

MINUTES OF THE MEETING OF OSB/SKILLS ADVISORY PANEL

Tuesday 6th September 2022

Microsoft TEAMS Virtual Meeting

4:00pm – 6:00pm

PRESENT

NAME	POSITION AND ORGANISATION	MEMBERSHIP
Iain Littlejohn	Director of Organisation Design and Change Management, Change Audit Ltd	CHAIR
Kate Berman	Operations Director, Olamalu	MEMBER
Richard Byard	Director of Business Development, OxLEP	MEMBER
Helen Hall	UK Recruitment & Partnerships Director, Oxford Brookes University	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
Eddy McDowall	Chief Executive, Oxfordshire Association of Care Providers	MEMBER
Matt Peachey	Economic Development Manager, Oxford City Council	MEMBER
Mark Vingoe	CEO Engineering Trust Training	MEMBER'S DEPUTY
Jessie Dobson	Partnership Youth Development Manager, Oxford City Council (deputising for Kevin Gordon)	MEMBER'S DEPUTY
Hayley Good	Deputy Director of Education, Oxford City Council (deputising for Kevin Gordon)	MEMBER'S DEPUTY
Bernard Grenville Jones	Executive Director, Activate Learning	MEMBER'S DEPUTY
James Gilpin	Programmes Executive, DWP – deputising for Jo Lynch	ASSOCIATE DEPUTY

IN ATTENDANCE

Dr Kate Webb	Managing Director (For agenda item 2)	The KWP Ltd, Thames Valley Chamber of Commerce
Sally Andreou	Skills Hub Manager	OxLEP Skills
Sarah Marlow	OxLEP Skills Hub Deputy Manager & OSB/SAP Secretariat	OxLEP Skills

APOLOGIES RECEIVED

Kevin Gordon	Director for Childrens Services, Oxfordshire County Council	MEMBER
Alexander Brandham	Group Leader – UK Apprentice Programmes, BMW (UK) Group	MEMBER
Ross Burton	Area Lead for Oxfordshire, Areas and Analysis Directorate	ASSOCIATE
Rob Curtis	Deputy Area Lead for Oxfordshire and Buckinghamshire, Areas and Analysis Directorate, Department for Levelling Up	ASSOCIATE
Jo Lynch	Berkshire, Buckinghamshire and Oxfordshire's Senior Partnership Manager, DWP	ASSOCIATE
Sarah Penn	Social Contract Programme Administrator	OxLEP Skills

PAPERS:

- Skills Hub Update Report circulated prior to the meeting

1	IL	<p>Welcome, apologies, members' declarations of interest</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>Declarations of interest to note:</p> <ul style="list-style-type: none"> Richard Kennell – SOFEA is the awarded provider of the No Limits element of the OxLEP Social Contract Programme. Bernard Grenville Jones – Chairman of SOFEA <p>RB clarified that an open tender process had taken place for the OxLEP Social Contract 'No Limits' programme procurement.</p>
2	Kate Webb	<p>Thames Valley Berkshire Chamber of Commerce Local Skills Improvement Plans (LSIPs) Update</p> <p>Thames Valley Chamber of Commerce were successful in their application for an Employer Representative Body (ERB) for both Berkshire and Oxfordshire. Each area will develop its own Local Skills Improvement Plan</p> <p>Intent and ambition: employers' voice at the heart of skills planning, a process for change with a final report to identify specific areas where improvements might be required and the solutions that might be put in play.</p> <p>Process: the designation of ERB was made at the beginning of September. A range of workshops, roundtables and virtual forums to begin working through the guidance are planned between now and 3rd October 2022 There is a maximum funding limit of £550,000 and DfE have until early November 2022 for response.</p> <p>Phase 1 – an intensive phase of engagement and research (until June 2023). Valuation of analysis of existing research, working closely with LEP, testing assumptions and myth busting. Engagement with employers/providers of all sizes and types.</p> <p>Phase 2 – keeping the LSIP relevant and focussing on delivering solutions (project end March 2025).</p> <p>DfE is providing further guidance on Governance but TVCC will be seeking representatives from agencies such as OSB/SAP. KW would welcome a conversation about how this translates.</p> <p>Follow up conversation with KW, RB, SA and IL to agree how Skills Hub and TVCC will work together (including funding), and how to work with OSB/SAP to avoid duplication. KW invited to the November meeting to update, when guidance has more clarity.</p>
3	IL	<p>Previous minutes and matters arising</p> <p>The minutes from the meeting of 24 May 2022 were approved.</p> <p>Previous meeting actions:</p> <ul style="list-style-type: none"> Support for Ukrainian Refugees discussions – work is ongoing. Handover from Adrian Lockwood has been completed. Slideset was circulated after last meeting. All previous actions closed and completed.
4	Eddy McDowall	<p>Health & Social Care Sector Skills Challenges</p> <p>Oxfordshire Association of Care Providers is a trade association for adult social care in Oxfordshire. They provide support, networking and information for adult social care providers in the county.</p> <p>133 care homes within the county and 5,726 beds – however many beds are empty due to a skills shortage. 94% of care providers in April 2022 were good/outstanding. The rise in fuel costs has put huge pressure on the sector – a survey over the summer indicated that potentially hundreds of members of staff couldn't afford to put petrol in their cars and moved to other sectors. There are significant concerns around energy costs in care homes this winter exacerbated by the need to ventilate due to covid.</p> <p>There is a very high turnover rate within registered care providers and higher sick rates compared to the national average. 44% within the sector work part time and are of a higher average age. Brexit has impacted greatly due to the number of people who have returned to their country of origin leaving a shortfall</p>

