

MINUTES OF THE MEETING OF OSB/SKILLS ADVISORY PANEL
Tuesday, 29th November 2022
Microsoft TEAMS Virtual Meeting
4:00pm – 6:00pm
MEETING MINUTES

PRESENT

NAME	POSITION AND ORGANISATION	MEMBERSHIP
Iain Littlejohn	Director of Organisation Design and Change Management at Change Audit Ltd	Chair
Richard Byard	Director of Business Development, OxLEP	Member
Bernard Grenville-Jones	Managing Director, Activate Apprenticeships	Deputy
Eddy McDowall	Chief Executive, Oxfordshire Association of Care Providers	Member
Ewart Keep	Director, Centre for Skills Knowledge & Organisational Performance, Oxford University	Member
Helen Hall	UK Recruitment & Partnerships Director, Oxford Brookes University	Member
Richard Kennell	Chief Executive Officer, SOFEA	Member
Michelle Hoffler	Partnership Manager, Department for Work and Pensions	Deputy for Jo Lynch
Jessie Dobson	Partnership Youth Development Manager, Oxfordshire County Council	Deputy for Kevin Gordon
Matthew Peachey	Economic Development Manager, Oxford City Council	Associate

IN ATTENDANCE

Graham Try	LSIP* Senior Project Consultant, Thames Valley Chamber of Commerce	Speaker
Simon Barrable	LSIP* Engagement Officer, Thames Valley Chamber of Commerce	Speaker
Rebecca Richens	Stakeholder Manager, FEDCAP	Speaker
James Gilpin	Programmes Executive, Department for Work and Pensions	Speaker
Emma Coles	Oxfordshire Inclusive Economy Partnership (OIEP) Manager	Speaker
Sandra Reynolds	National Careers Service, Adviza	Speaker
Paul Roberts	Chief Executive Officer, Aspire	Speaker
Taraji Ogunnubi	No Limits Programme Manager	Speaker
Ria Poliquin	No Limits Programme Manager	Speaker
Robert Curtis	Deputy Area Lead for Oxfordshire and Buckinghamshire, Areas and Analysis Directorate	Cities and Local Growth Unit
Mark Vingoe	Chief Executive Officer	The Engineering Trust
Sally Andreou	Skills Hub Manager	OxLEP Skills
Sarah Marlow	Deputy Skills Hub Manager	OxLEP Skills
Sarah Penn	Social Contract Programme Administrator	OxLEP Skills

*Local Skills Improvement Plan

APOLOGIES RECEIVED

Kate Berman	Director, Olamalu	Member
Gary Headland	Chief Executive Officer, Activate Learning	Member
Alexander Brandham	Group Leader UK Apprentice Programmes	Member
Joanna Hart	Director, STFC Skills Factory	Member
Jo Lynch	Senior Partnership Manager, DWP, Berkshire, Buckinghamshire and Oxfordshire District	Member
Kevin Gordon	Director for Childrens Services, Oxfordshire County Council	Member
Rebecca Porter	National Careers Service, Seetec	Speaker

PAPERS:

- New Oxfordshire Skills Board Meeting Format
- Quarterly LMI slides
- LSIP Statutory Guidance

1	IL	<p>Welcome, apologies, members' declarations of interest 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>Declarations of interest – Richard Kennell and Bernard Grenville-Jones noted that SOFEA holds the contract for No Limits as part of the Social Contract.</p> <p>Bernard Grenville-Jones is not a MEMBER of this group and thus has not submitted a register of interests. In addition to Chair of SOFEA, he is Co-Chair of Educational Attainment for Oxfordshire Inclusive Economy Partnership.</p>												
2	IL	<p>Previous minutes and matters arising The minutes from the meeting of 6th September were approved. Previous meeting actions:</p> <table border="1"> <thead> <tr> <th>Details</th> <th>Who</th> </tr> </thead> <tbody> <tr> <td>• Follow-up LSIP meeting date TBA</td> <td>RB/IL</td> </tr> <tr> <td>• 2023 calendar invitations to be circulated</td> <td>SP/SM</td> </tr> <tr> <td>• Update addresses for Local Skills Plan and Report to be distributed</td> <td>SP/SM</td> </tr> <tr> <td>• Meeting slide pack to be circulated to Members</td> <td>SP</td> </tr> <tr> <td>• Advise Joanna Hart that the Skills Board would like her to join and invite her to future meetings</td> <td>SP</td> </tr> </tbody> </table> <p>All actions were completed / followed up in this agenda.</p>	Details	Who	• Follow-up LSIP meeting date TBA	RB/IL	• 2023 calendar invitations to be circulated	SP/SM	• Update addresses for Local Skills Plan and Report to be distributed	SP/SM	• Meeting slide pack to be circulated to Members	SP	• Advise Joanna Hart that the Skills Board would like her to join and invite her to future meetings	SP
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3	IL	<p>Chairpersons Update and Membership</p> <ul style="list-style-type: none"> • Future Oxfordshire Partnership Board – updated on Oxfordshire Inclusive Economy Partnership (OIEP) Paper including through the work that OxLEP has been doing with SOFEA under the Social Contract Programme to help bring people back into the labour market. • Provided update to the OxLEP Board and reiterated the importance of the Skills agenda to the overall economic development strategy. • LSIPs – The Chair and RB had held a meeting with Kate Webb regarding how the governance of LSIPs might work, in relationship to 												

