

MINUTES OF THE MEETING OF OSB SKILLS ADVISORY PANEL
Tuesday 15th September 2020
Microsoft TEAMS Virtual Meeting
4:00pm – 6:20pm

MEETING MINUTES

PRESENT

NAME	POSITION AND ORGANISATION	MEMBERSHIP
Adrian Lockwood	Managing Director, Integration Technology	Chair
Sally Dicketts	CEO, Activate Learning	Vice Chair
Jon Wood	DWP Partnership Manager for Oxfordshire,	Associate
Cllr. Lorraine Lindsay-Gale	Cabinet Member for Education and Cultural Services Oxfordshire County Council	Member
Prof Ewart Keep	Director - Centre for Skills Knowledge & Organisational Performance, Oxford University	Member
Ian Littlejohn	Director of Organisation Design and Change Management at Change Audit Ltd	Member
David Martin	Director Oxfordshire Advanced Skills	Member
Josh Fedder	Assistant Director for Oxfordshire Cities and Local Growth Unit	Associate
Matt Peachey	Economic Development Manager, Oxford City Council	Associate
Richard Kennell	Managing Director, SOFEA	Member
James Foley	Group Leader, Apprentice Training UK, BMW	Member
Imelda Goldsboro	Senior Partnership Manager, DWP	Member
Helen Hall	UK Recruitment & Partnerships Director, Oxford Brookes University	Member
Richard Byard	Director of Business Development, OxLEP	Member
Kate Berman	Operations Director, Olamalu	Member
Kevin Gordon	Director for Children's Services, Oxfordshire County Council	Member

IN ATTENDANCE

Dr Adam Saunders	Director	Oxford Artificial Intelligence (OAI)
Dr Matthias Qian	Director	Oxford Artificial Intelligence (OAI)
Daniel Pesche	Associate	Oxford Artificial Intelligence (OAI)
Astrid Brakstaad	Associate	Oxford Artificial Intelligence (OAI)
James Sayer	Associate	Oxford Artificial Intelligence (OAI)
Simon Pringle	Director	Steer ED
Sue Lawson	Careers and Enterprise Company Hub Manager	OxLEP Skills
Sally Andreou	Skills Hub Manager	OxLEP Skills
Sarah Marlow	Skills Hub Deputy Manager	OxLEP Skills

NO APOLOGIES RECEIVED

PAPERS:

- Steer ED OxLEP Insight Calls Themes_Topic Guide_Skills.doc
- DfE SAP Email Update.docx
- SAPS_DRAFT_LocalSkillsReport_Guidance.pdf
- SAPS_DRAFT-Core Indicators User Guide.pdf

