



**Executive Board – Meeting No: 1 (46) Tuesday 12 May 2015**

**MINUTES**

<b>Board Members Present:</b>	Bob Bradley, Cllr John Cotton, Andrew Harrison, Cllr Ian Hudspeth, Adrian Lockwood, Cllr Bob Price, Phil Shadbolt, Adrian Shooter (Chairman), Richard Venables, Ian Wenman (Vice Chairman), Prof Ian Walmsley,
<b>Apologies:</b>	Cllr Matthew Barber, Margaret Coles, Alistair Fitt, Cllr Barry Norton, Sally Dicketts, Cllr Barry Wood
<b>Minutes:</b>	Beryl Manners
<b>In attendance:</b>	Richard Byard, Lorna Baxter, Phil Clare, David Edwards, David Hartley, David Neudegg, Hal Painter, Anna Robinson, Sue Scane, Nigel Tipple (CEO) Part of the meeting: Brendan Hatton, Tony Hart, Neil Read, Bruce Tomlinson

<b>Item</b>	<b>Action</b>
<b>1. HR Wallingford Introduction</b>	
<p>The Chairman introduced and thanked Bruce Tomlinson (BT) for hosting the Board meeting.</p> <p>BT gave a short presentation on Howbery Park, which has 40 companies on site with approximately 800 workforce, with further planning permission for expansion.</p> <p>BT emphasised his wish for HR Wallingford to continue working closely with OxLEP.</p> <p><b>Action: NT to follow up</b></p>	<b>NT</b>
<b>2. Appointment of Directors and Incorporation</b>	
<p>The Chairman (Adrian Shooter) handed over the Chairmanship to Nigel Tipple for this item.</p> <p>The purpose of the report is to approve the written resolution sent to the Company's members to appoint additional directors as detailed; and report on the formation of the Company and to complete the registration formalities and other business required for the Company to start trading.</p> <p>Copies of the Articles and By-Laws were made available at the meeting.</p> <p><u>Incorporation of the Company</u> It was noted that the Company had been formed on 31 March 2015 with company number 9519056. The following individuals: Matthew Barber, Margaret Coles, Alistair Fitt, Ian Hudspeth, Barry Norton, Robert Price, Philip Shadbolt, Richard Venables, and Ian Wenman are the subscriber members of the Company registered at the time of the company formation.</p> <p><u>Director Appointments</u> The following individuals, each of whom had consented to act, have been</p>	

<p>appointed as the first directors of the Company; Matthew Barber, Margaret Coles, Alistair Fitt, Ian Hudspeth, Barry Norton, Robert Price, Philip Shadbolt, Nigel Tipple, Richard Venables, and Ian Wenman.</p> <p>The Board were asked to approve the appointment of the remaining directors to the Board: Bob Bradley, John Cotton, Sally Dicketts, Andrew Harrison, Adrian Lockwood, Adrian Shooter, Ian Walmsley and Barry Wood</p> <p>The Articles and By-laws associated with the company formation defined the need to appoint the Chairman, Deputy Chairman and Vice Chairman. The Board was asked to consider and appoint the following:  Adrian Shooter as Chairman  Ian Wenman as Deputy Chairman  Cllr Barry Norton as Vice Chairman  Adrian Shooter and Ian Wenman left the room for the vote – Barry Norton was not present at the meeting.</p> <p>The Board were requested to approve the By-Laws and Memorandum of Articles.</p> <p><b><u>Recommendation</u></b>  <b>That the Board:</b></p> <ul style="list-style-type: none"> <li>• <b>Approves the appointment of those directors listed in the Written Ordinary Resolution circulated to Director/Members and attached at Annex 1</b></li> <li>• <b>Appoints a Chairman, Deputy Chairman and Vice Chairman as detailed in the Articles and By-Laws associated with the Incorporation of the Company</b></li> <li>• <b>Approves the Incorporation of the Oxfordshire Local Enterprise Partnership Limited as detailed in the Certificate of Incorporation and Company Books</b></li> </ul>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p><b>APPROVED</b></p> <p><b>AGREED</b></p> <p><b>APPROVED</b></p>
<p><b>3. Apologies</b></p>	
<p>See above</p>	
<p><b>4. Declarations of Interest</b></p>	
<p>There were no new declarations of interest noted by the Directors.</p>	
<p><b>5. Minutes of Executive Board meeting 45</b></p>	
<p>Minutes of previous meeting (45) were agreed.</p> <p>Matter Arising: Item 4  RB said he had received confirmation from the SFA that they were content for the City of Oxford College Centre for Technology and Innovation to proceed.</p>	
<p><b>6. Westgate Alliance Presentation</b></p>	
<p>Neil Read set out the context and background to the Westgate Alliance and Land Securities. They own and operate 29 million sq ft of commercial/retail property with over 300 million visits to their retail properties. Setting out their ambition for Westgate NR highlighted the need to increase footfall, associated sales and create a compelling shopping experience in Oxford.</p>	

