



**Date** 04 July 2017  
**Subject** Apprenticeship Delivery Board  
**Security classification** **OFFICIAL**  
**Present** David Meller Chair ADB, Chair AAN, NED at DfE  
Mike Thompson, Head of Employability at Barclays Bank  
Rami Ranger CBE, Chairman of Sun Mark Ltd  
Nayaz Qazi (supporting Rami Ranger CBE, Chairman of Sun Mark Ltd)  
Claire Paul, BBC (deputising for David Abraham, Chief Executive of Channel 4)  
Simon Blagden CBE, non-executive Chairman of Fujitsu  
Jason Holt CBE, Chief Executive of Holts Group  
Jazz Boghal, Deputy Director, Civil Service Diversity and Inclusion, (deputising for Julie Taylor, DG, Head Office & Commissioning Services, MoD)

**In attendance** Karen Woodward, Deputy Director Employer Relationships, National Apprenticeship Service  
Tom Nixon, Head of Strategy Unit, Department for Education  
Daniel Francies, Senior Manager ADB, National Apprenticeship Service

**Apologies** The Rt Hon Anne Milton, Minister of State for Apprenticeships and Skills  
David Abraham, Chief Executive of Channel 4  
Andrew Parmley, City of London Corporation  
Julie Taylor, DG, Head Office & Commissioning Services, MoD

## 1. Welcome, minutes and actions from last meeting

1.1. David Meller welcomed the group and opened the meeting. James Wates and Melanie Hayes have both resigned from the Board and David thanked them for their contribution. He welcomed Jason Holt CBE to the board.

1.2 Actions from last meeting, only one action is outstanding from the previous meeting **Action 2017/02** Input on Apprenticeships and Universities to be sourced for the next Board meeting. This action will be moved to a future meeting.

## 2. Update on Apprenticeship Performance/Feedback on NAW 2017

2.1. Karen Woodward presented on Apprenticeship performance.

- 2.2. Karen gave an overview of National Apprenticeship Week 2017, which was agreed to have been the most successful yet; amongst the highlights were the launch event at Barclays on March 6th.

### **3. Chair's and member's updates on activities and plans**

- 3.1. The discussion was opened with members being presented with a report on the past year of ADB activities and discussion focusing on how the board can best align activities around the developing apprenticeship landscape
- 3.2. The view was considered and agreed by all to align board membership with the 15 IFA routes going forward.
- 3.3. Mike raised the issue of the speed of apprenticeship standard assessment plans being approved by IFA.
- 3.4. Jason mentioned that in terms of reaching out to small businesses, new customers who have not previously been involved in apprenticeships must be found.
- 3.5. The importance of Chief Financial Officers was mentioned and that there should be NAS communications to levy paying employers that are targeted at CFO's.
- 3.6. Jason also raised the issue of engagement with the third sector, to ensure take-up of apprenticeships with charities. A roundtable event for large charities was held in October 2016, hosted by Andrew Parmley at the Mansion House.
- 3.7. Jazz mentioned promoting the business benefits of apprenticeships and diversity in recruitment, giving the example of a pilot recruiting people with autism at GCHQ. This would be of interest to the Diversity Champions Network.
- 3.8. Claire stated that it can be difficult for employers to ensure that apprentices with LLDD have all the support they need in terms of workplace adaptations.
- 3.9. Several board members stated the importance of pre-apprenticeship activities and programmes to support diversity in apprenticeship recruitment.

**Action 2017/03 David Meller to raise issue of slow standards approvals with IfA**

**Action 2017/04 NAS team to scope out how Board membership can be refocused to the 15 IFA routes and report back to the chair**

**Action 2017/05 NAS team to check if there have been communications regarding the apprenticeship levy sent to CFO's.**

**Action 2017/06 NAS team to do a further follow-up from the Charities Roundtable event.**

**Action 2017/07 Jazz to be linked with the Diversity Champions Network (DCN)**

### **4. DfE priorities for the new parliament**

- 4.1. Tom Nixon presented to the board on DfE priorities, which was followed by discussion and feedback

**Action 2017/06 Tom to be invited to a future board meeting**

**5. Ministerial Introduction and discussion**

- 5.1. Unfortunately the minister was unable to attend and sent her apologies, she is hoping to attend a future meeting

**6. A.O.B and date of next meeting**

- 6.1 There was no A.O.B  
6.2 The next board meeting date tbc.

*Meeting closed.*