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| **Lancashire Forum Executive Group Meeting**  15th June 2016 at Preston’s College  **Present:** Lisa Bloomfield (T2000) (Chair), Raeleen Duthoit (LWBLEF), Gareth Lindsay (NLTG), Alison Humphreys (Preston’s College), Tracy Landon (Accrington and Rossendale College), John Cramphorn (JTL), Rob Garside, (Intraining),), Sandra Martland, (Blackburn College), Tim Cutler Runshaw College, Hannah Cutler (Burnley College), Jackie Tomson (RWP), Sonya Cooke (Rathbone), Sarah Gwilliam (Runshaw College), Asa Gordon (West Lancs College), Simon Jordan (Burnley College), David Wiseman (N&C College), Mark Smith (3aaa)  Anita Dale (GP Strategies)  Guest: Paul Johnson (SFA)  **Lisa welcomed Paul to the meeting**  **Apologies:** Keith Tidmarsh (Springfields Fuels Ltd), Mark Rowlands (learndirect), Tamsin Deasey (A&R College), Claire Shore (Blackburn College), Andrea Gardner (Myerscough College), Candice Davies (Rathbone), Jill Nelson (Lancaster Training Services), Claire Shore (Blackburn College), | | |
|  |  | **Actions** |
| **1** | **Minutes of Last Meeting / Matters Arising** |  |
|  | 2.1 The PowerPoint delivered by Cheryl Knaggs was sent to members  Cheryl sent information to Raeleen for the Bulletin and membership details  3.0 Cheryl had been unable to get the names of the Employer Ambassadors  4.1 Tracy had sent the documents discussed at the meeting  TES link referred too by Gareth was included in the minutes  5.1 Raeleen had sent out the SFA slides on the levy  5.2 Raeleen had received a couple more nominations  5.3 Cheryl had pulled together the questionnaire into themes. Some key concerns regarding the lack of information re Levy and apprenticeship reform that hinders provider’s ability to prepare. Raeleen had tabled for discussion at the Employer & Skills meeting in May. Further contact had been made with Cheryl who had agreed to attend a future meeting to inform of developments.  6.2 Keith SAR query - Keith asked about where you could post the SAR if the Provider Gateway was closing. RD to find out. |  |
| **2** | **Skills Funding Agency – Paul Johnson** |  |
| **2.1** | Paul Johnson introduced himself as the new Head of Provider Management at the SFA.   * **SFA change programme, revised structures and teams.**   **key challenges -** Paul’s team would be the outward facing team of the SFA and would work closely with the Joint Intervention team. The team which included 4 people and covered the North would cover contracting and funding. Other departments included a service centre, a small team looking after ESF, a larger ESF contract management team, a small NAS team looking at employer readiness for levy payers plus a policy department.  There were now 400 staff across the country.   * **How the provider management team at the SFA can work with the Forum.**   Paul emphasised that he felt it was crucial to work with us to deliver the SFA’s objectives.  Future meetings would be attended by Nina Ketcher one of his managers.  Each of his staff had a case load of 60. Provider’s would be contacted only based on risk so might only receive a phone call on a quarterly basis.  SFA were keen to hear key messages from members.  The draft funding rates, rules and regulations would be issued at the end of June. They would be going through a readiness process leading on maintaining the business cycle. They were preparing for the change and at first would have to manage 4 systems until frameworks were turned off.   * **Apprenticeship reforms and plans to support provider / employer readiness**   It was estimated that 30% of starts would be from levy payers.  Public sector. Consulting at the moment with the results out shortly. Public sector companies would have to start procuring now.  New register – Apprenticeship Training organisations end of June  Register of Apprenticeship Assessment Centres. Tensions on costs currently  **Contracting** No contract with SFA. It will be between TP and employer.  Framework agreement only.  Contract for non-levy paying employers  Likely to be April – March funding system, financial year  Contract will be different from April and will have a number of  different schedules  Sub-contracting arrangements not clear. Sub contracts will no longer exist for levy payers  Apprenticeships pre April 17 will stay as is currently  Funding – Funding bands discussed. Funding caps on levy and non-levy. It would be more commercially focussed engagement.  20,000 Levy payers but no published list.  Proportion of funding in English system and devolved administrations. Paul suggested members get in touch if issues arise.  Funds will be paid monthly from 1st April, but there may be a 6-7 week gap before any funding can be paid for.  TPs need to calculate what is in an employer’s levy account. Discussion took place about there not being enough money in an employer pot to pay for the training.  There would be other incentives for 16-18 yr olds  NI incentive payments for under 25s  SFA need to understand issues that occur through funding payments as the policy context might work against the funding system.  Challenge – No forum members have degree awarding powers. Paul was asked how the SFA were going to support and help develop links with Universities. Need to ensure partners are up for cohesive offer. Paul said that his team would look at this and encourage dialogue to start. Paul would like regular feedback from the Forum.  Non levy – Trailblazer standard model yet to be determined. 80/20 and 75/25 had been muted. Treasury still working up.  