

**MINUTES OF THE MEETING OF OSB/SKILLS ADVISORY PANEL**  
**Tuesday 24<sup>th</sup> May 2022**  
**Microsoft TEAMS Virtual Meeting**  
**4:00pm – 6:00pm**  
**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 | Emeritus fellow in the Centre on Skills, Knowledge & Organisational Performance, Oxford University; and board member of the Scottish Funding Council | 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            |
| Helen Hall      | UK Recruitment & Partnerships Director, Oxford Brookes University  | Member            |
| Eddy McDowall   | Chief Executive, Oxfordshire Association of Care Providers   | Member            |
| Jessie Dobson   | Partnership Manager for Young People (Deputy for Kevin Gordon)   | Member's deputy   |
| James Gilpin    | Employer Adviser, UK DWP   | Member's deputy   |

**IN ATTENDANCE**

|                         |  |  |
|-------------------------|--|--|
| Dr Kate Webb            | Managing Director  | The KWP Ltd, Thames Valley Chamber of Commerce |
| Jacqui Canton           | Principal  | Abingdon & Witney College                      |
| Heidi Jordison          | Head of Faculty - Oxfordshire Adult Learning   | Abingdon & Witney College                      |
| Bernard Grenville-Jones | Group Executive Director   | Activate Learning                              |
| Ross Burton             | Area Lead for Oxfordshire, Oxfordshire & Buckinghamshire, Cities & Local Growth Unit | Observer                                       |
| Sally Andreou           | Skills Hub Manager   | OxLEP Skills                                   |
| Sarah Marlow            | OxLEP Skills Hub Deputy Manager & OSB/SAP Secretariat                                | OxLEP Skills                                   |
| Cat Armstrong           | Community Employment Plans Advisor   | OxLEP Skills                                   |
| Leah Bryan              | Apprentice Advisor, OxLEP Social Contract Programme                                  | OxLEP Skills                                   |
| Clare Oliver            | Apprentice Advisor, OxLEP Social Contract Programme                                  | OxLEP Skills                                   |
| Sarah Penn              | Social Contract Programme Administrator, OxLEP                                       | OxLEP Skills                                   |

## APOLOGIES RECEIVED

|               |   |        |
|---------------|---|--------|
| Simon Farrall | Head of Adult and Apprentice Training, BMW Group                                | Member |
| Kevin Gordon  | Director of Children, Education and Family Services, Oxfordshire County Council | Member |

## PAPERS:

- Draft evaluation report for Local Growth Fund Skills Project - The Advanced Skills Centre, Abingdon and Witney College – Sarah Watson, OxLEP
- Skills Hub Operational Update – Sally Andreou, OxLEP
- Executive Summary of the Local Skills Report and Plan 2022 - Sally Andreou, OxLEP
- LMI Update slide-pack – for internal reference only
- LSIP/ERB Guidance from Department for Education – for reference

|   |              |  |
|---|--------------|--|
| 1 | AL           | <p><b>Welcome, apologies, members' declarations of interest</b></p> <p>The Chair welcomed all to the meeting and apologies were noted. He reminded members to ensure declarations of interest were up to date.</p> <p>First time welcomes to Eddy McDowall and Rob Curtis. Noted that Sally Dicketts retired in March.</p>   |
| 2 | Dr Kate Webb | <p><b>Local Skills Improvement Plans (LSIP) Update</b></p> <p>New plans for LSIPs have been ushered in within the last couple of weeks with the Skills in Post-16 Education Act, after being in discussion for last 12-15 months. There was an opportunity to have a trailblazer (pilot) to trail the concept of the trailblazer and the Thames Valley Chamber of Commerce (TVCC) submitted a proposal which included the Oxfordshire and Berkshire regions, but was unsuccessful. LSIPs are intended to be a process of engagement with employers at heart, as well as the outcome of a Skills Plan report.</p> <p>Following the trailblazers, Expression of Interest (EOI) for Employer Representative Bodies (ERBs) to apply for their specific local areas have been invited by DfE. The designation of the local areas in terms of geography are combined authorities where they exist and Local Enterprise Partnerships (LEP) where they do not exist. LEPs are not considered by DfE to be an ERB and cannot apply for a LSIP. However, it was raised that the TVCC's engagement numbers are not as significant as the LEP's with over 6000 Oxfordshire businesses engaged.</p> <p>There is an initial period of 3 years funding to design and develop an LSIP. The EOI phase closes in June with the first tranche of ERBs designated by Autumn 2022. LSIPs from that first tranche to be signed off by Secretary of State in Summer 2023 and a first annual update in Spring 2024.</p> <p>A key implication of the Post-16 Education Act is that for the first time in legislation statutory FE providers (i.e. colleges) will be held to account to respond to the content of the LSIP.</p> <p>A trailblazer for Thames Valley began a year ago and Thames Valley Chamber of Commerce(TVCC) intend to put in application (EOI) to act as ERB in Berkshire and Oxfordshire. If TVCC is successful it will work with the LEP and Skills Advisory Panel (SAP) to ensure the LSIP is reflective of Oxfordshire's needs.</p> <p>The policy is intended for all training providers, however statutory legislation is only applicable to statutory FE providers.</p> <p>Accountability is yet to be fully formed – OFSTED will be inspecting the meeting of local needs. Work is ongoing as to how to measure accountability. It was also raised that findings from the OxLEP's Employer Skills Survey that</p> |

