

AGENDA

Meeting Outcomes for Londoners Advisory Group

Date Thursday, 26 November 2020

Time 2.00 pm

Place Remote meeting

Agendas and summary minutes of the meetings of the Outcomes for Londoners Advisory Group will be published on the GLA's website (except in those cases where information in the papers may be exempt from disclosure under the Freedom of Information Act). Meetings will not be held in public and are only open to those invited to attend by the Chair.

Members:

Angus Knowles-Cutler, Skills for Londoners (SfL) Board Member (Chair)
Arinola Edeh, SfL Board Member
Gerry McDonald, SfL Board Member
Nigel Ball, University of Oxford
Pat Carvalho, HCUC
Dipa Ganguli, Sutton College
Helen Hammond, Institutes for Adult Learning
Kirsty McHugh, Mayor's Fund for London
Dianna Neal, London Councils
David Pack, West London Alliance

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

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1. Welcome and apologies

2. Declarations of Interest

Members to declare any disclosable pecuniary interests which they have in any of the items set out on the agenda and, where applicable, consider if they should withdraw from the discussion or the meeting.

3. Minutes from the previous meeting (Pages 3 - 6)

Members are asked to agree the minutes of the meeting held on 6 May 2020.

4. Actions arising from previous meetings (Pages 7 - 8)

To be presented by Rachel Greenwood, Board Secretary, Skills & Employment.

5. Outcomes for Londoners programme update and discussion on the London Recovery programme (Pages 9 - 14)

To be presented by: Forogh Rahmani, Senior Manager – Strategy, Policy & Relationships; and Joel Mullan, Principal Policy Officer, Skills & Employment.

6. Piloting the London Learner Survey

To be presented by: Joel Mullan, Principal Policy Officer, Skills & Employment; and Claire Johnson, Director, IFF Research.

7. Date of next meeting

The next meeting of the Outcomes for Londoners Advisory Group is scheduled for 10.00am on Thursday, 18 March 2021.

8. Any other business the Chair considers urgent

Skills for Londoners Board

MINUTES

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
Nigel Ball, University of Oxford
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

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.

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- 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

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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.

GREATER**LONDON**AUTHORITY

Skills for Londoners Board Outcomes for Londoners Advisory Group

Date of meeting: **26 November 2020**

Title of report: **Actions Arising from previous meetings**

To be presented by: **Rachel Greenwood, Board Secretary, Skills & Employment**

Cleared by: **Michelle Cuomo Boorer, Assistant Director – Skills & Employment**

Classification **Public**

1 Executive Summary

- 1.1 This report updates the Outcomes for Londoners Advisory Group on actions arising from the previous meeting.

2 Recommendation

- 2.1 The Outcomes for Londoners Advisory Group is asked to **note** the update on actions arising from the previous meeting.

3 Actions arising from the meeting of 6 May 2020

Agenda Item	Action	Status
7. London Learner Survey	It was agreed that a meeting would be convened for a smaller group of members to discuss the proposed London Learner Survey options in further detail ahead of them being presented to the Skills for Londoners Board.	<p>A smaller group of members met to discuss the options in further detail on 14 May 2020.</p> <p>An informal workshop was also held on 21 August 2020 for members to provide feedback on the draft survey questions.</p>

4 Next Steps

- 4.1 Outlined elsewhere within this report.

Appendices:

- None.

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GREATER LONDON AUTHORITY

Skills for Londoners Board Outcomes for Londoners Advisory Group

Date of meeting: **26 November 2020**

Title of report: **Outcomes for Londoners programme update and discussion on the London Recovery programme**

To be presented by: **Joel Mullan, Principal Policy Officer, Funding Policy and Systems**

Cleared by: **Michelle Cuomo Boorer, Assistant Director – Skills & Employment**

Classification: **Public**

1 Executive Summary

- 1.1 This report provides background information to inform the discussion at the Outcomes for Londoners Advisory Group meeting. It provides an overview of developments since the last meeting of the Outcomes for Londoners Advisory Group – with a focus on development of the London Learner Survey, and the GLA's response to the COVID-19 pandemic.

