



Board Meeting No: 5 Tuesday 5 January 2016

MINUTES

Board Members Present:	Bob Bradley, Cllr John Cotton, Sally Dicketts, Alistair Fitt, Cllr Ian Hudspeth, Adrian Lockwood, Cllr Barry Norton, Cllr Bob Price, Phil Shadbolt, Richard Venables, Cllr Barry Wood, Nigel Tipple (CEO) Ian Wenman (Chair),
Apologies:	Cllr Matthew Barber, Margaret Coles, Andrew Harrison, Prof Ian Walmsley
Minutes:	Beryl Manners
In attendance:	Calvin Bell, Phil Clare, Steve Cowley, David Edwards, Anna Robinson, Sue Scane Part of the meeting: Tim Bestwick, Steve Newbury, Mike Wiltshire
Item	Action
1. Apologies	
See Above	
2. Declarations of Interest	
Sally Dicketts declared an interest under item 8 - CEO report - 3.) Executive Team Resourcing and Future Accommodation.	
3. Minutes of Board meeting 4	
Minutes of previous meeting (4) were agreed. Matter Arising: <ul style="list-style-type: none"> • Item 3 - Anna Robinson (AR) to give update on Harwell EZ progress under item 5 below. • Item 4 - Strategic Transport Forum – Board nomination – OxLEP confirmed the Board’s desire to join the forum and Nigel Tipple will attend in the interim, awaiting appointment of new Chair and new board members before Board nomination finalised • Item 9 – Sector Proposition – launch has been arranged for the afternoon of the 20 January 2015 and is being held at Williams F1 	Agreed
4. Technology Enabled Jobs Growth	
Steve Newbury (SN) gave a 10 minute presentation on the potential for technology enabled jobs growth in Oxfordshire focusing upon the potential strengths of the Advanced Engineering/Motorsport, Specialist Manufacture and expertise associated Electronics and Sensors particularly in respect of autonomous vehicles . He outlined the development of the Williams Advanced Engineering business, its expertise and potential for cross sector collaboration. The Chairman thanked SN for his presentation and asked him to pass on the Board’s thanks to Williams for hosting the Board meeting.	
5. Science and Innovation Activities at Harwell	
Tim Bestwick (TB), Executive Director of Business and Innovation at SFTC gave a presentation on the science and innovation activities at the Harwell Campus.	

<p>He outlined the significance of the site, its facilities and business collaboration on an international scale and the importance of creating a location which was attractive to investors and users of the site.</p> <p>TB outlined the implications of the recent CSR in terms of the Science budget settlement which reflected a flat cash settlement of £3.2 billion – details to be announced by government.</p> <p><u>Science and Innovation Audit</u></p> <p>TB supported by Phil Clare (University of Oxford) updated the Board on the recent Invitation from Government to undertake a Science and Innovation Audit during the period March to May 2016. If successful we would have access to support from government to map and develop a clear understanding of our capacity to support innovation across a range of defined technologies and with analytical support and data identify opportunities to strengthen our offer.</p> <p>The submission will be made by OxLEP with partners, the EOI will be submitted by the end of January with a decision in early March. The proposed list of technologies to be considered in phase 1 are :</p> <ul style="list-style-type: none"> • Digital Health • Downstream Space Data and Technologies • Technologies underpinning future Quantum Computing <p>Steve Cowley sought clarification as to the criteria for selection. PC advised that a range of technologies had been selected as a sample of the range of capability and did not imply exclusivity rather focused on areas where we could maximise the support in the tight window of the proposed project timescale.</p> <p><u>Enterprise Zone</u></p> <p>Anna Robinson (AR) reported there had been good progress since the last report to the Board. The Harwell Framework Master Plan is progressing well. The JV partners are considering the potential to agree a Local Development Order with the Vale in order to expedite future development potential.</p> <p>The Vale expects to able to sign off the Master Plan by the end of January followed by the remaining planning applications for 400,000 sqft of development which should be complete by the end of March 2016.</p> <p>Action: Meeting to be arranged between Anna, Nigel and Angus Horner</p>	<p>NT/AR</p>
<p>6. Innovation Strategy Update</p> <p>Phil Clare (PC) presented a short paper which set out a proposal for progressing the Innovation Strategy. A meeting had been convened by the University in May 2015 to begin to scope out the rationale. A draft Green Paper outlining a common set of themes was being developed and this would seek to underpin economic growth in Oxfordshire and feed into the SEP refresh. A core working group will meet on 1st February to finalise outline draft of the strategy for wider consultation and bring back to OxLEP Board in March.</p> <p>Action: item for March agenda</p>	<p>PC/BM</p>

