**MEETING**
**4pm-6.00pm, Tuesday 25th May 2021**
**Virtual Meeting via Microsoft Teams**
**(Join Microsoft Teams Meeting)**

**Please note that this meeting will be recorded in order to support minute taking. Please mute your mic/close your camera if you do not wish your voice to be recorded and confirm this and communicate during the meeting using the 'chat' functionality.**

(Please confirm your attendance at your earliest convenience via the Team Invitation/Outlook Calendar Invitation response)

**AGENDA**

| Time (pm) | Agenda no. | Subject | For Member Information (I) or Action (A) | Presenter |
|---|---|---|---|---|
| **4.00** | **1** | Inclusive Economy Group (IEG) including Q&A | I | Clayton Lavallin, Principal Regeneration & Economic Development Officer, Oxford City Council |
| **4.20** | **2** | Welcome, apologies, members' declarations of interest | I | Adrian Lockwood |
| **4.22** | **3** | Previous minutes and matters arising | I/A | Adrian Lockwood |
| **4.25** | **4** | Chairpersons Update | I | Adrian Lockwood |
| **4.35** | **5** | LEP Update | I | Richard Byard |
| **4.40** | **6** | Local Skills Report & Plan Update | I | Sally Andreou/Sarah Marlow |
| **4.50** | **7** | Skills Hub Operational Update* | I | Sally Andreou |
| **5.05** | **8** | Membership Review* | A | Richard Byard |
| **5.30** | **9** | 'Skills for Jobs' White Paper Update:<br>• Skills Improvement Plan Trailblazer<br>• Strategic Development Fund | I | Kate Webb – KWP Ltd (tbc) – consultant for Thames Valley Chamber of Commerce |
| **5.50** | **10** | Green Skills/Net Zero Overview* | I | Richard Byard/Sarah Marlow |
| **6.00** | **11** | Future Meeting dates and AOB | I/A | Adrian Lockwood |

*items marked will be accompanied by briefing paper (bp) /report (r) /presentation (p)

**PAPERS:**

- Local Skills Report and Plan (Item 6): https://www.oxfordshirelep.com/sites/default/files/uploads/OxLEPLocalSkillsReportPlan2021.pdf
- Appendix A and B (underpinning evidence document for Local Skills Report and Plan) (Item 5): https://www.oxfordshirelep.com/sites/default/files/uploads/OxLEPLocalSkillsPlanAnnexAB2021.pdf

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- Draft Report on Net Zero/Green Skills for Growth Board (Item 10)
- Net Zero/Green Skills Statistics Presentation (Item 10)
- Skills Hub Operational Update (Item 7)
- Membership Review Paper (Item 8)
- OSB Terms of Reference (Item 8)

**FUTURE MEETINGS:**

**4:00pm – 6:00pm (virtual)**

- Tuesday, 31st August 2021
- Tuesday, 30th November 2021

**Actions from previous meeting 23rd February 2021**

| Item | Details | Who | When |
|---|---|---|---|
| **3** | Letters to Independent Provider Vacancy Applicants and invitation to John Pitchforth to join the Board/Panel as a member. | RB | 24th February 2021 |
| **4** | CEC Update slides to be circulated after the meeting | SM | 25th February 2021 |
| **4** | A meeting TBA between Children's Services, OxLEP Skills Team and CEC Hub Lead to explore acceleration of communications around the CEC Team's offer by the council. A workshop TBA to further the discussion held around broad aspirations for this type of work to achieve scale and reach through a workshop. | SA/NW/KG | Meeting 26th May 2021 4.30pm<br><br>Workshop 10th September 2021 4pm |
| **4** | A meeting TBA between OxLEP and Oxford City Council to explore how to deliver some of the skills strategies raised by the Local Skills Report. SA/MP/SM TBC | SA/MP/SM | Meeting held SA 9th March 2021 - ongoing |
| **5** | Slides to be circulated following the meeting. | SM | 25th February 2021 |
| **6** | Slides to be circulated following the meeting. | SM | 25th February 2021 |
| **6** | Future ideas/Trailblazer group to be developed to explore more collaborative working between Providers and Employers for future provision and develop an action plan, initiated by written correspondence in the short-term to ensure a timely delivery vehicle is put forward to Government. | RB/SD/AL | Updates in government guidance to be discussed 25th May 2021. |

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