

MINUTES OF THE MEETING OF OSB/SKILLS ADVISORY PANEL
Tuesday 7th September 2021
Microsoft TEAMS Virtual Meeting
4:00pm – 6:00pm
MEETING MINUTES

PRESENT

NAME	POSITION AND ORGANISATION	MEMBERSHIP
Adrian Lockwood	Managing Director, Integration Technology	Chair
Sally Dicketts	CEO, Activate Learning	Vice Chair
Lucy Bowman	Senior Partnership Manager, DWP (cover for Imelda Goldsboro)	Member
Ross Burton	Area Lead for Oxfordshire, BEIS	Associate
Richard Byard	Director of Business Development, OxLEP	Member
Sally Green	UK DWP	supporting Lucy Bowman (MEMBER)
Richard Kennell	Managing Director, SOFEA	Member
David Martin	Director, Oxfordshire Advanced Skills	Member
Matt Peachey	Economic Development Manager, Oxford City Council	Associate
James Foley	Group Leader, Apprentice Training UK, BMW	Member
Helen Hall	UK Recruitment & Partnerships Director, Oxford Brookes University	Member

IN ATTENDANCE

Sarah Marlow	Skills Hub Deputy Manager & SAP Secretariat	OxLEP Skills
Nikki Wakefield	Careers and Enterprise Company Hub Lead	OxLEP Skills
Shasta Parveen	Strategic Stakeholder Relationship Manager	FEDCAP

APOLOGIES RECEIVED

Sally Andreou	Skills Hub Manager	OxLEP Skills
Kate Berman	Operations Director, Olamalu	Member
Kevin Gordon	Director for Children's Services, Oxfordshire County Council	Member
Prof Ewart Keep	Director - Centre for Skills Knowledge & Organisational Performance, Oxford University & Member of the National Skills and Productivity Board	Member
Iain Littlejohn	Director of Organisation Design and Change Management, Change Audit Ltd	Member

PAPERS: None

1	AL	Welcome, apologies, members' declarations of interest The Chair welcomed all to the meeting. Meeting etiquette and protocols were highlighted, and attendees were advised that the meeting would be recorded for the purposes of minute taking.
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		Apologies Received from: <ul style="list-style-type: none"> • Iain Littlejohn • Ewart Keep • Kate Berman • Kevin Gordon • Sally Andreou No declarations of interest stated.			
2	AL	Previous minutes and matters arising The minutes from the meeting of 25 th May 2021 were approved. Previous meeting actions:			
		Item	Details	Who	When
		1	<ul style="list-style-type: none"> • Matt Peachey to provide regular feedback to this group on the Inclusive Economy Group/Educational Attainment and Skills working group. • Contact details for Clayton to be circulated to the group via the final slide in Clayton's slide pack. • OxLEP Local Skills Report and Plan to be used to inform the working group on assessment of challenges to be addressed. • Definition of '@Inclusivity' to be provided as the initiative evolves 	CL/MP SM CL/MPSG CL/MP/SG	Twice yearly 27 th May 2021 ASAP ASAP
		5	Updates to be provided as the Government LEP review progresses	RB	July 2021
		6	Local Skills Report and Plan Slide pack to be circulated after the meeting within main meeting slide deck	SM	27 th May 2021
		7	Skills Hub Operational Update Slide pack to be circulated after the meeting within main meeting slide deck	SM	27 th May 2021
		8	<ul style="list-style-type: none"> • Members to contact SAP Secretariat/Chair if they wish to retire their SAP/OSB membership. • A further review (around November 2021) to be undertaken of role and function when further direction around SAPs. 	Members Future meeting Agenda item	At earliest convenience November 2021
		10	Slide pack to be circulated after the meeting	SM	27 th May 2021
		9	Kate Webb to share the bid application and an Executive Summary with Alison (TVBLEP) and Richard (OxLEP), who will in turn circulate to members.	RB	After the meeting/ongoing
			31 st August next meeting date to be rescheduled to early September	RB/SM	ASAP
		1: It was agreed that Matt Peachey would provide feedback on the Inclusive Economy Group at the next meeting in November. 5: A LEP review update would be provided in Agenda Item 6 of this meeting. 8: No members had contacted the Secretariat/Chair to retire their membership. 9: An update on the Trailblazer will be provided in Agenda Item 7 of this meeting.			

