



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

**MEETING OF THE LIVERPOOL CITY REGION
COMBINED AUTHORITY
OVERVIEW AND SCRUTINY COMMITTEE**

To: The Members of the Liverpool City Region Combined Authority
Overview and Scrutiny Committee

Dear Member,

You are requested to attend a meeting of the Liverpool City Region Combined Authority Overview and Scrutiny Committee to be held on **Wednesday, 25th October, 2017** at **10.15am** in the Authority Chamber - No. 1 Mann Island, Liverpool, L3 1BP.

If you have any queries regarding this meeting, please contact Trudy Bedford on telephone number (0151) 443 3365.

Yours faithfully

Interim Head of Paid Service

**LIVERPOOL CITY REGION COMBINED AUTHORITY OVERVIEW AND
SCRUTINY COMMITTEE**

AGENDA

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTES OF THE MEETING OF THE LIVERPOOL CITY REGION
COMBINED AUTHORITY OVERVIEW AND SCRUTINY COMMITTEE
HELD ON 26 JULY 2017**

(Pages 1 - 6)
- 4. METRO MAYORS 100 DAY PLAN**

To receive a presentation which provides an update on the Metro Mayors
100 Day Plan.
- 5. LIVERPOOL CITY REGION GROWTH PLAN**

To receive a presentation which provides an update on the Liverpool City
Region Growth Plan.
- 6. SCRUTINY REVIEW OF APPRENTICESHIPS - PROGRESS UPDATE**

To consider a report from the Lead Officer: Employment and Skills.

(Pages 7 - 30)
- 7. WORKPLAN AND SCRUTINY REVIEWS 2017/18**

To consider the report of the Lead Chief Executive: Scrutiny.

(Pages 31 - 34)
- 8. ANY OTHER ITEM(S) WHICH THE CHAIRPERSON DEEMS TO BE OF
AN URGENT NATURE**

LIVERPOOL CITY REGION COMBINED AUTHORITY OVERVIEW AND SCRUTINY COMMITTEE

At a meeting of the Liverpool City Region Combined Authority Overview and Scrutiny Committee on Wednesday, 26 July 2017 at Authority Chamber - Mann Island, Liverpool

Present: Councillors McGuire (Chair), Anderson, Baines, Bond, Brennan, Cashman, Dean, Dutton, Hurley, Leech, Lewis, Murphy, Robertson-Collins, Sinnott, Spall, Sullivan, Thomas, Wainwright and Woolfall

Apologies for Absence: Councillor Johnson

Absence declared on Council business: None

Also in Attendance: David Parr, Ian Leivesley, Sue Jarvis, Angela Scott, Jill Coule and Matt Goggins

ITEM DEALT WITH UNDER DUTIES EXERCISABLE BY THE BOARD

1. APPOINTMENT OF CHAIR

The Lead Officer, Scrutiny, opened the meeting and invited nominations for Chair of the Combined Authority Overview and Scrutiny Committee for 2017/18. He advised the Chair must be from one of the Opposition Political Parties on the Committee and could not be of the same Political Party as the LCR Mayor.

It was moved by Councillor Cashman and seconded by Councillor Anderson and:-

RESOLVED: That Councillor Sue McGuire be appointed Chair of the Combined Authority Overview and Scrutiny Committee for 2017/18.

COUNCILLOR SUE MCGUIRE IN THE CHAIR

2. APPOINTMENT OF VICE CHAIR

The Chair invited nominations for the position of Vice Chair of the Combined Authority Overview and Scrutiny Committee for 2017/18.

It was proposed by Councillor Wainwright and

Action

seconded by Councillor Sullivan that the Committee appoint two Vice Chairs for 2017/18 - one male and one female.

On being put to the vote, there were 17 votes for the proposal, 2 votes against the proposal and no abstentions and it was therefore:-

RESOLVED: That the Committee appoint two Vice Chairs to the Combined Authority Overview and Scrutiny Committee for 2017/18.

3. APPOINTMENT OF VICE CHAIRS 2017/18

The Chair invited nominations for two Vice Chair positions for 2017/18. The following nominations were proposed and seconded:-

- Councillor Wainwright
- Councillor Murphy

On being put to the vote, there were 17 votes for the nominees, no votes against the nominees and 2 abstentions, and it was therefore:-

RESOLVED: That Councillor Wainwright and Councillor Murphy be appointed as Vice Chairs of the Combined Authority Overview and Scrutiny Committee for 2017/18.

