

MINUTES OF THE MEETING OF OSB SKILLS ADVISORY PANEL
Monday 21st October 2019
OxLEP Offices
8.00 – 10.00

MEETING MINUTES

PRESENT

NAME	POSITION AND ORGANISATION	
Adrian Lockwood	Managing Director, Integration Technology	Chair
Bob Price	Independent	Member
Sally Dicketts	CEO, Activate Learning	Vice Chair
James Foley	HRM Consultant, BMW	Member
Simon Farrell	Head of Adult and Apprentice Training, BMW	Member
Cllr. Lorraine Lindsay-Gale	Cabinet Member for Education and Cultural Services	Member
Josh Fedder	Oxfordshire Area Lead, Ministry of Housing, Communities and Local Government	Associate
Richard Kennell	Managing Director, SOFEA	Member
Helen Hall	UK Recruitment & Partnerships Director, Oxford Brookes University	Member
Matt Peachey	Economic Development Lead, Oxford District Council	Member
Ian Littlejohn	Director of Organisation Design and Change Management at Change Audit Ltd	Member
Richard Byard	Director of Business Development, OxLEP	Member

IN ATTENDANCE

Sally Andreou	Skills Hub Manager	OxLEP
Sarah Marlow	Skills Policy Executive	OxLEP
Stuart Wells	Senior Consultant	HATCH Regeneris
Stephen Rosevear	Director (attendance via Skype/Phone)	HATCH Regeneris

APOLOGIES RECEIVED

NAME	POSITION AND ORGANISATION	
Prof Ewart Keep	Director - Centre for Skills Knowledge & Organisational Performance, Oxford University	Member
David Martin	Chief Operating Officer - UKAEA	Member
Jon Wood	Oxfordshire Partnership Manager, DWP	Member
Kate Berman	Operations Director, Olamalu	Member

PAPERS:

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1	AL	<p>Welcome, apologies, members' declarations of interest The Chair welcomed all, including new members/visiting speakers and brief introductions followed. Apologies were noted as above. There were no new declarations of interest stated.</p>
2	AL	<p>Matters arising from previous meeting – There being none. The minutes from August's meeting were approved.</p>
3	SW/SR-HATCH	<p>Presentation of Skills Advisory Panel (SAP) Analysis Draft Report – SW led the presentation with SR supporting by phone SW reported that the analysis had highlighted that priorities would not be largely unchanged from our previous Skills Strategy. He reiterated the purpose of the SAP Analysis; in understanding current and future skills needs and labour market changes. The approach of the SAP Analysis work had been completed in line with the Analytical Framework provided by DfE. During the presentation members were consulted for feedback and to provide their insights and perceptions throughout the presentation, in order to further inform the final report. Some of the points raised were around:</p> <ul style="list-style-type: none"> • the accuracy of GVA measures in national data • the graph used to show productivity did not really highlight that Oxfordshire had the largest growth over the time period in relation to that in comparable areas • growth challenges were discussed, including factors for high levels of commuting to work, such as housing costs and specialisation of sectors within Oxfordshire and surrounding areas • the source of data for the area's ranking against Gatesby Benchmarks was not reflective of the schools we work with through our Skills programmes • questions were raised around which education providers were included within the Social Mobility Index as this may skew the findings around Early Years ranking • the need for sector specific focus groups in the planned Employer Skills Survey • challenges in attracting talent linked to housing cost and retention of a skilled workforce • the need for employers to better understand the skills and qualifications landscape and particularly around understanding the quality of learning received at each level/subject and new qualifications • clarity around the challenges that employers face and their more exacting needs alongside development of a common language to support this • understanding that required job growth figures encapsulated replacement demand as well as growth demand • further unpicking of population statistics around the student population/aging population • course provision gaps – was this caused by lack of supply or challenges with up-take?

		<ul style="list-style-type: none"> • interventions (such as Growth Initiatives) which have more recently been put into place may as yet be unrepresented in the data • the need to support supply of jobs for the older workforce – flexibility and engagement/accelerated culture change amongst employers is needed • the national trend for employers needing ‘Work-readiness’ skills • the need for further granulation around STEM subjects • further granulation of under-utilisation of skills and over-qualification • the need for Skills capital and resource, in terms of people, to support the skills agenda • case studies on successful Apprenticeship Scheme employers would be beneficial • the need to develop work-ready skills from an early age • a focus on the challenges around Elementary occupations <p>The board were thanked for their input. Further refinement of the SAP Analysis report will now follow, with the final report due to be delivered 31st October.</p>
4	SM	<p>ESF Employer Skills Survey Update – SM reported that a proposal to complete this piece of work from Ewart Keep, Adam Saunders and Matthias Qian from SKOPE had been agreed. Intended to complete the SAP LMI work and to test the findings with employers and to provide for focus groups for example, for specific sectors identified in the SAP LMI and the LIS, Apprenticeship Levy payers and to test real and perceived impacts of Brexit.</p> <p>The findings, alongside the SAP LMI work will inform the development of a Skills Priority Statement to directly impact on interventions alongside the Local Industrial Strategy (LIS).</p> <p>Topics would be comparable to the national DfE 2019 Employer Skills Survey (ESS19) and the merged Employer Perspectives Survey, which is currently underway. However, it will not be a replication – it will be focused and reformed to a local level and refined to attain further depth. Fieldwork should include face to face and telephone interviews and focus groups.</p>
5	RB	<p>Taking Forward the Local Industrial Strategy (LIS)/ ARC Update – RB explained the priorities for the OSB/SAP members (see paper provided before the meeting). This prompted discussion around T-Levels; particularly around raising awareness versus championing these new qualifications. RB directed members to other strands of the LIS for queries around housing and growth.</p> <p>ARC Update: There is a Skills Leads meeting in early November with BEIS. The ARC continues to be driven forward.</p>
6	AL	<p>General update:</p> <ul style="list-style-type: none"> • Oxfordshire Apprenticeship Awards are to be launched 23rd October 2019. Please share/promote nominations in your supply chains/networks. • Careers and Enterprise Company Hub will be launched 24th October 2019. • Henley College’s Cuthbert Suite has been opened.
7	AL	<p>Speakers were thanked for their presentations.</p> <p>Any other Business: Future Meeting dates to be forwarded as soon as available (awaiting OxLEP Board Meeting dates)</p>

ACTIONS

Item	Details	Who	When
3. SAP Analysis Draft Report Presentation	Digital copy of presentation/handouts to SM for records	Stuart Wells – HATCH Regeneris	21 st October 2019
3. SAP Analysis Draft Report Presentation	Final draft of the report to be provided to the board – deadline 31 st October 2019	SM	After completion
7. Future Meeting Dates	Dates for OxLEP Board Meetings to be ascertained in order to set the OSB/SAP Meeting dates	SM	w/c 28/10/19

MEETING CLOSED: 10:00am

FUTURE MEETINGS:

- **Tuesday 25th February 2020**
- **Tuesday 9th June 2020**
- **Tuesday 15th September 2020**
- **Tuesday 24th November 2020**