

**MINUTES OF THE MEETING OF THE SKILLS ADVISORY PANEL
AND THE BUSINESS SUPPORT SUB-GROUP**

Tuesday 24th November 2020
Microsoft TEAMS Virtual Meeting
4:00pm – 6:00pm

MEETING MINUTES

Oxfordshire Skills Board/Skills Advisory Panel - PRESENT

NAME	POSITION AND ORGANISATION	MEMBERSHIP
Adrian Lockwood	Managing Director, Integration Technology	Chair
David Martin	Director Oxfordshire Advanced Skills	Member
Richard Kennell	Managing Director, SOFEA	Member
James Foley	Group Leader, Apprentice Training UK, BMW	Member
Imelda Goldsboro	Senior Partnership Manager, DWP	Member
Helen Hall	UK Recruitment & Partnerships Director, Oxford Brookes University	Member
Kate Berman	Operations Director, Olamalu	Member
Matt Peachey	Economic Development Manager, Oxford City Council	Associate
Richard Byard	Director of Business Development, OxLEP	Member
Jon Wood	Dept for Work and Pensions	Associate
Bernard Grenville-Jones	Executive Director, Activate Learning	Representing Sally Dicketts

Business Support Sub Group - PRESENT

Steve Clarke	Inward Investment Group	Vice Chair
Su Copeland	Oxfordshire Chamber of Commerce	Member
Steven Clarke	Institute of Directors	Member
Stuart Wilkinson	University of Oxford	Member
Paul Currah	Oxfordshire Chamber of Commerce	Member
David Hartley	Oxford Brookes University	Member
Helen Coe	West Midlands and Oxfordshire CBI	Member
Robert Lewtas	DIT - Trade South East	Member

IN ATTENDANCE

Bernard Grenville-Jones	Executive Director	Activate Learning
Melanie Smans	Economic Development Lead	SODC
William Barton	Economic Development Lead	WODC
Steven Newman	Economic Development Lead	Cherwell DC
Helen Brind	Growth Hub Manager, OxLEP	OxLEP Business
Sebastian Johnson	Head of Innovation and Inward Investment	OxLEP Business
Grace Powell	European Programme Coordinator	OxLEP Business
Sally Andreou	Skills Hub Manager	OxLEP Skills
Sarah Marlow	Skills Hub Deputy Manager	OxLEP Skills

PAPERS:

- No papers

1	AL	<p>Welcome, apologies, members' declarations of interest</p> <p>The Chair welcomed all to the meeting. Meeting etiquette and protocols were highlighted, and attendees were advised that the meeting would be recorded for the purposes of minute taking.</p> <p>Apologies received:</p> <ul style="list-style-type: none"> • Sally Dicketts – represented by Bernard Grenville Jones, Executive Director, Activate Learning • Cllr Lorraine Lindsay-Gale • Kevin Gordon • Josh Fedder • Iain Littlejohn <p>No declarations of interest declared</p>
2 & 4	Richard Byard	<p>Economic Recovery Plan (ERP) Presentation (Slides circulated via Meeting Invitation 26/11/20) including Group Roundtable Discussion</p> <p>RB presented the current economic picture, detailing the support OxLEP has put in place and the emerging economic recovery plan. RB discussed the proposed ERP and the need for a systemwide approach off the back of the data provided in the LIS.</p> <p>The role of the ERP will be to provide an opportunity for a refreshed economic baseline including structural and labour market analysis prepared by STEER ED and Cambridge Econometrics. RB highlighted the preliminary findings of the economic impact of COVID-19 in Oxfordshire and that visitor economy has been most significantly affected, with Oxfordshire losing around a year's worth of growth due to COVID-19 overall.</p> <p>Data trends provided of claimant count, job retention scheme take-up, Oxfordshire redundancies, mobility pattern changes in Oxfordshire, working patterns in Oxfordshire, city centre football and Oxfordshire visitor economy – a narrative request change was made with regards to staff 'lost' to furlough.</p> <p>An observation regarding redundancy data (HR1) that, given the nature of our SMB economy and HR120 or more threshold, it is possible not all the redundancy data is being captured. A breakdown of the redundancies via sector was requested to match with OxLEP intel. This is not currently available. Preliminary results data shown project a quick recovery overall. RB provided an overview of the headline messages from the Business Insight Sessions.</p> <p>RB highlighted the key components of the building blocks for the ERP. Development of the Action Plan has identified 6 main areas that will be focused on within the context of the data, including skills development and business support provided by OxLEP.</p> <p>Concerns were raised at the lack of support for start-up businesses, that entrepreneurial skills support is only being provided to young people and there is still a shortage of IT training and no training for digital marketing in</p>