4. APPOINTMENTS TO THE COMBINED AUTHORITY AUDIT COMMITTEE

The Chair invited nominations for two Labour, one Liberal Democrat and one Conservative Member to sit on the Combined Authority's Audit Committee 2017/18.

The following nominations were made:-

- Labour – Councillor Paula Murphy and Councillor Carla Thomas
- Liberal Democrat – Councillor Carl Cashman
- Conservative – Councillor Denise Dutton

On being put to the vote it was:-

RESOLVED: That the Liverpool City Region Overview and Scrutiny Committee nominations to the Combined Authority Scrutiny Committee for 2017/18, as set out above, be confirmed.

5. MINUTES OF LAST MEETING

The minutes of the meeting held on 25 January 2017, having been circulated, were taken as read and signed as a correct record.

6. REPORT ON PROGRESS ON THE AFFORDABLE TRANSPORT REVIEW RECOMMENDATIONS

The Committee received a presentation from Matt Goggins, Head of Bus, at Merseytravel, which provided an update on the Affordable Transport Review.

The Committee were reminded that a review of Short Hop Bus Fares across the City Region had been carried out; its findings and a number of recommendations were reported to the Combined Authority in March 2016. Merseytravel were asked to respond to those recommendations and then report back on progress made against the recommended actions.

In addition, the Combined Authority's Internal Audit Team was requested to undertake an independent review of progress in implementing the recommendations, the details of which were attached to the report at Appendix 1. It was noted that significant progress had been made, which was monitored and reported via the Bus Alliance Boards and Service Stream meetings.

The following issues and comments were raised by Members of the Committee:-

- The reduction in bus services as a result of the reduction in the transport levy;
- Membership and benefits of the Bus Alliance;
- Provision of real time information, issues regarding limited coverage/availability at bus stops and the use of smart phone technology;
- Use of Technology to access discounted fares;
- Consistency of information across multiple 'Apps';
- Facilities in place for disabled passengers and/or those with mental health conditions;
- Measuring Value for Money and the use of an independent information survey to improve customer satisfaction; and
- Retention of cash payments to accommodate those passengers who cannot access other methods of payment (e.g. smart phone technology).

RESOLVED: That the response of the Combined Authority to the recommendations of the Affordable Transport Review and the update report be noted.

7. PRESENTATION BY METRO MAYOR ROTHERAM ON THE 100 DAY PLAN

The Committee welcomed Metro Mayor Rotheram to the meeting.

Mayor Rotheram presented his 100 Day Plan which was structured around five core policy 'pillars' and set out the ambitions and priorities for the Liverpool City Region. These were noted as being:-

- Ambitious;
- Fair;
- Green;
- Connected; and
- Together.

The Plan set out more than 50 pledges and actions to be delivered across a broad range of policy areas including transport, economic growth, skills, housing, the environment and infrastructure.

Mayor Rotheram then dealt with Members' questions and observations on a number of related issues:-

- Capacity within the Combined Authority;
- Tolls on the new Mersey Gateway Bridge and the Mersey Tunnels;
- Digital Strategy for the City Region;
- The Housing First report, the impact of welfare reform and how to tackle homelessness;
- How best to deal with Brownfield and Greenfield issues/agenda;
- How the Scrutiny function can contribute to the Mayoral agenda;
- The expansion plans for Liverpool John Lennon Airport;
- The Mersey Tidal Barrier and its advantages to the region; and
- The Skills Commission, Apprenticeships and access to the Levy.

Mayor Rotheram was then thanked for his attendance and for setting out the vision contained in the 100 Day Plan.

RESOLVED: That the presentation and contents of the 100 Day Plan be noted.

8. WORK PLAN 2017/18

The Committee considered a report of the Lead Officer, Scrutiny, which sought Members' views on the Work Programme for 2017/18.

In previous years, the Work Programme had been considered at the Development Day, which afforded the opportunity to discuss and explore a number of suggestions for topics which the Committee could scrutinise. Suggestions should be forwarded to the Lead Officer, Scrutiny.

It was agreed that a date be set for the Committee to consider and agree its Work Programme for 2017/18. Members were advised that a date would be canvassed for this meeting to take place as early as possible.

RESOLVED: That the Work Programme be considered at a further Development Day meeting, the date of which is to be confirmed.

Lead Officer -
Scrutiny

9. FUTURE TIMETABLE OF MEETINGS

The Committee considered the report of the Lead Officer, Scrutiny, on proposed dates for future meetings.

RESOLVED: That the timetable of dates for formal meetings of the Committee in 2017/18, as set out below, be approved.

- 25 October 2017
- 24 January 2018
- 18 April 2018

Meeting ended at 12.15 p.m.