|      |  | there was a recommendation to ensure that all employers use the same skills terminology as it can vary widely - as LSIPs are created to ensure that employers' skills needs influences FE provision.   |      |         |     |   |  |    |   |   |    |   |  |          |   |  |          |   |  |           |   |  |                  |
|------|--|--|------|---------|-----|---|--|----|---|---|----|---|--|----------|---|--|----------|---|--|-----------|---|--|------------------|
| 3    | Guest  | <p><b>Abingdon &amp; Witney College, Oxfordshire Adult Learning, Adult Education Budget</b></p> <p>Following a competitive tendering process in 2015, the Oxfordshire County Council (OCC) Adult Learning work was novated to the college in 2015. The college receives £2.1m per year to develop the skills, confidence, motivation and resilience of adults to build stronger communities. The funding subsidises some community led learning, family learning and leisure learning (some subcontracted providers). Currently offering 1082 direct delivery courses across over 40 venues within Oxfordshire.</p> <p>A consultation with over 400 members in 2021 helped to change the structure and purpose of the Oxfordshire Learning Network (OLN). OLN priority groups differ each year informed by partners and these shape three themed meetings a year.</p> <p>Work is undertaken in areas of deprivation with many partners helping to improve wellbeing and mental health. Partnership working with DWP to deliver the Work Skill Academy Programme (referrals from Job Centre) which equips referrals with the skills needed for entry level employment. To date, 91% of students are moving on to positive destinations.</p> <p>Slide set to be circulated.</p>  |      |         |     |   |  |    |   |   |    |   |  |          |   |  |          |   |  |           |   |  |                  |
| 4    | AL   | <p><b>Previous minutes and matters arising</b></p> <p>The minutes from the meeting of 22<sup>nd</sup> February 2022 were approved.</p> <p>Previous meeting actions:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Details</th> <th>Who</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>New member Eddy McDowall (OACP) to lead a health and social care discussion at the next meeting.</td> <td>AL</td> </tr> <tr> <td>4</td> <td>ARCh presentation slide pack to be circulated. Introductions to be followed up by ARCh as required.</td> <td>SM</td> </tr> <tr> <td>5</td> <td> <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> </td> <td>SW<br/>SM</td> </tr> <tr> <td>6</td> <td> <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> </td> <td>SM<br/>SM</td> </tr> <tr> <td>7</td> <td>Circulate link to UKSPF guidance shared in the meeting and forwarded with slide set circulations;<br/><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></td> <td>RB/<br/>SM</td> </tr> <tr> <td>8</td> <td> <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:<br/><a href="https://attendee.gotowebinar.com/register/4925842200042744077">https://attendee.gotowebinar.com/register/4925842200042744077</a></li> </ul> </td> <td>SM<br/><br/>Agenda</td> </tr> </tbody> </table> | Item | Details | Who | 3 | New member Eddy McDowall (OACP) to lead a health and social care discussion at the next meeting. | AL | 4 | ARCh presentation slide pack to be circulated. Introductions to be followed up by ARCh as required. | SM | 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<br>SM | 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<br>SM | 7 | Circulate link to UKSPF guidance shared in the meeting and forwarded with slide set circulations;<br><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/<br>SM | 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:<br/><a href="https://attendee.gotowebinar.com/register/4925842200042744077">https://attendee.gotowebinar.com/register/4925842200042744077</a></li> </ul> | SM<br><br>Agenda |
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|---|----|--|-----|-------------|
|   |    | <ul style="list-style-type: none"> <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>   | ALL | 19 M<br>May |
|   |    | 9 Updated LMI Slide set to be circulated.  | SM  | 23 F        |
|   |    | Eddy McDowall's presentation on challenges within the care sector rolled over to next meeting.   |     |             |
|   |    | All other actions were completed / followed up in this agenda.   |     |             |
| 5 | AL | <b>Chairpersons Update</b> <ul style="list-style-type: none"> <li>• Membership Review <ul style="list-style-type: none"> <li>i) Following a review of membership and members length of term the following members were all re-elected to continue on the SAP; KB, RK, EK, HH, MP</li> <li>ii) The following have stepped down from the SAP; Sally Dicketts<br/>David Martin</li> <li>iii) Adrian Lockwood the SAP chair has indicated he is stepping down from this role at the end of this meeting. Following an electronic nomination process Iain Littlejohn was recommended by the SAP for the chair; this has subsequently been approved by OxLEP's Nominations &amp; Personnel committee</li> </ul> </li> </ul>  |     |             |
| 6 | RB | <b>OxLEP Update:</b><br><b>LEP Review</b> <ul style="list-style-type: none"> <li>• Towards the end of March 2022 a letter was received from HMG setting out that the Government is seeking to work with LEPs to help shape economic policy. There is potential for an economic strategy role. The letter confirmed continuation of current work but with reduced funding. Core funding reduced from £500k to £375k. Growth Hub reduced by 50% to £231k. SAP reduced by 33%. OxLEP does have more financial flexibility due to a greater number of activities compared to many other LEPs across the country. As a result of the review, a further updated budget report was taken to OxLEP Board setting out the budget for this year plus two years.</li> </ul> <b>UK Shared Prosperity Fund (UKSPF)</b> <ul style="list-style-type: none"> <li>• SPF is being allocated at Local Authority level in three themes. <ul style="list-style-type: none"> <li>○ 1. Communities &amp; Place</li> <li>○ 2. Business Support</li> <li>○ 3. People &amp; Skills</li> </ul> </li> <li>• Each district and city has £1m across 3 years (with the exception of Cherwell which has c.£1.2m)</li> <li>• OxLEP Skills are keen to design a collaborative county wide programme across 5 districts. Each authority has to set out an investment plan setting out what they want to deliver for the allocation. The profiling is across a 2.5 to 3 year window. Submission of plan by mid-July 2022 with funds available from October 2022.</li> </ul> <b>Draft evaluation report for Local Growth Fund Skills Project - The Advanced Skills Centre, Abingdon and Witney College*</b> |     |             |

