

**MINUTES OF THE MEETING OF OSB/SKILLS ADVISORY PANEL**  
**Tuesday 22<sup>nd</sup> February 2022**  
**Microsoft TEAMS Virtual Meeting**  
**4:00pm – 6:15pm**  
**MEETING MINUTES**

**PRESENT**

<b>NAME</b>	<b>POSITION AND ORGANISATION</b>	<b>MEMBERSHIP</b>
Adrian Lockwood	Director, Integration Technology	Chair
Richard Byard	Director of Business Development, OxLEP	Member
Prof Ewart Keep	Director - Centre for Skills Knowledge & Organisational Performance, Oxford University & Member of the National Skills and Productivity Board	Member
Richard Kennell	Managing Director, SOFEA	Member
Iain Littlejohn	Director of Organisation Design and Change Management, Change Audit Ltd	Member
David Martin	Director, Oxfordshire Advanced Skills	Member
James Loukes	Group Leader, Production Manager, MINI Plant, Oxford	Member
Helen Hall	UK Recruitment & Partnerships Director, Oxford Brookes University	Member
Owain Johns	Development Director, Heritage Skills Academy (deputy for John Pitchforth)	Member's deputy
James Gilpin	Employer Adviser, UK DWP	Member's deputy
Ross Burton	Area Lead for Oxfordshire, Oxfordshire & Buckinghamshire, Cities & Local Growth Unit	Associate

**IN ATTENDANCE**

Sally Andreou	Skills Hub Manager	OxLEP Skills
Sarah Marlow	OxLEP Skills Hub Deputy Manager & OSB/SAP Secretariat	OxLEP Skills
Sarah Watson	OxLEP Programme Manager	OxLEP Capital Programmes
Elaine Adams	Development Manager, ARCh Oxford	ARCh Reading
Jane Rendle	Development Manager, ARCh Oxford	ARCh Reading
Clayton Lavallin	Principal Regeneration & Economic Development Officer	Oxford City Council,

**APOLOGIES RECEIVED**

Sally Dicketts	CEO, Activate Learning	Vice Chair
Kate Berman	Operations Director, Olamalu	Member
John Pitchforth	Managing Director, Heritage Skills Academy	Member
Eddy McDowall	CEO, Oxfordshire Association of Care Providers	Member
Jo Lynch	Senior Partnership Manager, DWP	Member
Matt Peachey	Economic Development Manager, Oxford City Council	Associate
Kevin Gordon	Director for Children's Services, Oxfordshire County Council	Member
Jessie Dobson	Partnership Manager for Young People (Deputy for Kevin Gordon)	Member's deputy

**PAPERS:**

- Local Skills report and Plan (and accompanying annexes)
- Levelling Up White Paper Executive Summary

- Labour Market Information slide pack

1	AL	<b>Welcome, apologies, members' declarations of interest</b> The Chair welcomed all to the meeting and apologies were noted. He reminded members to ensure declarations of interest were up to date			
2	AL	<b>Previous minutes and matters arising</b> The minutes from the meeting of 30 <sup>th</sup> November 2021 were approved. Previous meeting actions:			
		<b>Item</b>	<b>Details</b>	<b>Who</b>	<b>When</b>
		3	Invitation to be forwarded to Eddy McDowall, to join the group. Update Membership list. OACP to be included on February Agenda	SM	1 <sup>st</sup> December 2021 22 <sup>nd</sup> February 2022 Agenda
		9	OSB input into LGF1&2 Skills Projects Evaluation Reports. Employment uptake rates as a metric to be considered. Circulate slide pack	SW SM	February 2022 1 <sup>st</sup> December 2021
		4	LEP Review Update Labour Market Intelligence Social Contract – slide pack to be circulated and further updates on February Agenda	RB/SM SM	22 <sup>nd</sup> February 2022 Agenda 1 <sup>st</sup> December 2021
		5	OA Awards Comms Pack to be circulated OA Awards slide pack to be circulated	SM SM	1 <sup>st</sup> December 2021 1 <sup>st</sup> December 2021
		6	Slide to be shared to the group	KG	Not provided
		7	Underpinning data to be shared by MP to support understanding of attainment data at district and ward level. Questions for discussion posed on the Educational Attainment Working group proposals and to be responded to by OSB members – please see slide pack to be circulated and respond by email to CLavallin@oxford.gov.uk	MP ALL	At earliest convenience At earliest convenience
		8	Suggestions for project management resource and funding opportunities to amplify rollout of the Larder/Digital Skills Pilots now sought from the group	ALL	At earliest convenience
			<b>Future meetings</b> Activate Learning update expected from Sally Dicketts in next meeting agenda.	SD	22 <sup>nd</sup> February 2022 Agenda
		All actions were completed / followed up in this agenda.			
3	AL	<b>Chairpersons Update</b> <ul style="list-style-type: none"> <li>• New member Eddy McDowall (OACP) will be introduced at the next meeting.</li> <li>• <b>Members approved James Loukes to replace James Foley as MINI Plant, Oxford representative</b></li> <li>• Membership review deferred until after Easter, when we hope to know more about LEP review, future of SAPs and more details post publication of the Levelling Up White Paper.</li> </ul>			
4	Guest	<b>ARCh – Assisted Reading for Children – Covid Crisis Response</b> <ul style="list-style-type: none"> <li>• Jane Rendle, Development Manager, ARCh</li> <li>• Elaine Adams, Development Manager, ARCh</li> </ul>			