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LIVERPOOL CITY REGION COMBINED AUTHORITY

To: The Chair and Members of the Liverpool City Region
Combined Authority Overview and Scrutiny Committee

Meeting: 25 October 2017

Authorities Affected: All

EXEMPT/CONFIDENTIAL ITEM: No

REPORT OF THE LEAD OFFICER: EMPLOYMENT AND SKILLS

SCRUTINY REVIEW OF APPRENTICESHIPS – PROGRESS UPDATE

1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to update the Committee on progress to implement the recommendations made by the Scrutiny Panel in relation to the review of Apprenticeships. These recommendations were endorsed by previous Panel members in March 2017.

2. RECOMMENDATIONS

- 2.1 It is recommended that the Overview and Scrutiny Committee:

- a) Note the progress being made against the Panel's recommendations;
- b) Consider options for reporting on recommendations to the Committee; and
- c) Endorse the plans for further development of the Apprenticeship dashboard.

3. BACKGROUND

- 3.1 In developing its work programme for 2016/17, the Combined Authority Scrutiny Panel identified Employment and Skills as an area in which to conduct its first review. Following a briefing on current employment and skills work, the Panel agreed to undertake a review into Apprenticeships provision within the City Region. This focused on the:

- Preparedness of employers for the introduction of the apprenticeship levy;
- Support available to apprentices;
- Arrangements for promotion of apprenticeships; and
- Responsiveness and quality of training provision.

- 3.2 In March 2017 the Panel endorsed a series of recommendations from which an action plan was agreed by the Combined Authority. Appendix A provides a progress update against each of the original actions and members of the Committee are asked to note the progress being made.

4. PROGRESS TO DATE

- 4.1 Significant progress has been made and continues to be made on driving forward the apprenticeship agenda across the Liverpool City Region, in particular:

- a) The promotional activity undertaken by the Apprenticeship Hub since May 2017, including 234 outreach meetings, engaging with 1,466 individuals and hosting 7 Skills Shows;
- b) The commissioning of an Apprenticeship Growth Plan for completion by the end of December 2017;
- c) Development of an External Data Dashboard to measure the City Region's progress on apprenticeships: this will be included in the forthcoming Skills Investment Statement 2018/19;
- d) Discussions are continuing with Government over gaps in the apprenticeship data which is published, and this specifically includes the need to accurately report on completions as well as starts;
- e) Good practice around supporting young people into an apprenticeship and helping learners to complete apprenticeships has been shared through the sector based provider networks;
- f) Progression of the Careers Hub to ensure better co-ordination of careers education and information, advice and guidance across the City Region;
- g) The Skills for Growth Service have provided advice and guidance to 377 employers on apprenticeships, improving their knowledge and awareness;
- h) The Combined Authority is in high level discussion with Government about the deployment of unspent Apprenticeship Levy in the City Region;
- i) Development of an automated approach to publish a Prospectus of Advanced and Higher Level Skills in the City Region;
- j) Staging of 7 local Skills Shows in venues across the City Region to promote specific sectors and opportunities and support schools in developing their approaches; and
- k) The development of new higher level Apprenticeship Standards that meet local employer's needs, such as the ESF funded Maritime Super-skills project.

- 4.2 Future activity will include:

- a) The Apprenticeship Hub's activity will continue with a further 357 outreach meetings planned and 13 Skills Shows in venues across the City Region as a whole;
- b) Agreement and implementation of the Apprenticeship Growth Plan which is designed to:
 - Increase the number of apprenticeship starts;
 - Improve the quality of apprenticeship provision (including improving standards of delivery);
 - Broadening the range of apprenticeships available locally; and
 - Increasing the level of apprenticeships studied so that a greater proportion are higher and degree level.

- c) Delivery of apprenticeship advice and support for large levy paying public sector employers;
- d) Annual publication of apprenticeship data dashboard;
- e) Continuing to share good practice amongst providers through sector based forums;
- f) Continue negotiations with Government over deployment of unspent levy and
- g) The development of options for ESF funded apprenticeship support matched to employer's apprenticeship wages.

4.4 The Committee is asked to review the progress made to date and plans for further action.

5. RESOURCE IMPLICATIONS

5.1 Financial

There are no direct financial issues associated with the implementation of the recommendations in this report.

5.2 Human Resources

There are no direct human resource issues associated with the implementation of the recommendations in this report.

5.3 Physical Assets

There are no physical asset issues associated with the implementation of the recommendations in this report.

5.4 Information Technology

There are no information technology issues associated with the implementation of the recommendations in this report.