The Westgate Oxford scheme development planning started in 2012 with planning consent granted in December 2014. He outlined the nature of the retail experience expected and scale of the offer including the John Lewis anchor store. The proposals also include within the 800,000 sqft site are a cinema complex, 100 retail units, restaurants, cafes and 1,000 car parking spaces.

The Alliance are working with Richard Byard, the County Council's Skills Team and the Skills Board to maximise training, work experience and apprenticeship opportunities including school visits and workshops. They are committed to securing as much local employment as possible and encouraging procurement of goods and services from local suppliers, ideally within a 50 mile radius.

The Chairman thanked NR on behalf of the Board for his presentation.

### **7. EZ Business Rate**

Anna Robinson (AR) presented an update report on Enterprise Zone business rates income. AR pointed out that whilst strong business growth was forecast, development is proving to be slower than predicted. This is likely to impact on current forecast income and these may need to be revised by up to 18 months to reflect market conditions.

Milton Park growth has exceeded forecasts and is on track to deliver the quantum of business rates forecast by GVA.

Harwell progress here is slow and behind forecast growth figures.

Evidence shows that development that is progressing was either consented prior to the new JV partner appointment or is focused towards public sector research and academic investment proposals; these do not generate business rate growth. The JV Partners have now been in place for some 18 months, progress remains disappointing though the competing pressures of public sector driven research and development activity and commercial market opportunities within the EZ needs some consideration. The Board noted the issues and requested that the JV partners were invited to a future Board meeting (September) to set out progress to date, identify delivery challenges and clarify the status and progress on agreeing an overall master plan for the site. NT confirmed that partners had been seeking agreement to a master plan for some time without success.

AR suggested that given the development timeframes that it may be helpful to have formal updates on a by-annual basis and exception reporting quarterly. Lorna Baxter (LB) noted that the report was helpful but not entirely in line with GVA forecast, this would result in additional borrowing risk overall against the revised GVA forecast. LB advised that we would need to assess borrowing risk and repayment profiles later in the year, in the meantime the focus has to be on delivery.

**Action: NT seek an update on the Master Plan and invite the Joint Venture partners to the September Board meeting.** **NT**

## 8. European Structural Investment Fund (ESIF) Delivery team Support Proposal

The report provides an ESIF update following the March paper and addresses two key actions:

### 1. Detailed OxLEP ESIF call programme

Allocation of ESIF funds in Oxfordshire is primarily made up of two funds:

The European Regional Development Fund (ERDF)

- We are working with DCLG to work up specifications for project calls which are now open. Call timetable is at number 4 of the report but subject to change.

The European Social Fund (ESF)

- We have opted into national co-finance programmes funded by the Skills Funding Agency, Big Lottery and DWP which means local match funding is not required for these measures.

### Funding proposal on how to support operational delivery of programme

As the programme moves into the delivery stage additional resources will be required (paragraph 8 of the report). We have applied for funding through Technical assistance (TA) which, if awarded, requires local match funding. This has to be cash match or dedicated fully resourced secondment. As an example the current joint appointment between the University/County/OxLEP would qualify as eligible match funding.

David Neudegg (DN) suggested that the Growth Board/Executive Officers Group (EOG) would be the most appropriate place to discuss Local Authority support/match funding. The next meeting of EOG is scheduled for the 22 May at which the contribution strategy could be discussed.

**Action: NT/RB to ask for item on the EOG agenda on 22 May**

**NT/RB**

## 9. Outline of Smart Oxford Project

Phil Clare (PC) presented the report.

In summary, the Smart Oxford Project Board, comprises Oxford City, County Council, both universities, Nominet and OxLEP. More details on the project and a full report can found at <http://oxfordsmartcity.uk>. The project's aim is to stimulate innovation, generating economic growth and create private sector jobs.

The following areas were identified as opportunities for the Smart City project to benefit the Oxfordshire economy :

Culture and Tourism; energy; environmental sustainability; health and wellbeing; education; retail; housing and regeneration; & mobility.

Although focused on the City in the first instance projects at Culham, Harwell, Begbroke and other locations were anticipated allowing the opportunity to engage and spread the benefits to more rural locations.

