

**MINUTES OF THE MEETING OF OSB SKILLS ADVISORY PANEL**

**11 June 2019**

**OxLEP Offices**

**16.30 – 18.30**

**PRESENT**

| <b>NAME</b>     | <b>POSITION AND ORGANISATION</b>   |                   |
|-----------------|--|-------------------|
| Adrian Lockwood | Managing Director, Integration Technology  | <b>CHAIR</b>      |
| Sally Dicketts  | Group CEO, Activate Learning   | <b>VICE CHAIR</b> |
| Kate Berman     | Operations Director, Olamalu   | <b>MEMBER</b>     |
| Iain Littlejohn | Director of Organisation Design and Change Management at Change Audit Ltd              | <b>MEMBER</b>     |
| Richard Kennell | Managing Director, SOFEA   | <b>MEMBER</b>     |
| David Martin    | COO - UKAEA  | <b>MEMBER</b>     |
| Bob Price       | Independent  | <b>MEMBER</b>     |
| Prof Ewart Keep | Director - Centre for Skills Knowledge & Organisational Performance, Oxford University | <b>MEMBER</b>     |
| Helen Hall      | Director of UK Recruitment & Partnerships Oxford Brookes University                    | <b>MEMBER</b>     |
| Boyd Hatfield   | Dept of Education  | <b>MEMBER</b>     |
| Richard Byard   | Director of Business Development, OxLEP  | <b>MEMBER</b>     |

**IN ATTENDANCE**

|               |                                       |              |
|---------------|---------------------------------------|--------------|
| Sally Andreou | Skills Hub Manager                    | <b>OxLEP</b> |
| Shaheen Darcy | Skills for Business Programme Manager | <b>OxLEP</b> |
| Ahmed Goga    | Director to Strategy & Programmes     | <b>OxLEP</b> |

**APOLOGIES RECEIVED**

| <b>NAME</b>   | <b>POSITION AND ORGANISATION</b>                          |                  |
|---------------|---|------------------|
| Simon Farrall | Head of Adult and Apprentice Training                     | <b>MEMBER</b>    |
| Jon Wood      | DWP   | <b>MEMBER</b>    |
| David Clarke  | Deputy Director for Education, Oxfordshire County Council | <b>MEMBER</b>    |
| Matt Peachey  | Economic Development Manager – Oxford City Council        | <b>ASSOCIATE</b> |
| Sarah Marlow  | Skills Policy Executive                                   | <b>OxLEP</b>     |

|    |    |  |
|----|----|--|
| 1. | AL | <p><i>Welcome, apologies, members' declarations of interest</i></p> <p>The chair welcomed all, including new members Helen and Boyd, and brief introductions followed. The chair congratulated Sally Dicketts on her appointment of Vice Chair of the group.</p> <p>Apologies were noted as above; there were no new declarations of interest stated.</p> <p>RB updated that Jon Wood would be stepping down from the group and would be replaced by Imelda Goldsboro moving forward.</p> <p>The Chair updated the group on recent presentation he and RB gave to OCC scrutiny on the work of the Skills Board, as well as updating the group on his appointment to the CEC national employers steering group.</p>   |
| 2. | AL | <p>The minutes from February's meeting were approved</p>   |
| 3. | AG | <p>Ahmed Goga gave an update on the Local Industrial Strategy and the development of the Oxford-Cambridge Arc.</p>   |
| 4. | AG | <p>AG presented an update on Oxfordshire's European Structural Investment Funds (ESIF) programme and particularly European Social Fund (ESF) programmes which have a skills and social inclusion focus.</p> <p>He further updated on a small amount of funding available to support skills research activity through the Skills Support Development Theme as well as a £500k call being planned for September.</p> <p><b>The group agreed;</b></p> <ul style="list-style-type: none"> <li>i) Information be developed showing the breadth of the contracted ESF programmes, funding and delivery profile against target.</li> <li>ii) That the ESF contract holders be invited to present at board meetings on a rolling basis to ensure OSB have an oversight on programme activity and can support and promote</li> <li>iii) That the £20,000 available under Skills Support Development Theme be targeted at developing an employer survey to inform wider workforce planning, research on skills shortages or specific sectors and Brexit related skills shocks for affected employers</li> <li>iv) That the £500k September call be aligned to emerging LIS priorities of <ul style="list-style-type: none"> <li>• Leadership &amp; Management Development in SMEs</li> <li>• Responding to the 'Grand Challenges'</li> <li>• Higher level technical skills development – L4-L7</li> </ul> </li> </ul> <p>Should any colleagues have any further thoughts on the Sept call please email Ahmed direct by the end of June.</p> <p>The presentation is attached with these minutes</p> |
| 5. | RB | <p>RB introduced Boyd Hatfield as our DfE 'account manager.</p> <p>Boyd updated that he would be able to attend OBS/SAP intermittently as he had responsibility for 6 LEPs across the south of England. He also acknowledged that our SAP was well advanced.</p> <p>RB updated we had gone to market for external support to lead our labour market analysis which would be completed by October. This would then underpin the development of an Oxfordshire Skills Priority Statement (akin to a refreshed skills strategy) in response to the LMI findings and the Industrial Strategy. This would be finalised by spring 2020</p>   |