6. RISKS AND MITIGATION

6.1 There is a risk that the agreed actions are not implemented or have limited impact. This will be mitigated by regular review of the implementation of the recommendations by the Combined Authority's Scrutiny Panel.

7. EQUALITY AND DIVERSITY IMPLICATIONS

7.1 Apprenticeships in public sector organisations are covered through the Equality Duty placed upon public bodies by the Equality Act 2010. In terms of recruitment, this requires that equality of opportunity to be in place between people who have one of the nine protected characteristics and those who do not.

7.2 Providers of apprenticeship training must demonstrate that they have policies and approaches in place to deliver the equality duty in order to receive public funding.

8. COMMUNICATION ISSUES

- 8.1 There are recommendations contained in the scrutiny review which relate to how the Liverpool City Region promotes the benefits of apprenticeships to young people, parents and employers.

9. CONCLUSION

- 9.1 Members are asked to note the progress being made on the implementation of their recommendations and identify any further information requirements for the next update in March 2018.

MIKE HARDEN
Lead Officer: Employment and Skills

Contact Officers:

Rob Tabb, Liverpool City Region Combined Authority (0151 330 1250)

Appendices:

Appendix A – Progress Update on the Actions Developed in Response to the Scrutiny Panel Report on Apprenticeships

Progress update on actions developed in response to Scrutiny Panel report on Apprenticeships

No	Recommendation	Responsible Officer	Agreed Action	Date	October Update
(a) Overall					
1.	The Combined Authority, through the Apprenticeship Hub, should consider different ways to publicise the different apprenticeships available locally.	Chair of Apprenticeship Hub	Develop an all age marketing strategy to include promotion of progression pathways.	September 2017	<p>The Apprenticeship Hub has developed a schedule of promotional events, including 20 Skills Shows aimed at raising apprenticeship awareness. To date 7 events have taken place and a further 3 are planned before the end of the year, including a large scale Health Skills Show on 28 November 2017.</p> <p>The Hub have commissioned a suite of labour market information documents in the form of Skills for Growth Agreements; localised career materials will be developed as part of this which will include progression pathways.</p>

No	Recommendation	Responsible Officer	Agreed Action	Date	October Update
			Promotional campaign to be implemented utilising a diverse range of media approaches targeted at employers, young people, parents and schools.	September 2017	<p>The Apprenticeship Hub Team have been extremely proactive in promoting apprenticeships through face-to-face meetings with employers, partners, schools and City Region residents. Between May 2017 and September 2017 they have attended 234 outreach meetings and engaged with 1,466 people (not including those who attended the 7 skills shows).</p> <p>The national campaign has been updated and relaunched as Amazing Apprenticeships with further promotions to be delivered during the year.</p>
2.	The Combined Authority should work with Government and local training providers to improve the reporting of completion data.	Lead Officer: Employment and Skills	Develop a City Region Apprenticeship data dashboard utilising published performance data.	September 2017	An External Data Dashboard has been developed using apprenticeship analysis of Statistical First Release (SFR) data against key performance indicators for the Liverpool City Region. The dashboard will focus on apprenticeship starts captured by age, level and sector in addition to completion data. The publication cycle is set as January each year based on availability of full-year data sets, which are more statistically reliable.

No	Recommendation	Responsible Officer	Agreed Action	Date	October Update
			Identify gaps in available data and work with Skills Funding Agency and providers to agree a set of actions to improve the information available to help inform employer and learner choices.	November 2017	<p>The Combined Authority have been working with other Combined Authority areas to share good practice on the analysis of the Localities Cube in readiness for the renewed data anticipated in November 2017.</p> <p>We have identified a gap in employer level data, which would support analysis by employer type (in line with the segmentation of actions within the forthcoming Apprenticeship Growth Plan). We are in negotiation with the Skills Funding Agency to gain access to employer level data.</p>
3.	The Combined Authority should consider setting a target on the proportion of completed apprenticeships	Lead Officer: Employment and Skills	<p>Matrix to be prepared for the Employment and Skills Board of current quality measures and minimum standards and interventions policies already in place for apprenticeships.</p> <p>Employment and Skills Board to consider any potential local actions or support measures needed to help improve completion rates.</p>	June 2017	<p>Progress has been limited due to the delay in publication of national SFR data and the City Region localities cube, which would provide new benchmark information.</p> <p>However this activity is now aligned to the development of the Apprenticeship Growth Plan (which is expected to be completed by December 2017), which will consider the inclusion of a completion target and actions to drive up completion rates.</p>