|    |     |   |
|----|-----|---|
|    |     | <ul style="list-style-type: none"> <li>This is a success story of OxLEP working with FE Partners to put in place systems and infrastructure that will remain for many years to come.</li> <li>No objections or comments to the draft report.</li> </ul>   |
| 7  | SA  | <p><b>Skills Hub Operational Update*</b></p> <ul style="list-style-type: none"> <li>Oxfordshire Apprenticeship Awards were a huge success with high levels social media interest – 9700 twitter profile views on the evening. The Oxford Media Factory were commissioned to create the event and it was an excellent production. The Williams F1 celebration event will take place on Thursday with over 150 attendees confirmed. The effort that Mel Ringer (of OxLEP Skills) has put into the event was noted.</li> <li>Collaboration and engagement with stakeholders is the best it has ever been.</li> <li>SAP grant/requirement update <ul style="list-style-type: none"> <li>Funding reduced to £55k from £75k – half must be retained to support ERB's with data to underpin LSIPs.</li> <li>Working with OCC to deliver fine-tuned data.</li> </ul> </li> <li>Executive Summary of the Local Skills Report and Plan 2022 sign off* <ul style="list-style-type: none"> <li>100 hard copies will be produced for closest stakeholders and PDF will be available on the website.</li> <li>Approved by all.</li> </ul> </li> </ul>   |
| 8  | SM  | <p><b>Social Contract Programme</b></p> <p>A new programme delivered by the OxLEP Skills Team funded by the Contain Outbreak Management Fund (£1.7m) running through to 31 March 2024. The programme looks to address the impacts of the Covid-19 Pandemic (unemployment, barriers to employment, education, training and the resulting impacts on health and wellbeing). Focussing on young people who have experienced education disturbance, unemployment, risk of NEET, plus improved social mobility for minority ethnic communities, support for those furthest from the labour market and the Over 50s (aligned to the OxLIFE priority of the LIS).</p> <p>Key outcomes in slides to be shared post meeting but include returning apprenticeship starts to pre-Covid-19 levels, doubling the number of employers that utilise the apprenticeship levy and retaining those funds in Oxfordshire. Bursaries will be available to reduce barriers to education and training.</p> <p>Having passed the first funding milestone, the programme has received 20% of funding. It is on target to achieve second milestone for 60% of the funding by 30 June. Final milestone (20% of funding) is set for March 2023.</p> <p>The 'No Limits' programme will be externally procured with invitation to tender going out shortly; Aiming to have contract awarded towards the end of July. Key dates and information shared in slides that will be circulated after the meeting.</p> |
| 9  | ALL | <p><b>Other Members' Update/s</b></p> <p>No immediate requests for updates from members</p>   |
| 10 | AL  | <p><b>Future Meeting dates and AOB:</b></p> <p>Reflection on Adrian's service to OSB/SAP and presentation of Padlet/token of appreciation. The group thanked Adrian for his unwavering support of OSB/SAP and his drive to improve skills outcomes for all.</p> <p>Future meetings:<br/>4:00pm – 6:00pm (virtual unless notified otherwise)</p> <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>   |

## ACTIONS

| Item | Details  | Who   | When                    |
|------|--|-------|-------------------------|
| 3    | <ul style="list-style-type: none"><li>• RB, Heidi Jordison, Bernard Greville-Jones to discuss support for Ukrainians</li></ul> | RB    | At earliest convenience |
|      | <ul style="list-style-type: none"><li>• Handover from AL to IL</li></ul>   | AL/IL | Before next meeting     |
|      | <ul style="list-style-type: none"><li>• Circulation of slide sets</li></ul>  | SP    | 25 May                  |

**MEETING CLOSED: 6.03pm**