		<p>An overview of the charity’s objectives and benefits was provided. ARCh is an Oxfordshire charity which recruits, trains, places and supports dedicated volunteer reading helpers to provide one to one personalised reading support for 6–11 year-olds, as an early intervention service. Work is prioritised in Oxfordshire’s most deprived wards. More volunteers are needed. Questions were raised to members:</p> <ul style="list-style-type: none"> <li>• How should ARCh recruit more volunteers?</li> <li>• How should ARCh engage more primary schools?</li> </ul> <p>Members responded with suggestions. Introductions offered, to be followed up by ARCh as required. Slide set to be circulated.</p>
5	Sarah W	<p><b>Local Growth Fund Evaluation Report</b></p> <ul style="list-style-type: none"> <li>• Sarah Watson, OxLEP Programme Manager, Major Projects provide an update on the progress of the LGF1 Skills projects:</li> <li>• The Advanced Skills Centre – this project has met its increased student numbers targets within 4 years. Ongoing evaluation was recommended.</li> <li>• Blackbird Leys STEM Centre – Data analysis still under way on this project. Provisional data looks strong will be evaluated. Positive impacts aside from learner numbers were highlighted, such as local community wellbeing.</li> <li>• Clinical Care Skills Suite – has enabled essential modern facilities and equipment and has been a pilot for a further 4 care suites across the Provider’s offer. OxLEP are currently in consultation with the Provider to maximise usage of the facilities.</li> </ul> <p>Further reports to be presented to the Board in future. Slide pack to be circulated</p>
6	Clayton L	<p><b>Oxfordshire Inclusive Employment Group:</b></p> <ul style="list-style-type: none"> <li>• <b>Discussion of questions posed at last meeting and circulated</b></li> </ul> <p>The focus was on the educational Attainment Working Group of the partnership. The partnership is a volunteer group of private, public and voluntary community sector to tackle equality and inclusivity challenges across the county. The group are looking at upstreaming the work of OxLEP and others around supporting educational attainment at Level 3. A design thinking session was facilitated which identified 9 key problem statements which the working group would like to address. These were then refined down to three sub-group action plans focussing on mentoring, voluntary workforce and parental advocacy. These groups will drill down the evidence base to map work already being undertaken, establish the need and opportunities to support, amplify or replicate in these 3 areas. The groups will feed into one proposal to the steering group in March 2022. Some areas of alignment with OxLEP and other programmes were identified. Alignment and partner working opportunity suggestions were welcomed. The remit of the CEC Team was highlighted as focussed on careers advice and guidance rather than education attainment. Board members provided suggestions in all three focus areas.</p> <p>Slide set to be circulated providing more detail. Introductions facilitated by Board secretariat offered, as requested/necessary.</p>
7	RB	<p><b>LEP Update:</b></p> <ul style="list-style-type: none"> <li>• <b>LEP Review and Levelling Up White Paper:</b> <ul style="list-style-type: none"> <li>○ An executive summary paper was circulated ahead of the meeting, which condenses HMG’s Levelling Up White Paper policy. Key messages were around LEPs being confirmed as part of the infrastructure moving forward, linked to devolution and local government reform. This is likely to be part of whole system approach in Oxfordshire, rather than an early adoption of devolution. Further clarity is awaited from government, as to what transition for areas that are not early devolution adopters might look like.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ It is hoped that the future direction for Growth Hubs and Skills Advisory Panels will be clarified in the near future.</li> <li>○ EK who sits on the national Skills and Productivity (SPB) Board informed the group: <ul style="list-style-type: none"> <li>▪ that the SPB is being abolished by DfE, after 14 months in existence.</li> <li>▪ DfE are focussed on LSIP roll-out and advised the LEP to consider how to work with those business representative bodies assigned to delivering LSIPs in local areas, from an early stage.</li> <li>▪ A paper is being written to inform DfE of the need to better understand what happens in different localities, who the local actors are and what they deliver, how to share responsibility and bring together the overall picture. The Levelling Up Agenda teams within government may well have more responsibility over this than DfE going forward.</li> </ul> </li> <li>● <b>UK Shared Prosperity Fund (UKSPF):</b> <ul style="list-style-type: none"> <li>○ UKSPF is the successor to EU funds and is intended as a vehicle to deliver Levelling Up. <a href="https://www.gov.uk/government/publications/uk-shared-prosperity-fund-pre-launch-guidance/uk-shared-prosperity-fund-pre-launch-guidance">https://www.gov.uk/government/publications/uk-shared-prosperity-fund-pre-launch-guidance/uk-shared-prosperity-fund-pre-launch-guidance</a>.</li> <li>○ This is likely to be an allocation led fund to lower tier local authorities. Investment plans will be required based on three themes: <ul style="list-style-type: none"> <li>▪ Communities and Place</li> <li>▪ Local Business Support</li> <li>▪ People and Skills</li> </ul> </li> <li>○ SPF will open for the first two themes very soon, but the People and Skills theme will not be available in the initial two years. The rationale is based on the long tail of European funding for this theme.</li> </ul> </li> <li>● <b>LEP Sub-group structures:</b> <ul style="list-style-type: none"> <li>○ Still to be reviewed once further clarity has been received on LEP Review. It hoped this can be achieved at the end of March subject to further guidance from government.</li> </ul> </li> </ul>