No	Recommendation	Responsible Officer	Agreed Action	Date	October Update
4.	The Combined Authority should publish annual performance information on the apprenticeships numbers and uptake in an accessible manner and format	Lead Officer: Employment and Skills	This is included within the Liverpool City Region Annual Skills Report.	June 2018	The first version will be included within the Skills Investment Statement 2018/19 which is due for consideration by the Combined Authority in November 2017.
(b) Support for apprentices					

No	Recommendation	Responsible Officer	Agreed Action	Date	October Update
1.	All employers and training providers should review their approach to supporting young people as they start an apprenticeship.	Chair of Apprenticeship Hub	<p>Apprenticeship Hub to facilitate greater collaboration and sharing of good practice across providers</p> <p>Desk based research exercise into good practice for initial assessment and pastoral support, reported through the Greater Merseyside Learning Providers Federation.</p>	September 2017	<p>The Apprenticeship Hub and partners are maximising the impact of collaborative working through existing and newly formed forums.</p> <p>Greater Merseyside Learning Provider Federation (GMLPF) host Sector-Based Forums regularly to share good practice sectorally across providers.</p> <p>Apprenticeship Hub to facilitate greater collaboration and sharing of good practice across providers</p> <p>Desk based research exercise into good practice for initial assessment and pastoral support, reported through the Greater Merseyside Learning Providers Federation.</p>

No	Recommendation	Responsible Officer	Agreed Action	Date	October Update
2.	Through the planned Careers Hub, the Combined Authority should encourage schools to consider further employability support and preparation as part of their curriculum	Lead Officer: Employment and Skills	A set of careers materials and training events to support schools with integrating employability and transitional support within their curriculum.	December 2017	<p>The first meeting of the Careers Hub was held in July 2017 with further meetings in October and December 2017. Strategic discussions have been held with the Careers and Enterprise Company and the Gatsby Foundation to identify how potential actions and ways of working can strengthen CEIAG delivery across the City Region.</p> <p>The Hub have commissioned a suite of labour market information documents in the form of Skills for Growth Agreements; localised career materials will be developed as part of this which will include progression pathways.</p>
(c) Support for employers					

No	Recommendation	Responsible Officer	Agreed Action	Date	October Update
1.	The Combined Authority should ensure that quality advice and support is available to employers locally through the Growth Hub and the Apprenticeship Hub.	Lead Officer: Employment and Skills Managing Director, LEP	Establish a public sector employer delivery group to drive apprenticeship recruitment, provide advice and support and help improve completion rates.	June 2017	The Combined Authority are utilising the Public Sector Forum to co-ordinate apprenticeship activity across the public sector. A procurement process is under way to secure additional external capacity to support this work.
			Provide via Skills for Growth funding an independent skills brokerage offer to SMEs and larger employers including support for enabling levy paying employers to maximise their funds and smaller employers to engage with the new digital apprenticeship service.	In place and available until March 2018	In the 9-month period since inception to September 2017 a total of 782 employers have registered an expression of interest and 465 Employer Grant Agreement letters have been issued. The Skills for Growth Team have undertaken 366 Organisational Needs Analysis and 4,346 learners have been engaged in training activity. The Team have provided advice and guidance on apprenticeship reforms including the apprenticeship levy, higher and degree apprenticeships, resulting in 337 employers gaining a greater understanding of the levy and benefits of higher level apprenticeships.

No	Recommendation	Responsible Officer	Agreed Action	Date	October Update
2.	The Combined Authority should ask employers to consider asking their supply chain to deliver a certain number of apprentices through their procurement activity.	Chair of Apprenticeship Hub	Develop and implement approach to encouraging employer take up of apprenticeships to include larger private sector levy paying employers and the public sector.	October 2017	An approach is under developed which will be implemented through the Apprenticeship Hub.
3.	The Combined Authority should work with Government to ensure that employers can be able to allocate more of their unspent levy to their supply chain than the 10% currently allowed by Government.	Lead Officer: Employment and Skills Managing Director, LEP	Letter submitted to the Skills Minister This will form part of the ongoing negotiations with Government on the next stages of the devolution agreement.	Ongoing	Discussions are continuing with Government on this issue.