		<p>information on FE and HE opportunities, links to government websites and apprenticeships, support for mental health and self-referral opportunity for free advice for GCSE students through Adviza. Awaiting data for visitor numbers. BBC Oxford provided coverage through an OxLEP 'Find Your Futures' daily opportunity, so the platform was well publicised during exam results week.</p> <ul style="list-style-type: none"> • Hub Incubation Project CEC funding to support schools. Last year we used funding to develop LMI resources and to build the Find Your Future platform. This year there was an opportunity to bid for 1 of 10 research projects across the country. We were successful and will be delivering one of the flagship projects, Find Their Futures. The project aims to answer, <i>“Will teacher’s increased knowledge of the local labour market, lead to improved outcomes for young people?”</i> As Oxfordshire businesses need a strong STEAM talent pipeline, this project is aimed at increasing STEAM (Science, Technology, Engineering, Art & Maths) teachers’ awareness of the exciting innovative technologies locally, providing access to employers specialising in their subject field. The ambition for this funding, is for teachers to be confident, knowledgeable and able to share their understanding of the labour market within their teaching. By encouraging increased collaborative working between subject teachers and business - we will aim for the project not only to improve outcomes for young people but also to build a long-term sustainable community of engagement. <p>Slide set to be circulated.</p>
6	RB	<p>LEP Update At the March budget, government announced there will be a review of LEPs and the original intention was to report by summer recess. We await outcomes because of the pandemic and aligning with the Comprehensive Spend Review. The LEP review appears to now be more about evolution of role for LEPs. There is positivity around the LEPs future role but equally there's recognition it is a very difficult national funding policy landscape. We expect a decision in Autumn for direction of travel and clarification of what roles and responsibilities LEPS have moving forward. To be updated further in November meeting.</p>
7	RB	<p>Skills Hub Operational Update</p> <ul style="list-style-type: none"> • ESF S4B Programme Update With uncertainty of LEPs from a national perspective we've seen that uncertainty filtering down into operational challenges. This has led to the expiry of a very successful ESF funded Skills for Business programme (following the extension of the 2-year programme by 3 months). This was based on the uncertainty and challenges within the managing authority, DWP to reach a timely decision on the Project Change Request to extend the programme further, and the associated challenges and risks for OxLEP with staff resource retention and recruitment. While acknowledging the circumstances surrounding this decision the Chair expressed deep regret on behalf of the group for the loss of this successful program, which cannot be easily replaced short term due to the loss of both staff and momentum. • ESIF Skills Call There was an Oxfordshire call available for £1m skill support for the workforce through the European Structure Investment Fund (ESIF) with the same priority axis as the Skills for Business program (above). OxLEP took a strategic view that we wouldn't apply, not least because of the uncertainty described around the LEP review, and we wouldn't have been able to have guaranteed the match funding availability given that uncertainty. We believe there was only one bidder, who are currently being taken through contracting stage (Abingdon and Witney College), so this will ensure some continuity of some provision/support for

		<p>SMEs and additionally linked to net zero skills. The programme should start September for two years to September 2023 to support more than 250 businesses. OxLEP will still provide signposting and support through the Skills Hub Team.</p> <ul style="list-style-type: none"> • Thames Valley LSIP trailblazer & Activate SDF Bid decision Kate Webb joined us for our previous meeting (on the day of application) and took us through the application to DfE and the process. There was an ambition from DfE to fund up to 8 Trail Blazers, very similar activity to the DfE funded Skills Advisory panel work with the narrative around 'levelling up'. The 8 successful areas of West of England, Cumbria, South Yorkshire, Leicestershire, Kent, Tees Valley, Lancashire and Sussex and in each case the local the local Chamber of commerce is leading as the employer representative. The bid was also unsuccessful for the Strategic development Fund, capital opportunity (led by Neil Edwards and Activate Learning). We await the outcomes of the 6-month pilots and further related policy.
8	SM	<p>Labour Market Information Update</p> <p>An overview of current labour market intelligence linked to pandemic impact and recovery was provided, highlighting continuing falling trends in unemployment claims across the county and resilience shown. Most significant falls in claimants in 16-24 age group seen in recent months. A possible sign that interventions such as 'Kickstart' are positively impacting but there is no direct relational data currently available. Largest claimant age group 25 to 49 (60%) and slowest falling group is 50+. In May* there were 23,000 employment on furlough and the impact of the end of the CJRS scheme remains to be seen in the next data releases which are expected following the end of the scheme. Also noted the numbers furloughed in education for Oxfordshire (7.78%) was much higher than the rest of England and the Southeast (2.6%) matching the sector make-up and high levels of R&D in the county. Redundancy notification information was also shared but redacted from the slide set for circulation/further sharing. The information highlighted the highest redundancies seen in sectors which form the visitor economy but strong resilience, in comparison to those hardest hit areas such as the North East, Manchester and London. A brief overview of business churn (start-ups/closures) showed similarities to national reported sectors seeing more closures in visitor economy related sectors, but also seeing new start-ups in these same sectors as activities are pivoted.</p> <p>Slide set to be circulated with reacted redundancy data.</p> <p><i>*NB The May statistics pre-date the full removal of Covid restrictions and full re-opening of the economy.</i></p>
9	RB/SM	<p>Strategic Development Community Employment Plan (CEPs)</p> <ul style="list-style-type: none"> • Pipeline – SM A brief overview of the multiple large scale infrastructure projects and developments and linked Community Employment Plans was provided, highlighting the positive social value and opportunity to maximise benefits of these developments to ensure local people have better access to job opportunities. OxLEP Skills role is to support major developers in creating the Community Employment plan alongside District Economic Development Leads and Local Planners. We help to put together the plan, provide ideas and guidance and support on the targets that might be achieved. Then we will also provide support and resources to setting up and ensuring successful Steering Groups and quarterly monitoring meetings which report and support progress on those Community Employment Plan outcomes. They can form part of S106 planning obligations for significant developments, and they are viable both at the construction phase and the end phase of large commercial developments. The pipeline of possible CEPs coming through planning