2 Recommendations

- 2.1 The Outcomes for Londoners Advisory Group is asked to:
- 2.1.1 **Note** the update on progress since the last meeting of the Advisory Group;
 - 2.1.2 **Discuss** potential implications of the COVID-19 pandemic on the Mayor's work to focus the AEB more strongly on outcomes/impact; and
 - 2.1.3 **Discuss** the proposed approach to the implementation of the London Learner Survey.

3 Issues for Consideration

GLA Response to COVID-19 Pandemic

- 3.1 The COVID-19 pandemic has affected the delivery of adult learning in London in numerous ways. The GLA's [evaluation of the first year of delivery of the AEB](#) found that many providers have substantially increased their online delivery, a trend which seems likely to continue into 2021/22. Many providers are also concerned about the impact of the pandemic on their enrolments and financial health given the loss of fee and commercial income. In the longer term, providers expect that COVID-19 would increase the volume of eligible learners due to higher unemployment and/or lower incomes as well as boost the demand for courses relating to health & social care and digital inclusion.

- 3.2 In response to the pandemic, City Hall put in place a package of support for providers, which included:
- A commitment to continue to pay grant-funded providers on their agreed profile for the remainder of the year.
 - An offer to make advance payments during the period of closures caused by COVID-19, to providers delivering procured AEB contracts.
 - Introducing a lower performance tolerance threshold of 90% for 2020/21, in recognition of the ongoing impact of COVID-19 restrictions on classroom delivery.

COVID-19 Response Fund

- 3.3 In May 2020, the Mayor also launched a £9m Skills for Londoners COVID-19 Response Fund which allowed all GLA AEB-funded grant recipients and procured providers to apply for additional support to help them meet their immediate organisational needs and those of their learners.
- 3.4 The Fund was designed to ensure that Londoners can continue to access learning opportunities while classroom settings are closed, to help them develop skills to access new employment opportunities; gain confidence in digital skills as we move to more online working; and support the wider social and economic outcomes of participation in learning.
- 3.5 It also aimed to build the capacity of London's adult education providers to deliver more online provision and ensure they are equipped to reach learners who are at risk of digital exclusion.

London Recovery Programme

- 3.6 The London Recovery Board has been set up to plan and oversee the capital's wider economic and social long-term recovery from the pandemic. The recovery programme aims to reshape London to be fairer, more equal, greener and more resilient than it was before the crisis, with a focus on the following outcomes:
- Reversing the pattern of rising unemployment and lost economic growth caused by the economic scarring of COVID-19.
 - Supporting our communities, including those most impacted by the virus.
 - Helping young people to flourish with access to support and opportunities.
 - Narrowing social, economic and health inequalities.
 - Accelerating delivery of a cleaner, greener London.
- 3.7 The Board has set out a missions-based approach to meet this challenge – a way of working that will bring together the public, private and voluntary sectors. The Board finalised definitions for nine missions for the London Recovery Programme at its 15 September 2020 meeting:
- Good work for all
 - A green new deal
 - Digital access for all
 - High streets for all

- Mental health and wellbeing
 - A robust safety net
 - A new deal for young people
 - Healthy food, healthy weight
 - Building strong communities
- 3.8 Two of the missions have been developed by GLA Skills & Employment and London Councils officers: 'Helping Londoners into Good Work' and 'Digital Access for All'. The two missions and examples of the types of projects that might deliver them are provided in Appendix A.
- 3.9 The London Recovery Programme is now moving into a 'co-design' phase, working with stakeholders and community groups to develop outcomes and projects and identify associated resources and networks. This phase will run until December 2020, with mission implementation to begin in early 2021.