No	Recommendation	Responsible Officer	Agreed Action	Date	October Update
4.	Employers should balance the use of apprenticeships for workforce development with that for new recruits, as there is a risk that the focus shifts to workforce development to ensure that employers can spend their levy funding.	Chair of Apprenticeship Hub	See action at (c)2	October 2017	The benefits of using apprenticeships for new recruits as opposed to converting existing staff are covered in the national campaign and in local discussion with employers.
(d) Providers of training					

No	Recommendation	Responsible Officer	Agreed Action	Date	October Update
1.	Employers and training providers should set out a clear support offer for new apprenticeships within their apprenticeship training agreement	Chairs of Merseyside Colleges Association and GMLPF	Work with Colleges, universities and training providers to identify good practice in this area.	September 2017	<p>GMLPF have worked with local employers including events targeted at growth sectors i.e. presentations to Sci-Tech Daresbury based employers to raise awareness of the new Apprenticeship reforms, the implications and the need for increased involvement, participation and commitment from employers to ensure Apprentices are able to complete their programme of learning.</p> <p>Similarly, through regular forums, meetings and webinars GMLPF has kept members informed about the practical implications of Apprenticeship reform. These have included Apprenticeship Training Agreements.</p> <p>Through our membership of, and close work with, AELP we have made the suite of Apprenticeship Contracts / Training Agreements available to members for use a guide to ensuring that employers, apprentices and providers understand what training and support is required.</p>

No	Recommendation	Responsible Officer	Agreed Action	Date	October Update
		Chair of Apprenticeship Hub	Apprenticeship Hub to facilitate and put in place mechanisms to promote greater collaboration and sharing of good practice across providers	September 2017	See update at (b) 1 Apprenticeship Hub to facilitate and put in place mechanisms to promote greater collaboration and sharing of good practice across providers.
2.	Training providers should strain every sinew to ensure that they support learners to complete apprenticeships	Chairs of Merseyside Colleges Association and GMLPF	See actions at (d)1	September 2017	<p>[See actions at (d)1]</p> <p>GMLPF continues to work with its members through fora, network meetings and CPD events to raise awareness of quality issues and the need to raise quality standards.</p> <p>Through these events and CPD, and through ongoing publication of local and relevant Ofsted inspections, we continue to identify specific themes or areas where improvements are required and which can be used to drive up standards and improve attainment rates.</p>

No	Recommendation	Responsible Officer	Agreed Action	Date	October Update
3.	Training providers should focus their curriculum and training offer on apprenticeships that will add value and make the economic difference for learners and employers	Area Based Review Strategic Planning and Oversight Group	Develop an Apprenticeship Growth Plan to expand current breadth of curriculum and new standards available.	December 2017	<p>The Apprenticeship Task and Finish Group of the Area Based Review Strategic Planning and Oversight Group have commissioned Eunoia Research to develop the Liverpool City Region Apprenticeship Growth Plan.</p> <p>The inception meeting took place on 6 October 2017 and an implementation plan has been agreed. Consultation with stakeholders, providers and employers will be undertaken in November and December to inform the objectives, priorities and actions for apprenticeship growth. A draft plan will be available for consideration by the Combined Authority by December 2017.</p>
			Develop a Prospectus of Level 3 and above provision for employers including apprenticeship delivery capacity locally.	March 2018	The Strategic Planning and Oversight Group's Curriculum Task and Finish Group have drafted a specification for the development of a Prospectus of Advanced and Higher Level Skills in the City Region. This is currently being reviewed by Halton Borough Council's procurement team.

No	Recommendation	Responsible Officer	Agreed Action	Date	October Update
4.	Training providers need to work with employers more to develop new standards and approaches to training which meet their needs	Area Review Strategic Planning and Oversight Group	<p>Review of the number of providers utilising the new standards to be conducted and reported.</p> <p>Research into the barriers to take up and development of standards with local employers to be conducted.</p>	December 2017	<p>The development of new higher level Apprenticeship Standards that meet local employer's needs, has been piloted through ESF funded Maritime Super-skills project.</p> <p>Following the evaluation of this work to date, further investment for further standards development will be considered.</p> <p>Engagement with employers around barriers and standards will be conducted as part of the development of the Apprenticeship Growth Plan.</p>
5.	Training providers should be more open to share their good practice and learn from other providers	Area Based Review Strategic Planning and Oversight Group	Apprenticeship Hub to facilitate and put in place mechanisms to promote better collaboration and sharing of good practice across providers.	September 2017	<p>The Area Based Review Strategic Planning and Oversight Group plans to build on existing networks supported by the Greater Merseyside Learning Provider Federation.</p> <p>Planned networks include Health and Social Care, Construction, Advanced Manufacturing / Engineering and a cross cutting theme of English, Maths and Digital.</p>

No	Recommendation	Responsible Officer	Agreed Action	Date	October Update
6.	Training providers must deliver the highest possible quality of training provision	Area Based Review Strategic Planning and Oversight Group	<p>Establish a local approach to recognising excellence in sector-facing provision that meets employer needs and offers high quality pathway partnerships to learning.</p> <p>Review quality data available and include within a locally developed data dashboard (see action (a)2)</p>	December 2017	
7.	Training providers should work hard to increase the number of employers involved in delivering	Chair of Apprenticeship Hub	See action at (c) 2	December 2017	The Apprenticeship Task and Finish Group of the Area Based Review Strategic Planning and Oversight Group have commissioned Eunoia Research to develop the Liverpool City Region Apprenticeship Growth Plan.