1	AL	<p>Welcome, apologies, members' declarations of interest</p> <p>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.</p> <p>No Apologies.</p> <p>Declarations of interest stated:</p> <ul style="list-style-type: none"> • EK noted his involvement in the work of Oxford Artificial Intelligence (presenting in Agenda Item 4) <p>Cllr Lorraine Lindsay-Gale and Adrian Lockwood introduced Kevin Gordon, Director for Children's Services, Oxfordshire County Council who gave a short overview of his role.</p>																																				
2	AL	<p>The minutes from June's meeting were approved. Previous meeting actions completed.</p> <table border="1" data-bbox="416 1003 1465 1727"> <thead> <tr> <th data-bbox="416 1003 512 1039">Item</th> <th data-bbox="512 1003 1086 1039">Details</th> <th data-bbox="1086 1003 1219 1039">Who</th> <th data-bbox="1219 1003 1465 1039">When</th> </tr> </thead> <tbody> <tr> <td data-bbox="416 1039 512 1111">6</td> <td data-bbox="512 1039 1086 1111">Presentation slide set by SA – Skills team Delivery Update to be circulated</td> <td data-bbox="1086 1039 1219 1111">SA/SM</td> <td data-bbox="1219 1039 1465 1111">11 June 2020</td> </tr> <tr> <td data-bbox="416 1111 512 1182">4</td> <td data-bbox="512 1111 1086 1182">Presentation slide set by NCS/Adviza to be circulated</td> <td data-bbox="1086 1111 1219 1182">SM</td> <td data-bbox="1219 1111 1465 1182">11 June 2020</td> </tr> <tr> <td data-bbox="416 1182 512 1218">5</td> <td data-bbox="512 1182 1086 1218">The link to the Oxford Skills Monitor</td> <td data-bbox="1086 1182 1219 1218">SM</td> <td data-bbox="1219 1182 1465 1218">11 June 2020</td> </tr> <tr> <td data-bbox="416 1218 512 1352">5</td> <td data-bbox="512 1218 1086 1352">Imelda Goldboro to pick up conversation with RB/SA/SM around sourcing/sharing information on claimant qualifications to match to demand and HR1 data</td> <td data-bbox="1086 1218 1219 1352">IG/RB/SA/SM</td> <td data-bbox="1219 1218 1465 1352">pending</td> </tr> <tr> <td data-bbox="416 1352 512 1451">5</td> <td data-bbox="512 1352 1086 1451">Further developments of the Oxford Skills Monitor and Focus Group Reporting to be shared at next meeting.</td> <td data-bbox="1086 1352 1219 1451">AS</td> <td data-bbox="1219 1352 1465 1451">15 September 2020</td> </tr> <tr> <td data-bbox="416 1451 512 1523">8</td> <td data-bbox="512 1451 1086 1523">LEP Board Briefing Presentation to be circulated</td> <td data-bbox="1086 1451 1219 1523">SM</td> <td data-bbox="1219 1451 1465 1523">11 June 2020</td> </tr> <tr> <td data-bbox="416 1523 512 1594">8</td> <td data-bbox="512 1523 1086 1594">Future LMI datasets to be circulated</td> <td data-bbox="1086 1523 1219 1594">SM</td> <td data-bbox="1219 1523 1465 1594">Completed as released</td> </tr> <tr> <td data-bbox="416 1594 512 1727">8</td> <td data-bbox="512 1594 1086 1727">Set up and plan a working group around WEx offer across the county</td> <td data-bbox="1086 1594 1219 1727">RB/SA</td> <td data-bbox="1219 1594 1465 1727">Now superseded by latest Government initiatives</td> </tr> </tbody> </table>	Item	Details	Who	When	6	Presentation slide set by SA – Skills team Delivery Update to be circulated	SA/SM	11 June 2020	4	Presentation slide set by NCS/Adviza to be circulated	SM	11 June 2020	5	The link to the Oxford Skills Monitor	SM	11 June 2020	5	Imelda Goldboro to pick up conversation with RB/SA/SM around sourcing/sharing information on claimant qualifications to match to demand and HR1 data	IG/RB/SA/SM	pending	5	Further developments of the Oxford Skills Monitor and Focus Group Reporting to be shared at next meeting.	AS	15 September 2020	8	LEP Board Briefing Presentation to be circulated	SM	11 June 2020	8	Future LMI datasets to be circulated	SM	Completed as released	8	Set up and plan a working group around WEx offer across the county	RB/SA	Now superseded by latest Government initiatives
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3	AL	<p>Chairpersons Update</p> <p>A brief overview of current skills landscape, COVID impact and new initiatives was given, highlighting current skills challenges. Two core parts of economic recovery for the LEP highlighted as 'Support for Business' and most importantly 'Skills for Business'. Adrian highlighted how Agenda Item 5 would support future planning and reported the unique intelligence from LEPS particularly around skills would be so important to government in aiding recovery. He suggested holding a joint sub group meeting with the OxLEP Business Support sub-group to support economic recovery planning.</p>																																				