London Learner Survey

- 3.10 As a follow-up to the discussion in the last meeting of the Advisory Group, a workshop took place to explore in more detail considerations for the practical implementation of the London Learner Survey, with a particular focus on implementation of the baseline survey.
- 3.11 To address some of the issues raised in more detail, the GLA has commissioned a follow-up stage to the survey feasibility study to further test how the process could be implemented, and to develop and refine the survey questionnaire. The key elements of the additional work include:
- Detailed interviews with up to 12 learning providers, covering their enrolment and data submission processes.
 - 'Stress testing' of the baseline administration process; asking providers to distribute questionnaire links and encourage learners to take part.
 - A debrief session with providers to understand the approach taken and any feedback.
 - A data match; linking questionnaire data to the Individualised Learner Record (ILR) data to assess the proportion of learners whose data may be reliably matched for sampling at the follow-up.
- 3.12 The results of the initial stage of the feasibility study were presented to the Skills for Londoners Board in May 2020, and to the AEB Mayoral Board in July 2020.
- 3.13 The Mayor has now approved funding for a pilot London Learner Survey to take place this Academic Year. Following a competitive procurement exercise, IFF Research were appointed to implement the pilot survey.
- 3.14 IFF will present the proposed approach to the pilot survey at this meeting of the Advisory Group.

4 Equality comments

- 4.1 In the [Skills for Londoners Strategy](#) and subsequent analyses, the GLA has highlighted that there are several groups that are disproportionately underrepresented in London's labour market, including some groups with protected characteristics. This includes special educational needs and disabilities (SEND) learners, young people, disabled adults, Black, Asian and minority ethnic (BAME) groups and women.
- 4.2 The GLA will use any data collected through the London Learner Survey to measure and analyse trends in the participation of different groups of Londoners and the outcomes achieved by different groups of Londoners. This will give the GLA insight into how effectively providers are serving those groups, and will be used to inform future policy interventions to reduce gaps in participation and achievement among disadvantaged groups. Officers have considered the direct impact of the proposed work on groups with protected characteristics and do not anticipate that the collection of survey data, in and of itself, will disadvantage any particular group.
- 4.3 The Public Sector Equality Duty has been taken into account in ensuring that the feasibility study for the London Learner Survey enables all those with protected characteristics to take part in the survey.

5 Risks arising / mitigation

- 5.1 The feasibility study and pilot have been designed to de-risk as much of the approach to implementation of a London wide survey of learners as possible.

6 Legal implications

- 6.1 Should any legal queries arise from the considerations set out in this report, the GLA will contact TfL Legal to obtain advice.

7 Financial comments of the Executive Director Resources

- 7.1 There are no direct financial implications to the GLA arising from the considerations set out in this report.

8 Next steps

- 8.1 The next steps following consideration by the Advisory Group are summarised below:

Activity	Timeline
Learner Survey	
IFF to work with AEB providers to prepare for the pilot field work	December 2020
Pilot of the Learner Survey conducted	January to March 2021

Appendices:

- **Appendix A** – Supplementary information on Recovery Missions

THE LONDON RECOVERY PROGRAMME

Recovery Mission:



Support Londoners into good jobs with a focus on sectors key to London's recovery.

Helping Londoners into Good Work

Examples of the types of projects that might deliver this mission:

By supporting Londoners hardest hit by the pandemic including young people, newly unemployed, people with caring responsibilities and people at risk of redundancy into good work, while ensuring that Londoners with the most complex needs are not left behind.

By coordinating skills, careers and employment support so there is 'no wrong door approach' for Londoners; and ensuring that employment and enterprise provide a secure route out of poverty.

By establishing sector specific London 'Academies' to support Londoners to gain relevant skills and move into good work in (not exhaustive) digital; health; social care; green economy, and creative and cultural industries.

By close working with employers and job creation initiatives such as green recovery to promote good work.

THE LONDON RECOVERY PROGRAMME

Recovery Mission:



Every Londoner to have access to good connectivity, basic digital skills and the device or support they need to be online by 2025.

Digital Access for All

Examples of the types of projects that might deliver this mission:

- Understanding how digital exclusion affected Londoners during the pandemic, and how local councils and the voluntary sector responded to the problem.
- Making full fibre broadband available in areas with poor coverage, such as social housing.
- Making it easier for Londoners to access free Wi-Fi outside their home by identifying spaces – such as libraries – where it possible to work online for free.
- Training all adults, including job seekers, in basic digital skills.
- Targeting the most vulnerable – such as schoolchildren, learners and those shielding – with the devices or data allowance they need to lift them out of digital exclusion, while ensuring they stay safe online.