8	SA	<p><b>Skills Hub Operational Update</b></p> <ul style="list-style-type: none"> <li>● <b>Local Skills Report and Plan Approval:</b> <ul style="list-style-type: none"> <li>○ The draft revised Local Skills Report and Plan and underpinning data annexes were circulated to members prior to the meeting.</li> <li>○ The main ambitions were shared and details are provided on the slide set to be circulated. The large group of stakeholders involved was shared highlighting the need for collaborative effort on local and national initiatives.</li> <li>○ Approval of the draft was sought to enable publication by 28<sup>th</sup> February 2022. A suggestion was taken forward, based on clear recognition in the data of the local pockets (wards) of deprivation in Oxfordshire, to provide more detail in the plan section, as to how we might address the challenges for communities in these areas.</li> <li>○ <b>Approval to publish the revised Local Skills Report and Plan was given.</b></li> <li>○ Recommendations and approval of an executive summary document were also carried. A launch webinar will be postponed until early summer to launch the executive summary rather than the full report and plan. Members were invited to volunteer to support the Chair’s suggestion of a working group to create the summary.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ Members were invited to attend a webinar on ‘The Skills, Employment and Enterprise of Oxfordshire’s Ethnic Minority Communities’, on 16<sup>th</sup> March at 1pm. This report was commissioned through Oxfordshire County Council Analysts using SAP Grant to support the development of the Local Skills Report and Plan, as it was recognised that local geography level data has not been collated previously. It is hoped that funding will be available to commission a revised version in the future following publication of the national Census later this year, as this is recognised as a caveat of the commissioned report.</li> <li>○ Members can register for the event here: <a href="https://attendee.gotowebinar.com/register/4925842200042744077">https://attendee.gotowebinar.com/register/4925842200042744077</a></li> <li>○ It is recognised by government in the Levelling Up White Paper that the quality and granularity of labour market data will be improved.</li> <li>● <b>Social Contract Programme:</b> <ul style="list-style-type: none"> <li>○ A high-level overview of the OxLEP Social Contract Programme was provided. Details on the focus communities and key outcomes was shared and will be circulated via the slide set following the meeting. Further details to be provided at the next meeting. New staffing resource will include 2 Oxfordshire Apprenticeship Advisors, 1 Community Employment Plan Advisor, 1 CEC Employer Engagement Coordinator. Expertise will also be sought through a procured subcontract opportunity.</li> </ul> </li> <li>● <b>General update:</b> <ul style="list-style-type: none"> <li>○ Careers and Enterprise (CEC) Hub Incubation Project (HIP) is in progress, is proving successful and seen as a ‘Gold Star’ project by CEC. Impact statistics are shown on the slides. Further update to follow later in the year following an evaluation of the project.</li> <li>○ A brief overview of National Apprenticeship Week (NAW) activities and progress with the Oxfordshire Apprenticeship Awards 2022 was shared. Members were invited to hold the date for the virtual live stream Awards ceremony on 19<sup>th</sup> May 2022 from 7:00pm and the celebration drinks reception, hoped to be a face: face event at Williams F1 (TBC) on 26<sup>th</sup> May 2022 from 7:00pm.</li> </ul> </li> </ul>
9	SM	<p><b>Labour Market Information Update</b></p> <p>LMI slides were circulated ahead of the meeting. These have now been updated based on newly received redundancy notifications for January, and so a revised slide set will be circulated following the meeting. The slides highlighted continued resilience in terms of redundancy notifications received and continuing month on month falls in unemployment claimants, with some challenges in certain districts and certain age groups. A brief overview of jobs recovery was also shared. NB: The caveat around using unemployment claimant data that may not fully reflect the numbers of unemployed who may have elected to leave the labour market to become full-time students or retired status.</p> <p>DWP member intelligence was also provided around challenges with supporting those on the deeper regimes within universal credit, particularly those who may be further from the labour market and/or may have a longer tail attached to retention on benefit and highlighted responses to that, such as the government’s new ‘Way to Work’ Initiative.</p>
10	ALL	<b>Other Members’ Update/s</b> - None
12	AL	<p><b>Future Meeting dates and AOB:</b></p> <p>4:00pm – 6:00pm (virtual unless notified otherwise)</p> <ul style="list-style-type: none"> <li>• Tuesday, 24<sup>th</sup> May 2022</li> </ul>