	RB	<p>Independent Provider Vacancy</p> <p>When the group restructured to Skills Advisory Panel there was a recommendation that we had representation of an Independent Training Advisor. A vacancy exists and it is hoped that a member of the OxLEP led Provider Forum would take up this vacancy for the next meeting. The vacancy will be promoted at the forthcoming Provider Forum. RB highlighted the updated SAP Guidance (circulated in papers for the meeting).</p>
6	RB	<p>HR1 Oxfordshire Redundancies Update</p> <p><i>(HR1 - The statutory requirement to notify the Secretary of State for Business, Innovation and Skills (BIS) if an employer proposes making 20 or more redundancies during a 90-day period)</i></p> <p>A good forward indicator of challenges around the economy. LEPs receive monthly data (heavily embargoed). An analysis is included in the monthly OxLEP Skills Labour Market intelligence reporting. In June, accommodation services suffered the highest number of redundancy notifications. In July it was more balanced, with highest notifications being professional, scientific and technical services followed by Arts and Entertainment, accommodation and manufacturing We are reviewing this on a monthly basis to enable provision of support through OxLEP programmes where possible and DWP programmes. We are also using FAME business start-up and closure data and job analytics to support this awareness.</p> <p>OxLEP Update</p> <p>Economic Recovery Plan (ERP) due to be signed off by LEP Board early December. Current operational policy void for LEPs is challenging; New Government initiatives and opportunities awaited alongside CSR.. Final confirmation on the 'Getting Building Fund' awaited to support Green Recovery and Jobs. Includes 6 schemes including a Green Construction Skills Centre and a £2m Capital Grant programme to support businesses to become more eco-friendly and to create and retain jobs.</p>
4	Guest Speakers	<p>Presentation by Oxford Artificial Intelligence on Employer Skills Survey and Webtool Development inc. Q&A</p> <p>The OAI team presented a webtool designed to look at the Oxfordshire labour market and skills landscape which is a resource to bring together and visualise data for SAP analysis initially.. The webtool incorporates 2 key datasets: the DfE SAP Toolkit Indicators and the datasheet supporting OxLEP Skills current LMI monthly report to automate and visualise this data, consolidated in a reporting function. A year long Service Level Agreement is being entered into initially. The career seeker portal was raised in terms of accessibility concerns for young people and parents. Testing was requested in terms of Education Provider use and other audiences.</p>
<i>5 min comfort break</i>		
5	Guest Speaker – Steer ED	<p>The role of skills in supporting Economic Recovery Planning</p> <p><i>OxLEP has commissioned Steer ED to help us shape our Economic Recovery Planning.</i></p> <p>Simon Pringle, Steer ED, explained that the purpose of this session was to update and inform and Emergency recovery plan post COVID. There will be 3 main strands:</p> <ul style="list-style-type: none"> • Update the socio-economic forecast for Oxfordshire post COVID • Using Cambridge Econometrics to forecast to 2040 looking at lost employment, wealth or growth as a consequence of COVID • A set of qualitative interactive consultations to sense check and utilise on the ground information. This session will be one of 8 sessions.