|    |    |   |
|----|----|---|
| 6. | RB | <p>David Martin &amp; Helen Hall left the room for this agenda item.</p> <p>RB presented the attached paper following our recent Local Growth Fund skills call.</p> <p>He explained that four expressions of interest were received, with three being invited to full business case and subsequent assessment.</p> <p>These were;</p> <ul style="list-style-type: none"> <li>• Construction skills centre proposed by Abingdon &amp; Witney College</li> <li>• Advanced Skills Centre phase 3 proposed by UK Atomic Energy Authority (UKAEA)</li> <li>• Logistics supply chain proposal proposed by Oxford Brookes</li> </ul> <p>Project assessment followed previously adopted LGF processes which utilised the Early Assessment and Sifting Tool (EAST) adapted for our requirements. EAST is a decision support tool that has been developed to summarise and present evidence on options in a clear and consistent format. It provides decision makers with relevant, high level, information to help them form a view of how options perform and compare. The process was supported by County Council, and members of the Skills Board and Programme Sub-Group. All three schemes were viable - had more funding be available all three would have been recommended for funding.</p> <p>Following the process set out above OSB unanimously <b>endorsed the recommendation to approve the UK Atomic Energy Authority proposal and award £534,610 funding</b> subject to endorsement by the programme sub group and approval by OxLEP board on 25 June.</p> <p>DM and HH re-entered the room – the chair updated them on the recommendation subject to ratification by OxLEP board.</p> |
| 7. | RB | <p>BP left the meeting.</p> <p>RB updated the group on the emerging cross Arc discussions with DfE and a meeting that was held last month. It's clear that HMG are keen to engage in Arc wide conversations across numerous policy areas – including certain elements of skills, internationalisation and business support.</p> <p>He updated that the following skills areas were being progressed across the Arc;</p> <ul style="list-style-type: none"> <li>i) To better understand the breadth, scale and value of current HMG investment into skills and employability activities across the Arc and review these against the findings of our emerging Skills Advisory Panel Labour Market Intelligence to get as complete a picture as possible of skills supply v demand v future requirements of business. This may lead to a cross Arc co-commissioning agreement to ensure better alignment of HMG funding to the economic needs of the Arc.</li> <li>ii) A new cross Arc approach to better harness the Apprenticeship Levy to connect SMEs into wider value chains, spreading funding more effectively across local sector-clusters through the creation of a co-ordinated levy transfer mechanism</li> </ul>   |

|    |     |  |
|----|-----|--|
|    |     | <p>iii) Develop a longer-term approach to engaging business with education that recognises that young people spend at least 11 years in education – often more; yet CEC activities are short term and piecemeal.</p> <p>iv) Engaging with the Universities group to maximise provision aligned to our high growth business need and to retain graduates</p> <p>He explained that the inclusive economy strand supporting those furthest from the labour market was being led by the Inclusive Economy Unit and discussions were planned.</p> <p>SD suggested a similar approach be planned across Arc FE providers as was being developed with HE.</p> |
| 8. | SA  | <p>SA provided an update on the recent skills team activities including a refined CareersFest 2020 offer.</p> <p>She updated that our Careers Hub bid had been successful and that we had recruited to the Careers Hub lead role with the project due to start in September. She highlighted the requirement for cornerstone employers to support the CH.</p> <p>SD acknowledged the very positive change in team approach, activity, engagement and focus which was supported by the group</p> <p>The presentation is attached with these minutes; the work experience video will be distributed separately as currently being re-edited.</p>         |
| 9. | ShD | <p>Shaheen Darcy introduced herself as the ESF Skills for Business programme manager. She then updated the group on this new project to raise awareness.</p> <p>The project will report into OSB on a quarterly basis to ensure the group has awareness and oversight of progression.</p> <p>The presentation is attached with these minutes</p>   |
| 10 | AOB | <p>RB asked availability for the next meeting scheduled for 27 August given holidays. Members are asked to confirm availability by return.</p>   |

Proposed 2019 meeting dates (at least 2 weeks prior to OxLEP board);

27 August

26 November