		<p>was then highlighted. OxLEP currently consult/support 11 CEPS across the county, in inception stage or in progress. Out of 89 identified strategic development sites there is a current pipeline of 35 possible or in progress CEPS. Challenges around engagement exist due to acceptable Local Plan wording and ability for planners to include CEPs as S106 obligations, alongside funding and delivery challenges in terms of staffing resource to support this successful and substantially growing pipeline.</p> <p>Slide set to be circulated.</p> <ul style="list-style-type: none"> • 2050 Plan Consultation Response re CEPS – RB The positive value of maximising training, skills and employment outcomes of CEPs were reiterated and the lack of statutory obligation for developers. It is very much about winning hearts and minds with developers, and to do that you need to build relationships and building relationships takes time and some of the challenges raised in SMs presentation. We are therefore exploring funding streams to actively resource this key opportunity. The immediate opportunity is the Oxfordshire 2050 Plan consultation for the strategic spatial planning framework that will become one of the overarching documents that planners will need to adhere and respond to. A recommendation was agreed for a Skills Board/SAP representation to the 2050 Plan consultation with a strong narrative that extols the strength and opportunity of CEPS. <p>Link to 2050 Plan consultation is here</p> <ul style="list-style-type: none"> • A call for volunteers to support drafting of the 2050 Plan representation was made and the opportunity to review the response to be circulated before submission. Deadline for representations 8th October 2021.
	AL	<p>Future Meeting dates and AOB None</p> <p>FUTURE MEETINGS: 4:00pm – 6:00pm (virtual)</p> <ul style="list-style-type: none"> • Tuesday, 30th November 2021

ACTIONS

Item	Details	Who	When
2	Matt Peachey to provide feedback on the Inclusive Economy Group at the next meeting in November	MP/SM	November Meeting Agenda
3	How can we support the Afghanistan Resettlement Scheme around Skills support? Sectors with labour/skill shortages where we can provide training and upskilling interventions for 12months+. Working group scheduling in progress to discuss suggestions offered in the meeting chat facility and additional suggestion welcomed.	All/RB	7/9/21 – Follow-up meeting scheduled HOLDS for 13/9/21 and/or 17/9/21 - TBC
4	DWP FEDCAP Restart Programme – Slide set (including contact details to enable continued offline conversations from Q&A) to be circulated.	SM	8/9/21
5	<ul style="list-style-type: none"> • CEC Update slide set to be circulated • NW to explore the possibility of measuring uplift in Apprenticeship take-up as an outcome of the programme and feedback to group. 	SM NW	8/9/21 Future agenda
6	LEP Review – Further update to be provided in November meeting	RB	November Meeting Agenda
8	Labour Market Information Update slide set to be circulated with reacted redundancy data.	SM	8/9/21

9	<ul style="list-style-type: none"> • Strategic Development Community Employment Plan (CEPs) Pipeline – slide set to be circulated 	SM	8/9/21
	<ul style="list-style-type: none"> • Link to 2050 Plan Consultation to be circulated and included in Item 9 above 	SM	8/9/21
	<ul style="list-style-type: none"> • 2050 Plan Consultation Response re CEPS drafting, circulation to members and submission 	RB	Deadline 8/10/21

MEETING CLOSED: 5.46pm