		<p>A qualitative interactive consultation then ensued drawing out members reflections on the questions highlighted in the meeting papers circulated prior to the meeting.</p> <p>The results are intended to inform the ERP for the end of 2020. RB will feedback to the group as part of OxLEP Update at future meetings.</p>
7	SA	<p>Overview of the Government Covid-19 Skills response</p> <p>A brief overview of the latest Education and Skills Funding Agency (ESFA) and Department for Work and Pensions (DWP) initiatives was provided. An accompanying slide set will be circulated following the meeting which include details of OxLEP's ESF Skills for Business, Business Breakfast Meeting Webinars on:</p> <ul style="list-style-type: none"> • Thursday 29th September 8am - 8:45am • Thursday 1st October 2020 8am - 8:45am <p>Members asked to share this offer within their business networks. The breakfasts are designed to support Oxfordshire understand the range of new initiatives and signpost as to how to get involved, including the new Kickstart Initiative. Sign-up and more information can be found here: C</p>
8	SL	<p>The new Careers and Enterprise Company (CEC) funded 'My Choices' programme</p> <p>CEC My Choices project recently launched aimed at responding to COVID and the altered choices and options that young people leaving education either this Summer or next Summer are likely to face. Based around the 'My Choices Transition Framework' including 6 key areas for young people in transition years, aged 16 and 18. Aim is to standardise and structure information for these years to support the 8 Gatsby Benchmarks.</p> <p>There are 3 strands: a national strand – a national Webinar has been held looking at pathways and national services available. Secondly, a local strand – OxLEP Skills CEC team and Learn Live digital platform hosted webinar to support local young people in years 11,12 and 13 to better understand their career options and the skills that local Oxfordshire employers are looking for – to be held on 8th October 5pm - 7pm. 20 local businesses are taking part including a live chat platform. The webinar will be available on the LearnLive platform thereafter. The third strand is a My Choices Local Transition Fund – OxLEP Skills have successfully bid for modest funding for, 'Transition for Skills' including 1:1 transition coaching to end of Spring term 2021. The aims are to re-motivate, inspire and inform this cohort through Careers Information Advice and Guidance.</p>
9	SM	<p>OxLEP Work Experience (WEX) service update including new employer opportunities</p> <p>A brief overview of the need to reengineer the service base on customer feedback and to improve the quality and efficiencies of the service pre-COVID was provided along with an overview of the new Customer relationship Management (CRM) system which is integral to the service and the accompanying APP which encourages stronger student engagement and responsibility for management of their own placement (in keeping with Gatsby Benchmark 6 – one of the OxLEP Skills CEC team targets). Covid has decimated the WEx service as understandably no placements are happening. As a mitigation service offer Virtual WEX has been introduced and employers were asked to engage in provision of a short selfie video to be included in a sector spotlight playlist as part of a week's school timetable of Virtual WEX opportunities. A guidance sheet will be circulated. A short overview of the two new service offers was provided and a document showing more detail will be circulated following the meeting.</p>
10	AL	<p>Future Meeting dates and AOB</p>

		FUTURE MEETINGS: 4:00pm – 6:00pm <ul style="list-style-type: none"> • Tuesday 24th November 2020
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ACTIONS

Item	Details	Who	When
3	Information about a joint Business Support Sub-group and Skills Board meeting to be arranged and circulated	AL/RB	Following Business Support Sub-group meeting on 16/9/20
4	Webtool link to be shared with members once snagging is completed to enable testing by intended audience.	SM	As soon as completed and ready to share
4	Webtool feedback to be provided by members to SM to inform OALs developments and Service Level Agreement	Members	On receipt of the webtool link to members
4	Webtool to be shared with Provider Forum members	SA/SM	October 2020
4	S/SM to share the webtool with careers leaders and other stakeholders who are involved in Careers Information such as Adviza SD offered to sense check the tool with her team and offer feedback	/SM SD	Ongoing
4	Training and Induction for the webtool TBA	SM	On completion of the webtool
5	Results of the SteerED session to be fed back to the group in future meetings.	RB	November 2020 meeting/February 2021 meeting
7	Slide set to be circulated - Overview of the Government Covid-19 Skills response	SM	After the meeting
7	Members are encouraged to share the link for the Business Breakfast Webinars to support local business to understand the new Skills Initiatives and signpost as to how to get involved: https://www.oxfordshirelep.com/events/event/kickstart-and-other-skills-incentives-all-you-need-know	Members	Thursday 29 th September 8am - 8:45am & Thursday 1 st October 2020 8am - 8:45am
7	Apprenticeship initiative date queried by KB – runs out in January when Apprenticeships start in Autumn. This was a challenge in hiring new Apprentice starters in that timescale. JW to find out more and respond.	JW (DWP)	At earliest possible date
8	Due to time limitations - questions for Sue to be emailed to sue.lawson2@oxfordshirelep.com	Members/SL	After the meeting
9	Slide set to be circulated - OxLEP Work Experience (WEX) service update including new employer opportunities	SM	After the meeting
9	Sector Spotlight Video Playlist engagement guidance sheet to be circulated. Members to engage and circulate to their business networks.	SM & Members	After the meeting
9	New OxWEX and OxWEX+ offer to be circulated.	SM	After the meeting

MEETING CLOSED: 6:35pm