The Smart Oxford Project Group would welcome on-going engagement from the Board and sought to encourage ideas and contributions.

<p><b><u>Recommendation:</u></b>  <b>The Smart Oxford Project Board (City and County Councils, both universities, LEP and Nominet) asks the Oxfordshire LEP Board to:</b></p> <ul style="list-style-type: none"> <li>• <b>Note the work and progress made in developing the Smart Oxford vision and initiative;</b></li> <li>• <b>Endorse the initiative and comment on the implementation plan; and</b></li> <li>• <b>Commit to the existing partnership approach and to receive further updates as the initiative develops</b></li> </ul> <p>The Chairman thanked PC for his presentation.</p>	<p>NOTED</p> <p>AGREED</p>
<p><b>10. Innovation-led Economic Growth</b></p>	
<p>Ian Walmsley (IWa) presented a report setting out a proposal to develop a sub-regional (Oxfordshire) Innovation Strategy which would inform the Strategic Economic Plan (SEP) refresh. OxLEP and key stakeholders are asked to engage in developing the strategy and shared innovation vision for the future.</p> <p>It was agreed this work would inform the SEP refresh and provide an opportunity to feed into an autumn review of the SEP together with LTP4, Skills Strategy, environment, creative culture and Tourism.</p> <p><b><u>Recommendations</u></b>  <b>The board is requested to:</b></p> <ul style="list-style-type: none"> <li>• <b>Engage in the scenario planning exercise with the University and key stakeholders</b></li> <li>• <b>Consider making a contribution of 25% of the financial resources required to conduct this exercise up to a maximum of £10,000, with the balance being contributed by the University of Oxford.</b></li> </ul>	<p>Agreed</p>
<p><b>11. Chief Executives Report</b></p>	
<p>The report provides an update on progress made over the period to the end of March 2015. (Note error in first paragraph of the report which reads "January 2015").</p> <p>The report is supported by the following annexes:</p> <ol style="list-style-type: none"> <li>1. 2014 -15 Operating Plan Qtr4</li> <li>2. UKTI Filtered Partner Tagged Cut</li> <li>3. Invest In Oxford Q4 Dashboard</li> </ol> <p><b><u>Comms &amp; Media</u></b>  To note the activity included in the report particularly our engagement in the respective Business Awards events (Oxfordshire, Cherwell and West Oxfordshire) and resource requirements.</p> <p>NT noted that we would be happy to work with South and Vale in respect of their Business Awards in 2015/16.</p>	

<p><u>Oxford Business Support</u> The business support programme has been incredibly successful exceeding our contracted targets, as a result we secured additional funding from overall programme underspend which has to be defrayed by the end of June 2015.</p> <p><u>Finance</u> Final outturn figures show small surplus to carry forward to this financial year.</p> <p><u>Tri-Counties update</u> The Chairman and Chief Executive continue to work with LEP colleagues in Northampton and Buckinghamshire.</p> <p><u>Strategic Economic Plan</u> Noted the commitment to refresh the plan over the autumn period. We would establish a small working group to oversee progress in consultation with the Growth Board, noting the need for a consultation and engagement process.</p> <p><u>Invest in Oxford</u> David Burrows has been appointed as Invest in Oxfordshire Manager, starting on 1<sup>st</sup> June.</p> <p><u>UKTI Filtered Partner Tagged Cut</u> Annex had not been circulated with papers as very large excel spreadsheet. JC requested a copy.</p> <p><b><u>Recommendation:</u></b> <b>That the Board notes the report and progress made to date</b></p>	<p><b>Noted</b></p>
<p><b>10. A.O.B.</b></p>	
<p>Phil Clare brought to the Board's attention an event on 16 June: Government Office for Science (GO Science) - "The Foresight Future for an Ageing Population".</p>	
<p><b>11. Dates of the Next Meetings</b></p>	
<ul style="list-style-type: none"> <li>• Tuesday 7<sup>th</sup> July 2015, Abbotts Diabetes Care Limited, Range Road, Witney , Oxon OX29 0YL</li> <li>• Tuesday 8<sup>th</sup> September 2015, Town Hall, Oxford City Council, St Aldates, Oxford, OX1 1BX</li> <li>• Tuesday 3<sup>rd</sup> November 2015, St John's College, St Giles, Oxford OX1 3JP</li> <li>• Tuesday 5<sup>th</sup> January 2016 – Williams F1 Conference Centre, Station Road, Grove, Wantage OX12 0DQ</li> <li>• Tuesday 8<sup>th</sup> March 2016 - TBC</li> </ul>	