



Date	28 November 2017
Subject	Apprenticeship Delivery Board
Security classification	OFFICIAL
Present	David Meller Co-Chair ADB, Chair AAN, NED at DfE Trudy Harrison MP Co-Chair ADB 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, Director, Leadership Development and New Talent, BBC Simon Blagden CBE, non-executive Chairman of Fujitsu Jason Holt CBE, Chief Executive of Holts Group Sarah Bishop, Head of Apprenticeships at Civil Service Learning, Cabinet Office (deputising for Julie Taylor) Malcolm Press, Vice-Chancellor, Manchester Metropolitan University Rachel Tuffin OBE, Interim CEO, College of Policing
In attendance	The Rt Hon Anne Milton, Minister of State for Apprenticeships and Skills Karen Woodward, Deputy Director Employer Relationships, National Apprenticeship Service Mark Howard, Head of Employer Strategic Networks, National Apprenticeship Service Daniel Francies, Senior Manager ADB, National Apprenticeship Service Sue Lovelock, Deputy Director, Technical Education Implementation Division, DfE
Apologies	Andrew Parmley, City of London Corporation Julie Taylor, DG, Head Office & Commissioning Services, MoD Tim Cooper, Chief Executive of United Response Mark Thurston, Chief Executive of HS2 Danny Mortimer, Chief Executive of NHS Employers

1. Welcome/Introducing new members

- 1.1. David Meller welcomed the group and introduced Trudy Harrison MP as the new Co-Chair for the board. Two new Board members were introduced, Malcolm Press and Rachel Tuffin. Three other new members have very recently agreed to join the board, Mark Thurston, Danny Mortimer and Tim Cooper, unfortunately they were unable to attend and sent their apologies.
- 1.2. Andrew Parmley is remaining on the board and has sent his apologies as he was unable to attend.
- 1.3. Julie Taylor was also unable to attend and Sarah Bishop deputised for her.

2. Actions from last meeting

- 2.1 Karen went through the actions from the previous meeting held on July 4th.

Action 2017/03 – Cleared

David Meller to raise issue of slow standards approvals with IfA - Issues raised via David's meeting with Antony Jenkins and specific issues raised by Employers will be taken back individually.

Action 2017/04 – Cleared

NAS team to scope out how Board membership can be refocused to the 15 IFA routes and report back to the chair – This has been carried out.

Action 2017/05- Cleared

NAS team to check if there have been communications regarding the apprenticeship levy sent to CFO's. HMRC have communicated to finance contacts.

Action 2017/06 - In Progress

NAS team to do a further follow-up from the Charities Roundtable event. In progress.

Action 2017/07- Cleared

Jazz Boghal (who attended last meeting as deputy for Julie Taylor) to be linked with the Apprenticeship Diversity Champions Network (ADCN). This has been carried out.

Action 2017/08 – Cleared

Tom Nixon to be invited to a future board meeting. Tom will be invited to the second Board meeting scheduled for 2018.

3 Apprenticeship Performance Update

- 3.1 Karen Woodward presented on Apprenticeship performance

- 3.2 Karen also gave a summary of the Industrial Strategy document released on November 27

Action: 2017/09 Industrial Strategy Summary to be sent to Board Members

4. National Apprenticeship Week 2018

- 4.1 Karen explained the theme for National Apprenticeship Week 2018 and David asked members to look at what they could do for National Apprenticeship Week.
- 4.2 The BBC are organising an event for Monday 5th March at the BBC Radio theatre which it is hoped will be the launch event.
- 4.3 Mark Easton has agreed to host the event, David asked Claire if other high profile presenters, for example, Steph McGovern, could be involved.

Action 2017/10 – Board members to be invited to the National Apprenticeship Awards Finals in January 2018

Action 2017/11 -David Meller to invite the Secretary of State to the BBC event on March 5th

Action 2017/12 - All members to consider what they can do for National Apprenticeship Week

5. Ministerial Address

- 5.1.1 The Rt Honourable Anne Milton MP, Minister for Apprenticeships and Skills, spoke to the Board about her priorities for Apprenticeships and invited Board members to talk about their experiences of apprenticeships and the issues for their sectors.

6. Chairs' and members' updates on activities

- 6.1 David invited Board members to update on their activities and give information about their sectors.
- 6.2 Simon Blagden mentioned how Fujitsu are administering apprenticeship programmes for SME's in their supply chain, also that they have a target for 20% of their Graduates to have a disability, which they are looking to extend to apprenticeship recruitment.
- 6.3 Claire Paul noted that in the creative sector, with a large proportion of SMEs larger organisations such as the BBC need to support growth. She noted that the BBC aim to have 450 apprentices with clear pathways from level 3 to 7. The BBC have a target of 10% of apprentices having a disability, they are currently on 16%.

- 6.4 Rami Ranger has engaged with over 100 businesses in the food and drink sector over the past 18 months including two round table events to promote the sector. He recently met with Marstons and a case study has been produced which will be sent to board members.

Action 2017/13 Marstons case study to be sent to board members.

- 6.5 Rachel Tuffin talked about the changing skills needs of the policing sector with the need for higher level skills, for example, in the area of cyber-crime. David asked Rachel if an event could be held during National Apprenticeships Week.

Action 2017/14 Rachel to investigate holding an event to promote apprenticeships in the Police sector during National Apprenticeship Week.

- 6.6 Mike Thompson said that the Banking sector was aware of apprenticeships, many organisations are waiting for the Investment Banking degree level apprenticeship to be approved in order to recruit for these positions.
- 6.7 Jason Holt mentioned his visit to the national contact centre (operated for the National Apprenticeship Service by SERCO) where SME apprenticeship enquiries are dealt with. He will be working with NAS to suggest improvements to our processes in responding to SMEs.
- 6.8 Trudy Harrison agreed that the process needs to be presented to SMEs in a way that they find simple and easy to access. She also said she would talk to SMEs in her constituency regarding how they are accessing apprenticeships and will feed back any issues.
- 6.8 Malcolm Press spoke about apprenticeships in the Higher Education sector, Degree level apprenticeships are a good way to widen participation in apprenticeships.

Action 2017/15- Malcolm to organise a Roundtable event to promote apprenticeships in the Higher Education Sector

- 6.9 Sarah Bishop (standing in for Julie Taylor) gave an update on apprenticeships in the Civil Service.

7. T Levels

- 7.1 Sue Lovelock gave a brief presentation on T levels and invited Board members to respond to the consultation to be announced on November 30th.

Action 2017/16 Board Members to be sent the link to the T levels consultation

8. A.O.B

Apprenticeship Delivery Board Meeting 28/11/2017

8.1 The next board meeting will be held on February 6th 2018, venue to be confirmed.

Meeting closed.