	<ul style="list-style-type: none"> <li>Tuesday, 6<sup>th</sup> September 2022</li> <li>Tuesday 29<sup>th</sup> November 2022</li> </ul>
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## ACTIONS

Item	Details	Who	When
3	New member Eddy McDowall (OACP) to lead a health and social care discussion at the next meeting.	AL	24 May 2022
4	ARCh presentation slide pack to be circulated. Introductions to be followed up by ARCh as required.	SM	23 February 2022
5	<ul style="list-style-type: none"> <li>Further LGF1 Skills project evaluation reports to be presented to the Board in future.</li> <li>Slide pack to be circulated with details of each project update.</li> </ul>	SW SM	A future agenda 23 February 2022
6	<ul style="list-style-type: none"> <li>OIEP slide set to be circulated.</li> <li>Introductions facilitated by Board secretariat offered, as requested by Clayton Lavallin</li> </ul>	SM SM	23 February 2022 23 February 2022
7	Circulate link to UKSPF guidance shared in the meeting and forwarded with slide set circulations; <a href="https://www.gov.uk/government/publications/uk-shared-prosperity-fund-pre-launch-guidance/uk-shared-prosperity-fund-pre-launch-guidance">https://www.gov.uk/government/publications/uk-shared-prosperity-fund-pre-launch-guidance/uk-shared-prosperity-fund-pre-launch-guidance</a>	RB/ SM	23 February 2022
8	<ul style="list-style-type: none"> <li>Slide set to be circulated.</li> <li>Local Skills Report and Plan and underpinning annexes approved for publication. A final draft will be available via the publications page of the OxLEP website by 28 February. The hyperlink will be forwarded to DfE SAP team. This will be replaced by the polished 'publication as soon as it is complete.</li> <li>Webinar link will be circulated with slide sets following the meeting: <a href="https://attendee.gotowebinar.com/register/4925842200042744077">https://attendee.gotowebinar.com/register/4925842200042744077</a></li> <li>Social Contract Programme delivery plan to be shared in more depth on the next meeting agenda.</li> <li>Members to hold the following dates: <ul style="list-style-type: none"> <li>Oxfordshire Apprenticeship Awards ceremony virtual live stream 19<sup>th</sup> May 2022 from 7:00pm</li> <li>Oxfordshire Apprenticeship Awards celebration drinks reception, 26<sup>th</sup> May 2022 from 7:00pm.</li> </ul> </li> </ul>	SM  Agenda  ALL	23 February 2022  24 May 2022  19 May 2022 & 26 May 2022
9	Updated LMI Slide set to be circulated.	SM	23 February 2022

**MEETING CLOSED: 6.05pm**