		<p>the Oxfordshire Skills Board and to ensure that the two different governing bodies are aligned to avoid duplication. It was noted that there is a softening of guidance with regards to LSIPs feeding into SAPs. Further update when guidance has become clear.</p> <ul style="list-style-type: none"> • Activate membership representation – RB and Chair meeting BGJ and GH to resolve membership in December. Noted GH apologies. • Independent training provider recruitment – have received a number of applications from the Training Provider Network. All agreed to put to members of the provider network to vote for a representative. • Private sector employer representatives – unanimously agreed to proceed with recruitment.
4	Graham Try and Simon Barrable	<p>LSIP Update</p> <p>Framework and rules governing all 38 LSIPs are set out within two key documents – Statutory Guidance (paper circulated ahead of meeting) and associated funding guidance. LSIP recognises the vital role that OxLEP has to play in the identification and development of skills provision across Oxfordshire and that it is important to work collaboratively.</p> <p>Stage 1 (runs up to June 2023) – intended to drive an intensive period of engagement. Carrying out evaluation of the skills landscape as well as primary research to engage with employers of all sizes across all sectors using a variety of methodology (digital and face to face). Also reaching out to skills providers within the region. Required to deliver LSIPs by 31 May 2023 and DfE to publish by 30 June following consideration.</p> <p>Setting up an Advisory Panel to oversee both LSIPs. Stuart Carrol, Director of Market Access and Policy Affairs at Moderna has been appointed as Chair. Currently in the process of appointing other members to the panel across both regions.</p> <p>Thames Valley Skills Unit project team is resourced for Stage 1 – Simon Barrable, Graham Try are already in post plus four others to be appointed.</p> <p>Emerging Skills Priorities identified – post-16 technical skills (construction, ICT, health and social care, life sciences, hospitality and visitor economy, and advanced manufacturing with a focus on scientific instrumentation). Also have two cross-cutting themes which are low carbon and digitisation. The priorities are to be further refined over the coming months.</p> <p>OxLEP and LSIP collaboration – analytical support funded by DfE and meetings have been arranged to look at data requirements. A member of OxLEP has been invited to sit on the Advisory Panel. There are a number of businesses based in Oxfordshire, or who have interest there, that have been invited to sit on the panel including Moderna, Le Manoir, Owen Mumford, Cherwell Labs and Electric Assisted Vehicles. A number of skills providers are also on the panel including Activate and Abingdon and Witney College.</p> <p>Stage 2 (June 2023 – March 2025) – keeping LSIP relevant and live to implement skills solutions for local businesses.</p> <p>Clarification requested as to who from OxLEP was invited to Advisory Panel. Graham Try to update after meeting.</p>
5	RB	<p>Economic Strategy Update</p> <p>In the process of developing a new Economic Strategy and seeking external support to do so. Held a supplier briefing yesterday with 15 organisations on the call. Hoping to receive 4 or 5 applications and</p>