		<p>Oxfordshire. An analysis of job sector demand was suggested of job centres and recruitment agencies.</p> <p>The Growth Hub has been given permission to flex the eScalate programme allowing us to support start-up and growing businesses as previously offered through the Elevate programme which ended in 2019. However, HB agrees that there is a need for more for pre-start-up and start up activity. There is concern that the support currently offered through the Growth Hub will be ending on 31st March 2021.</p> <p>It is agreed that there needs to be a focus on the support previously provided through the Elevate programme (prestart, start up and growth) which ended in 2019, without the confines of ERDF regulations).</p> <p>SM has been leading the development of the LMI tool which is based on up to date vacancy data and vacancy advertising data. This intelligence provides an understanding of which sectors are recruiting and at what skill levels. This would highlight any immediate need around digital marketing. The webtool and accompanying induction videos can be accessed at: https://www.oxfordshirelep.com/skills/skills-and-labour-market-information Please use the link to the Oxfordshire Economic Stakeholders dashboard.</p> <p>The importance of the Green Skills was emphasised as a priority – with the change in commercial building use and changes in government policy around housing, this will be a growth area and opportunity to re skill.</p> <p>SW advised that there will be an Entrepreneurship Hub as part of a project based on consultations off the back of the Brooks Report from the Business Support Group.</p> <p>SJ highlighted the international investment piece being created with the government as well as growth capital pieces. A lot of work is being done around the government’s investment strategy and export strategy and supply chain resilience.</p> <p>Need to consider what work must be undertaken by ERP in tackling barriers to participation as this is a challenge for young people. Food security, digital poverty and remote access to education and skills is a significant issue.</p>
3	All	<p>How do we mobilise resources to address identified priorities?</p> <p>Identified priorities:</p> <p>Businesses:</p> <ul style="list-style-type: none"> • Pre-start and start-ups as part of a business support ERP package • Entrepreneurship support • Internationalisation/EU Transition <p>Skills:</p> <ul style="list-style-type: none"> • Carbon Neutral/Green Skills • Inclusive economy including digital poverty and food poverty • Youth hubs including challenges

		There is no national ERP fund, however there may be funds allocated at CSR tomorrow, to support immediate challenges. Must be continued conversation with ministers and government to discuss re alignment of existing funds and repurposing existing funds. It will be a case of generating our own priorities and therefore our own resources.
4	All	
5	AL, RB	<p>Next Steps</p> <ul style="list-style-type: none"> • Set up a Task and Finish Group to develop thinking around the priorities identified. This will need to be completed quickly. Thanks to volunteers: <ul style="list-style-type: none"> ○ Helen Hall ○ Richard Kennell ○ Bernard Grenville-Jones will nominate an Activate Learning representative ○ Stephen Clarke ○ Sally Andreou ○ Sebastian Johnson ○ Helen Brind ○ Richard Byard • Develop a brief to utilise 10 days consultancy from STEER ED to develop thinking. 5 days for Business and 5 days for Skills. • RB to share presentation after meeting) • SM to share LMI webtool links (see above)
6	AL	<p>AOB - None</p> <p>OSB/SAP FUTURE MEETINGS:</p> <p>4:00pm – 6:00pm</p> <ul style="list-style-type: none"> • Tuesday 23rd February 2021 • Tuesday 25th May 2021 • Tuesday 31st August 2021 • Tuesday 30th November 2021 <p>BSSG FUTURE MEETINGS: TBC</p>

ACTIONS

Item	Details	Who	When
1	Circulate presentation	SM	26/11/20
2	Set up Task & Finish Group	RB/SA/HB/SJ	TBC
3	Provide a brief for STEER ED to further develop a plan for Business and Skills	RB/SA/HB/SJ	TBC
4	Share LMI webtool links	SM	26/11/20

MEETING CLOSED: 5:59pm