

**MEETING**

**19 February 2019**

**OxLEP Office**

**16.30 – 18.30**

**PRESENT**

<b>NAME</b>	<b>POSITION AND ORGANISATION</b>	
<b>Adrian Lockwood</b>	<b>Managing Director, Integration Technology</b>	<b>CHAIR</b>
<b>Sally Dicketts</b>	<b>Group CEO, Activate Learning</b>	<b>MEMBER</b>
<b>Kate Berman</b>	<b>Operations Director, Olamalu</b>	<b>MEMBER</b>
<b>David Clarke</b>	<b>Deputy Director for Education, Oxfordshire County Council</b>	<b>MEMBER</b>
<b>Iain Littlejohn</b>	<b>Director of Organisation Design and Change Management at Change Audit Ltd</b>	<b>MEMBER</b>
<b>Richard Kennell</b>	<b>Managing Director, SOFEA</b>	<b>MEMBER</b>
<b>Richard Byard</b>	<b>Director of Business Development, OxLEP</b>	<b>MEMBER</b>
<b>Matt Peachey</b>	<b>Economic Development Manager – Oxford City Council – on behalf of districts</b>	<b>ASSOCIATE</b>
<b>In attendance</b>		
<b>Sally Andreou</b>	<b>Skills Hub Manager, OxLEP</b>	<b>Staff team</b>
<b>Sarah Marlow</b>	<b>Skills Policy Executive, OxLEP</b>	<b>Staff team</b>
<b>Kerry Senatore</b>	<b>Regional Lead</b>	<b>Careers &amp; Enterprise Company</b>

**APOLOGIES RECEIVED**

<b>NAME</b>	<b>POSITION AND ORGANISATION</b>	
<b>Sean Wellington</b>	<b>Associate Dean, Strategy and Development, Oxford Brookes</b>	<b>DEPUTY CHAIR</b>
<b>Simon Farrall</b>	<b>Head of Adult and Apprentice Training</b>	<b>MEMBER</b>
<b>Prof Ewart Keep</b>	<b>Director - Centre for Skills Knowledge &amp; Organisational Performance, Oxford University</b>	<b>MEMBER</b>
<b>Jon Wood</b>	<b>Senior Partnership Manager, DWP</b>	<b>MEMBER</b>
<b>David Martin</b>	<b>COO - UKAEA</b>	<b>MEMBER</b>
<b>Bob Price</b>	<b>Independent</b>	<b>MEMBER</b>

1.	AL	<p><i>Welcome, apologies, members' declarations of interest</i></p> <p>The chair welcomed all, and brief introductions followed. Apologies were noted as above; there were no new declarations of Interest</p> <p>The chair welcomed Kerry Senatore from Careers &amp; Enterprise Company and Sarah Marlow – OxLEPs new Skills Policy Executive who will provide secretariat support for OSB moving forward.</p>
2.	KS	<p>Kerry Senatore presented an overview of the Careers &amp; Enterprise Company with detail on how the Oxfordshire programme is delivering.</p> <p>OSB highlighted to need for careers engagement to start in primary schools. There are primary bids currently being evaluated; the primary discussion is something we could potentially take forward as part of our Industrial Strategy negotiation.</p> <p>SA confirmed OxLEP would be submitting a Careers Hub application by 22/02.</p>
3.	AL	<p><i>Previous minutes and matters arising</i></p> <p>The minutes of the previous meeting were approved – all actions are picked up in the agenda</p>
4.	RB	<p>RB updated on the Oxfordshire Industrial Strategy (OIS) highlighting a negotiating draft was submitted to government (HMG) in December. He explained that OxLEP was now working with HMG to develop policy frameworks for discussions with departments – including DfE.</p>
5.	RB	<p>RB updated the emerging Skills Advisory Panel policy highlighting OxLEP had submitted a response to DfE for an Oxfordshire SAP. He highlighted the data led labour market analysis and review role SAPs are expected to undertake, explaining the analysis would support the development of an Oxfordshire Skills Priority Statement (akin to a refreshed skills strategy) in response to the OIS. If successful we would need to have our SAP in place, with all data analysis complete by October 19.</p> <p><b><i>It was agreed to invite a member of the SAP team to the next meeting to present on expectations and progress</i></b></p>
6.	RB	<p>RB led the group through the amended Terms of Reference highlighting the changes required for OSB to assume the functions of a Skills Advisory Panel.</p> <p><b><i>The group endorsed the revised ToRs and that the lead councillor for education at County Council and a representative from the Oxfordshire Skills Network be invited to join OSB from summer 2019.</i></b></p>
7.	SA	<p>SA provided an update on the activities of the OxLEP skills team.</p> <p><b><i>She invited OSB members to the upcoming Oxfordshire Apprenticeship awards 4 April at Jurys Inn. Formal invitations to follow.</i></b></p>
8.	SA	<p>SA provided an update on the recent CareersFest event held at Mini Plant Oxford. C1500 young people attended, alongside c60 employers and training providers. Feedback was positive, and the team were reviewing how the maximise outcomes for future events</p>
9.	AOB	<p>i) The chair updated on recent confirmation of c£500k skills capital funding becoming available due to a reprofiling of The Henley College's LGF project.</p>

		<p>RB confirmed a skills capital call would take place seeking projects that support our skills ambitions, that could leverage a minimum of £500k match and that could defray costs by March 21.</p> <p>The chair sought volunteers to help review submitted projects.</p> <p><b><i>RK, SD and MP volunteered subject to diaries – date tbc, likely to be early April</i></b></p> <p>ii) In his absence the Chair <b><i>thanked Sean Wellington</i></b> who was stepping down from OSB as he was moving to a new role at Middlesex University.</p> <p>iii) Sean’s departure creates a vacancy for a private sector deputy chair for OSB. <b><i>Interested parties should express interest to RB by 8 March</i></b></p>
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Meeting dates (at least 2 weeks prior to OxLEP board) for 2019.

11 June

27 August

12 November