		<p>appoint/contract by the end of January 2023 with a view to having the Board sign off the strategy by end of June 2023.</p> <p>Local Authority colleagues are updating local plans and are keen that the new economic strategy can support them.</p> <p>This will be a new economic strategy rather than a refreshed LIS and will help underpin the LSIP.</p>
6		<p>Skills Hub/Social Contract Update</p> <ul style="list-style-type: none"> • Adult Social Care Roundtable in collaboration with Oxfordshire County Council took place on 8 November 2022 to discuss new opportunities and new ideas. • Oxfordshire Apprenticeship Awards headline sponsor is JDE Banbury and all categories are now sponsored. Call to Action: support with interacting and sharing on social media. • Social Contract Programme update – seeking Levy payers to utilise their Levy or pledge their unused Levy to other businesses within Oxfordshire who can make valuable use of it. £233,729 Levy pledge commitments to date supporting GP surgeries, a primary school, a hospice and planning/consultancy. • No Limits Programme in partnership with SOFEA and Aspire Oxfordshire is working through 5 triage workers based at food larders and community settings to support a minimum of 224 beneficiaries with intensive person-centred employment and training support and provision of digital devices, travel bursaries and digital training. Launch webinar to take place on 1 December. • OxGROW Mentoring Platform – Call to Action: seeking more mentors on the platform. Mentors will be able to advertise their vacancies and outreach events on the platform for free.
7		<p>Skills Plan Priority Area – Oxfordshire’s Tight Labour Market</p> <ul style="list-style-type: none"> • FEDCAP Restart – Restart is a one-year programme and all referrals are from DWP (those on intensive work regimes – out of work for 9 months or more). In Oxford there is above average success – helped over 400 people find jobs. Key barriers within Oxfordshire are complexity of life, housing, English and Maths, ESOL and mental health (social isolation and anxiety). 18% unemployed for more than 60 months. • Department for Work and Pensions – nationally the median age of Universal Credit claimants has been slowly rising. Around one fifth in intensive regime are aged 50+ and more than half of those have been claiming for over one year. Nationally, only 54% of people with disabilities and health conditions are in employment – an employment gap of 28% compared to those without disabilities and health conditions. • Oxfordshire Inclusive Economy Partnership – launched in March 2021 bringing together over 100 different organisations. Priority is to promote action through pledges based around four key areas: <ul style="list-style-type: none"> ○ Educational attainment ○ Inclusive employment ○ Social value and procurement ○ Place based interventions • National Careers Service – fully funded adult careers guidance service. Supporting around 100 people per week mainly through Job Centres. • Aspire Oxfordshire - 2,800 referrals a year of a diverse mix. Person centred inclusive recruitment approach and homelessness prevention. Integration of targeted interventions at the right time. Barriers – transport, digital, reducing fuel poverty, access health and

		<p>welling/recovery support. Cost of living fast becoming risk of homelessness.</p> <ul style="list-style-type: none"> • SOFEA – barriers to work are often present when people are younger and consideration should be given to 16-25 age cohort. 20% of community larder members are unemployed, 52% are unemployed/in part time work. • Roundtable Discussion - key considerations are 50+ workforce, disability/health, younger people (16-25) and inclusivity. Helping vulnerable people and employers navigate the system/support – how to direct/signpost to the right support. Balancing interventions with individuals and employers to remove some barriers. Help and support OIEP to take forward amplification and inclusivity agenda. Perhaps a stakeholder network to system map.
8		<p>Future Meeting dates and AOB</p> <p>Calendar invitations for future meetings in 2023 have been sent. 4:00pm – 6:00pm (Virtual/TBC)</p> <ul style="list-style-type: none"> • Tuesday, 7th March 2023 • Tuesday, 13th June 2023 • Tuesday, 12th September 2023 • Tuesday, 21st November 2023 <p>No other business.</p>

ACTIONS

Item	Details	Who	When
	<ul style="list-style-type: none"> • Independent training provider recruitment – members of the provider network to vote for a representative. 	SA/SP	ASAP
	<ul style="list-style-type: none"> • Private sector employer representatives – proceed with recruitment. 	IL/RB	ASAP
	<ul style="list-style-type: none"> • Update regarding guidance of LSIPs feeding into SAP Boards 	SA	ASAP
	<ul style="list-style-type: none"> • Seek clarity on who has been invited from OxLEP to the LSIP Advisory Panel and how many non-Chamber members. 	RB/SA/GT	ASAP Meeting held December 2022 Richard Byard selected as non-chamber member to represent OSB.
	<ul style="list-style-type: none"> • Oxfordshire Apprenticeship Awards – support social media posts by liking or sharing. 	All	Ongoing
	<ul style="list-style-type: none"> • Become mentors on the OxGROW platform and share the opportunity with colleagues and networks 	All	After the meeting and ongoing
	<ul style="list-style-type: none"> • Template social media posts for Levy utilisation/pledging to be shared along with all Social Contract leaflets 	SM	With the minutes
	<ul style="list-style-type: none"> • 'Opportunities for Oxfordshire Employers' leaflet to be circulated 	SP	With the minutes
	<ul style="list-style-type: none"> • Circulate slides 	SP	With the minutes

MEETING CLOSED: 6.07pm