		<p>of skills within the market. The Overseas Recruitment route is intensive and the department appears to be overstretched.</p> <p>There is little sharing by providers of the training qualifications that staff obtain so it very difficult for staff to take their training portfolio to a new provider.</p> <p>There can be a large gap between generic education provided by sector bodies and training required by employers.</p> <p>Some care providers still keep paper records but covid helped digitise providers so there are some skills gaps for new ways of working post covid.</p> <p>Retail and supermarkets have overtaken social care wages £p/h.</p> <p>The familiar problem across all sectors regarding housing for lower paid staff in a wealthy county. Most people who work in care travel no more than 5 minutes to work, partly because of the low wage/cost of fuel. It's a challenge getting the workforce to where it is needed.</p> <p>Activate Learning may have exit data for Social Care qualifications that can be shared.</p> <p>OxLEP Skills holding roundtable in November to establish positive outcomes/actions to work collectively to support the sector.</p>
5		<p>Chairpersons Update, Future Meeting format & Membership</p> <ul style="list-style-type: none"> • IL, RB and AL met with Jane Belfound, DD @ DfE (T Levels and Apprenticeships) and had very open conversation. Open to OxLEP piloting new ideas around business engagement for apprenticeships/T Levels, and drawing down unspent levy. • Reviewing what the ERB needs to look like to establish sensible and pragmatic approach. • The Board is light on private sector employment representatives and will consider adding new members once the links between ERB and Skills Board are clear. • Proposed Joanna Hart in place of Dave Martin – supported • Future meeting format – use the six key skills priorities from the Local Skills Report and Plan to focus on one at each quarterly meeting - supported
6		<p>LEP Update – VERP/VEG/Internationalisation Fund/Growth Hub Grant – GBF/ERDF Extensions/Social Contract</p> <ul style="list-style-type: none"> • Skills update paper circulated by Sally Andreou prior to the meeting. • Soft launch of the Visitor Economy Grant (between £5-20k) a couple of weeks ago with applications open in October. Total pot value of £620k. All businesses will need to complete the Business Support Tool (triage tool) to apply which may identify other needs from the Skills Hub. • Underspends from the Getting Building Fund have led to c. £180/200k available to support businesses with their digital needs (to be spent by March 2023). • ERDF – Innovation Support for Business and Escalate have both been extended through to late Spring next year. • Growth Hub supporting the delivery of the Apprenticeship Grant scheme to help remove barriers of taking on an apprentice. • Worked with colleagues in Buckinghamshire to submit a joint EOI for the Create Growth Programme which is aimed at supporting creative and digital industries. £1.2m over 2.5 years. • Shared Prosperity Fund applications submitted at end of July. • Social Contract Programme <ul style="list-style-type: none"> ○ Working with businesses to take on first apprentices and currently with 35-40 levy payers. Successfully achieved two levy pledges to date. ○ Jacob Dowe Egberts (JDE) have pledged £57k of their remaining levy – supporting a nurse within a local medical practice and a sports coach within a primary. JDE are also

		<p>interested in being headline sponsor for the Oxfordshire Apprenticeship Awards 2023.</p> <ul style="list-style-type: none"> ○ University of Oxford have pledged £100k via the government website and the team is working with them closely to ensure that it is used to support local business. £9k of their pledge was used to support an apprentice within the OxLEP team. ○ SOFEA has been awarded the contract to deliver the 'No Limits' programme – supporting those impacted most by the pandemic back into employment, education and training. Delivered through food ladders offering 30 hours of 1:1 support. ○ Virtual Mentoring Platform in development with Connectr. Aim to launch around 27 October to coincide with National Mentoring Day. Members invited to volunteer as Mentors, and share opportunity with their networks. ○ Apprenticeship Grant booster webinar was held. Five NHS trusts are keen to be engaged as they do not have additional funds available to support apprentices.
7		<p>Other Members' Update:</p> <ul style="list-style-type: none"> • Mark Vingoe – Training Provider Challenges <ul style="list-style-type: none"> ○ Will be discussing challenges across different training providers at the next Training Provider Networking meeting to create a joined-up approach. They will then be able to provide more insight to the Board.
8		<p>Future Meeting dates and AOB</p> <ul style="list-style-type: none"> • Tuesday 29th November 2022 4:00pm – 6:00pm (virtual unless notified otherwise) • Proposed 2023 Dates: 7 March 6 June 12 September 28 November • Oxfordshire Apprenticeship Awards – 18th May – please keep the date clear as it's appreciated if Board members can attend.

ACTIONS

Item	Details	Who	When
	<ul style="list-style-type: none"> • Follow-up LSIP meeting date TBA 	RB/IL	Before next meeting
	<ul style="list-style-type: none"> • 2023 calendar invitations to be circulated 	SP/SM	After meeting
	<ul style="list-style-type: none"> • Update addresses for Local Skills Plan and Report to be distributed 	SP/SM	After meeting
	<ul style="list-style-type: none"> • Meeting slide pack to be circulated to Members 	SP	After meeting
	<ul style="list-style-type: none"> • Advise Joanna Hart that the Skills Board would like her to join and invite her to future meetings 	SP	After Meeting

MEETING CLOSED: 5.56pm