

MINUTES - DRAFT

Meeting Outcomes for Londoners Advisory Group

Date Wednesday 6 May 2020

Time 12.00pm

Place Remote Meeting

The Outcomes for Londoners Advisory Group is a subordinate body of the Skills for Londoners Board. Agendas and minutes of the meetings of this Group are published at www.London.gov.uk/Skills-for-Londoners (except in those cases where information may be exempt from disclosure under the Freedom of Information Act). Meetings are not held in public and are only open to those invited to attend by the Chair.

Present:

Members:

Angus Knowles-Cutler, Skills for Londoners (SfL) Board Member (Chair)
Neha Agarwal, HESA
Pat Carvalho, HCUC
Arinola Edeh, SfL Board Member
Dipa Ganguli, Sutton College
Helen Hammond, Institutes for Adult Learning
John Hitchin, Renaisi
Gerry McDonald, SfL Board Member
Dianna Neal, London Councils
Diarmid Swainson, representing London Councils

GLA Skills & Employment Officers:

Michelle Cuomo Boorer, Assistant Director, Skills and Employment
Lubomira Chirmiciu, Funding Policy & Systems Manager
Rachel Greenwood, Board Secretary, Skills & Employment
Christopher Minter, Senior Policy Officer, Funding Policy and Systems, Skills & Employment
Joel Mullan, Principal Policy Officer, Skills and Employment
Tim Riley, Senior Manager – Funding Policy & Systems

Also in attendance:

Sarah Frankenburg, NatCen
Paul Warner, Association of Employment and Learning Providers

Skills for Londoners - Outcomes for Londoners Advisory Group
Wednesday 6 May 2020
Minutes

1 Introduction and apologies

- 1.1 The Chair welcomed Members to the meeting and thanked them for joining remotely.
- 1.2 Apologies for absence were received from Nigel Ball, Harminder Matharu and Kirsty McHugh. Alison Navarro and Gill Worgan had stood down from the Group since the last meeting.
- 1.3 The Chair noted that a substantial amount of analysis and development work had taken place since the last meeting of the Outcomes for Londoners Advisory Group, an update on which would be provided later on the agenda.
- 1.4 By the end of the meeting, it was hoped that the Group would have:
 - Discussed the outcome of the London Learner Survey feasibility study; and
 - Discussed the proposed approach to conducting the survey from the emerging findings of the feasibility study.
- 1.5 The Chair would report the feedback from the Group to the Skills for Londoners (SfL) Board later this month.

2 Declarations of Interest

- 2.1 There were no declarations of interest.

3 Minutes from the previous meeting

- 3.1 **RESOLVED:**
The minutes of the meeting held on 20 September 2019 were agreed as a correct record.

4 Actions Arising

- 4.1 **RESOLVED:**
The actions arising from the previous meeting were noted.

5 Skills for Londoners governance update

- 5.1 The Board Secretary provided an update on SfL Governance arrangements now that the Mayor of London and London Assembly elections had been postponed to 2021.
- 5.2 It was noted that members of the SfL Board and Business Partnership would have their appointments extended to 5 September 2021, and it was expected that appointments for members of the subordinate bodies (including this group) would be extended to the same date.

Skills for Londoners - Outcomes for Londoners Advisory Group
Wednesday 6 May 2020
Minutes

- 5.3 Officers would contact members in the coming weeks to confirm the extension and ask them to update their Register of Interest forms.

5.4 RESOLVED:

The SfL Governance Update was noted.

6 Outcomes for Londoners – update on progress to date

- 6.1 The Group received an update on progress since the last meeting, including: agreement of the priority areas; commissioning of the London Learner Survey feasibility study; and how projects funded by the Skills for Londoners Innovation Fund were exploring ideas on how outcomes could be measured.

6.2 RESOLVED:

The update on progress since the last meeting of the Advisory Group was noted.

7 London Learner Survey

- 7.1 The Group received a presentation from Sarah Frankenburg at NatCen, the organisation commissioned to undertake the feasibility study for the London Learner Survey. Three potential designs for the survey, and positives and negatives for each, were set out for discussion and it was noted that a detailed report would follow. Members discussed the options presented and a summary of the subsequent discussion is set out below.
- 7.2 The Group were keen to understand more about the baseline survey, including the types of questions likely to be included, the level of input required from providers and any additional data returns. Officers noted that the ambition would be to make the survey as straightforward as possible and to ensure the burden on providers was minimised.
- 7.3 Discussion was held on how best to administer the baseline survey, with some members suggesting a representative sample would be simpler for providers to administer than making the survey mandatory for all learners. Queries were also raised as to how the data would be linked with other data sources already collected such as the Individualised Learner Record (ILR), and ensuring the timescales for data collection at the end of a course were sufficient.
- 7.4 Further feedback would be sought from the sector in developing the questions and method of data collection. The point at which to collect the baseline data was also considered, including the practicalities of doing this at enrolment and the length of time over which the initial survey could be completed.
- 7.5 Members commented that the survey should also have a practical use for providers and the questions designed to ensure the data collected was useful for an institution to understand.
- 7.6 Members discussed data collection, noting that if a mixed mode approach was used, analysis should account for the impact this may have on responses. Officers agreed

Skills for Londoners - Outcomes for Londoners Advisory Group
Wednesday 6 May 2020
Minutes

that the way in which the data was interpreted and analysed would be important and was being considered in the survey design.

- 7.7 Other areas discussed were: the cost per year for the survey to be administered; gaining an understanding of the types of providers and kinds of provision that would be captured by the survey, how this differed amongst the options, and ensuring the data could be of use to as many providers as possible; the different ways in which the resulting data could be cut; and giving consideration in the survey design to the range of provision on offer, particularly how the survey collection may need to be adapted for shorter courses.
- 7.8 GLA officers set out which their preferred option currently was, however this was subject to feedback of this group. This option would offer a good combination of maximising coverage whilst including a sampling approach to ensure the representativeness of the survey. A key benefit of the approach would be that it would produce more data that could be shared with providers. Whichever option was ultimately chosen, the GLA would run a pilot programme to test the approach.
- 7.9 It was suggested that a meeting be convened for a smaller group of members to discuss the options in further detail ahead of them being presented to the SfL Board meeting.
- 7.10 The Chair thanked NatCen and officers for the work that had taken place to date. The Clerk would be in touch with members interested in joining the additional meeting to confirm when this would take place.
- 7.11 RESOLVED:**
- (a) The proposed approaches to conducting a London Learner Survey emerging from the feasibility study were noted; and**
 - (b) It was agreed that a meeting be convened for a smaller group of members to discuss the options in further detail ahead of them being presented to the Skills for Londoners Board.**

8 Date of Next Meeting

- 8.1 The next formal meeting of the Outcomes for Londoners Advisory Group would be confirmed at a later date.

9 Any Other Business the Chair Considers Urgent

- 9.1 There was no urgent business.

10 Close of Meeting

- 10.1 The meeting closed at 1.00pm.

Skills for Londoners - Outcomes for Londoners Advisory Group
Wednesday 6 May 2020
Minutes

Contact Officer: Rachel Greenwood, Board Secretary, Skills & Employment

Telephone: 020 7983 4285

Email: Rachel.Greenwood@london.gov.uk