.
4 <sup>th</sup> May 2016	Cabinet Room B – The Diamond Jubilee Room County Hall, Preston
15 <sup>th</sup> June 2016	Cabinet Room D - Henry Bolingbroke Room County Hall, Preston.
27 <sup>th</sup> July 2016	Cabinet Room D - Henry Bolingbroke Room County Hall, Preston.
7 <sup>th</sup> September 2016	Cabinet Room D - Henry Bolingbroke Room, County Hall, Preston
17 <sup>th</sup> October 2016	Cabinet Room D - Henry Bolingbroke Room County Hall, Preston
30 <sup>th</sup> November 2016	Cabinet Room D - Henry Bolingbroke Room County Hall, Preston
11 <sup>th</sup> January 2017	Cabinet Room D - Henry Bolingbroke Room County Hall, Preston
22 <sup>nd</sup> February 2017	Cabinet Room D - Henry Bolingbroke Room County Hall, Preston

5<sup>th</sup> April 2017

Cabinet Room D - Henry Bolingbroke Room  
County Hall, Preston

**11. Any Other Business**

No items of business were raised under this heading.

**12. Date of Next Meeting**

It was noted that the next scheduled meeting of the Committee would be held at 8.00am on the 10<sup>th</sup> December 2015 in Room A05 at County Hall, Preston.

**ANNEX - Revised Terms of Reference as approved by the LEP Board on the 6th October 2015**

**LANCASHIRE SKILLS AND EMPLOYMENT BOARD**  
**TERMS OF REFERENCE**

**Composition**

1. Unless otherwise agreed by the Lancashire Enterprise Partnership, the Skills and Employment Board shall comprise a minimum of 5 members and a maximum of 11.
2. The Members of the Skills and Employment Board shall be appointed by the Lancashire Enterprise Partnership Board and shall draw members from the training, skills and higher education sectors (up to 5, normally including 2 general further education colleges and 2 higher education providers) plus 6 from other private sector industries.
3. The Members of the Skills and Employment Board, as at the date of adoption of these Terms of Reference, are as follows:

**FE Sector (2).**

Amanda Melton, Chief Executive - Nelson and Colne College (Chair).  
Beverley Robinson, Chief Executive – Blackpool and the Fylde College.

**HE Sector (2).**

Lynne Livesey, Pro Vice Chancellor, University of Central Lancashire.  
Mark Allanson, Pro Vice-Chancellor, Edge Hill University.

**Training (1)**

Steve Gray, Chief Executive, Training 2000.



### **Private Sector (6)**

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

Paul Holme, Chair of the North West Training Provider Network.

Graham Howarth, HR and Legal Director, Crown Paints.

### **3 x Vacancies to be determined**

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 Skills and Employment Board may invite any persons it sees fit to attend meetings as observers.
6. Members are required to attend meetings regularly. If a member is unable to attend a meeting apologies should be given prior to the meeting. If a member does not attend for 3 consecutive meetings, their membership may be reviewed. The decision to make any changes to the membership will be made by the LEP Board following recommendation by the other Skills and Employment Board members.
7. When considering the appointment of additional members to the Skills and Employment Board, perceived gaps in knowledge / experience, together with sectoral and geographical coverage should be taken into account.

### **Chair and Deputy Chair**

8. The Lancashire Enterprise Partnership Board shall appoint the Chair.
9. The Chair shall not have a casting vote.
10. The Skills and Employment Board may appoint one of its number to act as Deputy Chair ("Deputy Chair").

### **Quorum**

11. The quorum for Skills and Employment Board meetings shall be 4.
12. If within fifteen minutes from the time appointed for the holding of a Skills and Employment Board 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**

13. The Company Secretary of the Lancashire Enterprise Partnership (or their nominee) shall serve as the Secretary ("The Secretary") to the Skills and Employment Board.

14. The Secretary shall produce minutes of all meetings of the Skills and Employment Board and will maintain a list of conflicts of interests. Future agendas will include a standard item requiring declarations of interests to be made in relation to specific items of business.

### **Meeting Frequency**

15. The Skills and Employment Board shall meet according to operational need and currently meets 7 times per year.

### **Decisions in Writing**

16. A resolution in writing signed by the majority of the members of the Skills and Employment Board for the time being shall be as valid and effectual as if it had been passed at a meeting of the Board.

### **Remit**

17. The Skills and Employment Board's primary responsibility is to consider skills development 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 Board shall:
  - i) commission and maintain an evidence-base to help understand key skill demands in the LEP area and support the development and tracking of an agreed Skills and Employment Framework with agreed Key Performance Indicators;
  - ii) oversee the production of a Skills and Employment Framework for the area which is consistent with the wider economic priorities set out in the LEP's Growth Plan;
  - iii) develop and promote skills-related initiatives and programmes aligned with agreed priorities, as part of the LEP's Strategic Economic Plan;
  - iv) will identify and work with other LEP areas on skills issues of strategic and cross-boundary significance; and
  - v) advise on the deployment of skills funding directly accessed by the LEP.

The Skills and Employment Board will discharge its duties through the Lancashire Skills 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)**

18. The LEP is responsible for agreeing the Terms of Reference of the Skills and Employment Board and has the power to vary the same.
19. The Skills and Employment Board shall review its Terms of Reference from time to time as necessary and report their findings to the LEP Board.

20. Minutes of Skills and Employment Board meetings shall be submitted to the LEP Board at the LEP's request.
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 Board.
23. Lancashire County Council shall maintain an official record of the Skills and Employment Board proceedings and a library of all formal Board documents.