No	Recommendation	Responsible Officer	Agreed Action	Date	October Update
	apprenticeships, rather than just focusing on repeat business of existing employers	Chair of Apprenticeship Hub	Employer focused marketing and awareness raising campaign to be implemented on the introduction of apprenticeships reforms and the levy.	On-going	<p>34 employers have been engaged and supported through the Apprenticeship Hub Team's outreach activity between May and September 2017.</p> <p>In September 2017, the Apprenticeship Hub commissioned a website developer to update the apprenticeshipworks.org website, which will include enhanced information for employers on apprenticeship reform.</p>
		Chair of Apprenticeship Hub	Research into employer needs and attitudes to establish barriers to engagement and subsequent actions required to address these.	September 2017	The Combined Authority commissioned Wavehill to conduct the largest sub-regional employer survey conducted in recent years (within the UK). Over 1850 employers cut by sector and employer size have offered their insights on skills and perceptions of training. These view will be fed into the Apprenticeship Growth Plan.

No	Recommendation	Responsible Officer	Agreed Action	Date	October Update
8.	Training providers should ensure that up to date equipment is available for learning to take place on	Chair of Apprenticeship Hub	Collect and publish best practice from colleges and training providers on ensuring equipment is industry standard and up to date	December 2017	<p>The Combined Authority launched a SIF Skills Capital Prospectus in December 2016. To date the Combined Authority has agreed to fund 8 projects including:</p> <ul style="list-style-type: none"> • Weld Tech Futures - Riverside College; • Health Engagement & Training Hub - Hugh Baird College); • Extreme Low Energy Project - Wirral Met College • Everton Learning & Skills Centre - Liverpool City Council • Greenbank Skills for Growth - The Greenbank Project • Liverpool South Work & Well Being - STEC • Digital Starting Point - St Helens Chamber; and • Enterprising Futures 2 - Women's Technology Training Ltd.

No	Recommendation	Responsible Officer	Agreed Action	Date	October Update
(e) Promotion and advocacy					
1.	There needs to be improved promotion of apprenticeships as a career option for young people, and the Combined Authority must ensure that the Apprenticeship Hub is delivering this	Chair of Apprenticeship Hub	See action at (a)1		See update at (a) 1
2.	The Combined Authority should request the Apprenticeship Hub to develop and implement a targeted campaign to promote apprenticeships to young people which takes full account of the social media channels which they consume information through	Chair of Apprenticeship Hub			

No	Recommendation	Responsible Officer	Agreed Action	Date	October Update
3.	The Combined Authority should request the Apprenticeship Hub to develop and implement a targeted campaign to promote apprenticeships to parents and families	Chair of Apprenticeship Hub			
4.	As part of a wider apprenticeship campaign, the Combined Authority should ask the Apprenticeship Hub to encourage employers to promote their approach to apprenticeships	Chair of Apprenticeship Hub			

No	Recommendation	Responsible Officer	Agreed Action	Date	October Update
5.	Focused apprenticeship events should be held around the City Region and not just in the City Centre	Chair of Apprenticeship Hub	Events strategy and campaign to be developed by the Apprenticeship Hub.	From June 2017	<p>7 Skills Show events have taken place to date across Liverpool, Halton and Sefton.</p> <p>13 Skills Shows are planned between October 2017 and July 2018 including a Jobs Fair in St Helens in October and a series of School Skills Shows in Knowsley, Liverpool, St Helens and Wirral. Pan-City Region events are scheduled to take place in Visitor Economy Week (February 2017) and as part of the International Festival for Business in June 2018.</p>
6.	The Combined Authority should request the Apprenticeship Hub develop a clear plan for the deployment of Apprentice Ambassadors and to increase the number of Ambassadors in the City Region	Chair of Apprenticeship Hub	<p>Apprenticeship Hub to develop proposals to expand and strengthen the Apprenticeship Ambassadors Programme across all age groups.</p> <p>Implementation Plan to be developed and rolled out.</p>	<p>September 2017</p> <p>November 2017</p>	<p>16 Apprentice Ambassadors have been recruited across a range of sectors and local authority areas including Business Administration, Legal Services, Digital Marketing and Manufacturing.</p> <p>Apprentice Ambassadors are supporting promotional activity across the City Region and featured case studies are published on the Hub website.</p> <p>Activity is ongoing to develop a similar Employer Ambassador Network.</p>