Digital Apprenticeship Service. End to end system. Geographical location a concern for employers searching for a Training provider. The ILR will drive everything. Both systems to eventually work through the DAS.  A concern was raised about the contribution from non-levy paying employers and about being audited if employer had not paid or it was in the system and could not be evidenced. Implications for staffing was also discussed in relation to collecting payments.  A levy payer has the control of when funding stops and starts, although there should be a contract between the employer and the TP. Can just stop funding if Apprentice does not perform etc.  Incentive payment – none micro businesses or 25+  16-18  19-24 care leavers  19-24 Education health plan  A question over Apprenticeship grant for Employers  A question over Additional incentive payment  What detail to expect by the end of June   * Funding bands * Framework standards * Contracting and procurement * English & Maths * Completion * Co-Investment rates * Level of Incentive payments * Eligibility new register * Eligibility rules   End October  Final version of the funding rules and rates  End December  Eligibility rules finalised  How calculate levy    Paul was asked about the provider register and Due Diligence. Details to be published later this month.  Paul explained that all employers with a pay bill of 3m would have to pay the levy including FE Colleges. Still consulting with the Industry training boards. |  |
| **3.** | **Lancashire Forum Business planning feedback** |  |
|  | Raeleen explained to members that the Forum Board had met to discuss the Business Plan for 16-17 with agreed objectives for the next 12 months but also having a 2020 horizon plan. Paul Holme had facilitated the event.  The Board scoped out the priorities and agreed going forward they would be:-   1. Apprenticeships and the routes into Apprenticeships   Discussions around all routes to include young people as well as employers  Geographical focus   1. ESIF   Helps to fund to support the agenda  Develop LESE partnership  Contribute towards economic prosperity  Address national policy as it changes   1. Strategic Partnerships   Develop links with strategic partners, for example ensure that the Forum is the go to place for the LEP   1. Membership   Review the criterial for membership recognising the changes to the landscape  Should we include Universities, etc (Higher & Degree apprenticeships)  Should we introduce an associate membership scheme   1. Financial stability   We recognise that there are financial challenges for the network.  Raeleen to produce a Business Plan for the next Board meeting in July, which would be tabled at the Forum meeting in September. |  |
| **4** | **Apprenticeship Reform Lancashire – Simon Jordan** |  |
| **4.1** | Simon explained that the Forum Board had met to review the Business Plan and the Forums strategic Direction for the next 12 months. One of the objectives agreed was to support members with the introduction of the levy and raise awareness with employers.  **Support for employers**  It was recognised that there was a need to support members with the communication about the Funding reform to employers. Discussions have taken place with Lancashire Business View to run an employer campaign. There may be a cost involved for members   * Levy payers. 3 events across the county, supported by the Skills Hub and SFA. They would be badged as a Forum event, with only a small number from each provider in attendance in their location. Apprenticeship Ambassadors would be asked to speak along with the SFA. The events would be run on neutral premises. LBV would have articles in the magazine in September and would be looking for sponsorship. * Non levy payers   Frequently asked questions on Forum Website  Campaign through Chambers with LEP support  Consistent message  **Support for providers** Professional exchange, training activity  Sub group support  Guidance  **Professional Exchange programme**  Raeleen explained that it would be a good opportunity for members to link in with the professional exchange programme. RD would be working with David Gallagher over the next few months to pull together a programme for Lancashire. |  |
| **5** | **Forum members – Opportunity for discussion** |  |
| **5.1** | Career map – 30 day free trial.  Raeleen explained that Colin Bell had contacted to offer a 30 day free trial for members. Career map had attended a previous QI meeting to demonstrate, but it had not progressed further. Raeleen asked members what they thought and if they wanted their details sending to Career map. Members did not want to take up the offer at this time. | Raeleen to inform Colin Bell |
| **5.2** | Sandra asked a question in relation to Additional Learner support and how LLDD would be managed |  |
| **5.3** | Raeleen asked if anyone was attending the AELP Conference and if so if they could feed back at the next Forum meeting | All members |
| **5.4** | Gareth Lindsay agreed to attend the Professional Exchange event in Sunderland |  |
| **6** | **Support & Development Manager Update** |  |
| **6.1** | **LESE Partnership**  **ESF – NEET, ESS**   * **NEET**   Successful with tender. Making good progress in terms of delivery plan, due diligence and contracting arrangements   * **ESS**   Tender submitted covering all 3 strands of activity £14m  Results known 29th July   * **Inclusive Labour Market**   ITT launched 3rd June 16  Deadline for submission 4th July  £6,699,600 |  |
| **7.** | **Any Other Business** |  |
|  | None |  |
| **8.** | **Date of Next Meeting**  **6th July 2016 at Preston’s College** |  |