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LIVERPOOL CITY REGION COMBINED AUTHORITY

To: The Chair and Members of the Liverpool City Region
Combined Authority Overview and Scrutiny Committee

Meeting: 25 October 2017

Authority/Authorities Affected: All

EXEMPT/CONFIDENTIAL ITEM: No

REPORT OF THE LEAD CHIEF EXECUTIVE: SCRUTINY

WORKPLAN AND SCRUTINY REVIEWS 2017/18

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide the Committee with the opportunity to consider its work programme for 2017/18.

2. RECOMMENDATIONS

- 2.1 It is recommended that the Liverpool City Region Overview and Scrutiny Committee:-
- (a) Agree the Work Programme 2017/18 as set out at section four of the report;
 - (b) Agree the items identified as Task and Finish Groups and the programme for the Spatial Development Strategy Programme as set out at section five of the report; and
 - (c) Consider the inclusion of additional items for future meetings of this Committee.

3. BACKGROUND

- 3.1 The Committee considered a report at its meeting on 26 July 2017 which sought guidance from Members on suggested topics for inclusion in the work programme for 2017/18. To support this process a Development session was held on Wednesday 13 September 2017.

4. WORK PROGRAMME 2017/18

- 4.1 The discussions at the Development session requested that there be standard items to be considered at each meeting of the Committee and had also suggested that three working groups be held during the course of this municipal year. Taking

on board the discussions it is proposed that the following items be considered over the cycle of Overview and Scrutiny Committee meetings:-

- Metro Mayor 100 Day Plan
- Liverpool City Region Growth Plan
- Update on the Review of European Funding
- Update on the Review of Apprenticeships
- Brexit

4.2 Members also requested that an update on the implementation of the recommendations of the Transport Review be brought to a future meeting. It is therefore proposed that this update be brought to the meeting on 24 January 2018.

5. TASK AND FINISH GROUPS

5.1 Members considered a number of topics for Task and Finish Groups and requested that the following topics be identified for in-depth review:-

- Spatial Development Strategy Programme

This will involve a review of the Spatial Development Strategy programme i.e what stages need to be achieved to get an adopted Liverpool City Region Spatial Development Strategy. It will also consider best practice of any Combined Authority Spatial Development Strategy and what we can learn from their experience.

This review would be inclusive of the whole Committee membership and it is proposed that the Task and Finish Group commence as follows:-

Wednesday 8 November 2017 at 10.15am (Scoping Session)
Wednesday 15 November 2017 at 10.15am (Evidence Session One)
Wednesday 29 November 2017 at 10.15am (Evidence Session Two)
Wednesday 13 December 2017 at 10.15am (Evidence Session Three)
Wednesday 20 December 2017 at 10.15am (Wrap Up Session)

- Air Quality
- Welfare Reforms and Universal Credit

5.2 It is proposed that the Air Quality and Welfare Reforms and Universal Credit Task and Finish Groups run concurrently in the New Year. Members are asked to express a preference to which review they wish to participate in as each Task and Finish Group will not be inclusive of the whole Committee membership.

6. RESOURCE IMPLICATIONS

When considering any work programme issues it is important to consider the capacity of both members and officers to undertake such work. The resources to support such activity and being delivered from within the existing resources of the Combined Authority.

6.1 **Financial**

There are no specific financial implications associated with this report.

6.2 **Human Resources**

There are no specific Human Resources implications associated with this report.

6.3 **Physical Assets**

There are no specific Physical Asset implications associated with this report.

6.4 **Information Technology**

There are no specific Information Technology implications associated with this report.

7. **RISKS AND MITIGATION**

7.1 There are no risks associated with this report or implications.

8. **EQUALITY AND DIVERSITY IMPLICATIONS**

8.1 There are no equality and diversity implications arising from this report.

9. **COMMUNICATION ISSUES**

9.1 There are no specific communication issues associated with this report.

10. **CONCLUSION**

10.1 This item provides an opportunity for the Committee to agree it's work programme for 2017-18 and to suggest any additional areas of work to be considered.

DAVID PARR
Chief Executive Officer - Scrutiny

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