<p>PC explained in more detail the suggested key themes seeking contributions and observations. The following points were noted:</p> <ul style="list-style-type: none"> • Innovation ambitions will require the necessary infrastructure if it is to be successful– transport and housing are integral to the strategy, therefore working with district and county councils at an early stage is critical. • Science & Research Base for Innovation appears slow in developing, suggest clear examples of how we would create the right environment to maximise potential. • Given the academic focus of the paper, the need for stronger business engagement was noted. • The need to involve schools and colleges in the development of the strategy was noted. • The Board noted the need to harness the entrepreneurs, business leaders and managers to turn innovation into growth, access to finance was also seen as an opportunity but co-ordination was needed to match potential investors. • It was confirmed that the timetable for the work aligns well with the SEP refresh process and can be used to inform and shape the innovation potential of the county. • The board reflected the potential to highlight growth within the innovation ambition and thereby strengthen the role of innovation across our sector strengths and in the development proposals we are promoting, and underpinning theme. <p>Action: Phil Clare to pursue offer of involvement with Sally Dicketts and Phil Shadbolt</p> <p><u>Recommendations</u> The Board is requested to note and comment on the draft key themes and aims.</p>	<p>PC/SD/PS</p> <p>Noted/All</p>
<p>7. Devolution Progress Update - Verbal</p>	
<p>Nigel Tipple (NT) explained that a pre-Christmas challenge session had taken place with Greg Clarke, Oxfordshire was represented by: Cllr Ian Hudspeth, Cllr Sir Barry Norton, Cllr Bob Price, David Buckle, David Smith CE of the CG and NT. We received positive feedback on the session with a strong understanding of the themes and relationships particularly the link between planning, infrastructure & housing, business & skills and Health & Wellbeing.</p> <p>The challenge session has led to a series of work-stream leads being appointed to develop the proposition over the next couple of months. In support of this a core working group consisting of the LEP, Districts and County are taking place to enable us to progress the proposal pre-budget in March 2016.</p> <p><u>Next steps and timing:</u></p> <ul style="list-style-type: none"> • Back to Government in next couple of months (early February) pre March budget statement. • This will include firming up each theme where possible in next four to six weeks before submitted a further draft. 	

Recommendation

The Board is requested to note progress to date.

8. Chief Executives Report

The report provides an update on progress made over the period to the end of December 2015. The report is supported by the following annexes:

Annex 1- Operating Plan 2015/16

Annex 2- Financial Update Report

Annex 3- ESIF Update

Annex 4 - Annual Review Draft Text

Annex 5 – Marketing and Communications Update

Operating Plan

Strong progress to date noted along with the increased integration of reporting with the Growth Board thereby reducing potential duplication. This is particularly important given that we have now moved to a central government reporting system LOGAS Net.

It was agreed to provide an overview/snapshot of operational progress against contracted targets, particularly employment, housing completions and commercial space delivery.

Action: NT to circulate electronic copy once available

NT

RAG status reporting was noted with the following two areas highlighted:

Red

SHMA Completed – Some outstanding land data to be uploaded onto the E-Pims Government system

Amber:

Access to Enterprise Zone – Planning delay experienced further updates to follow.

EZ Broadband – some slippage in timetable, to be monitored

Communications Update

To note list of activities and events included in the report.

Printed copies of the Strategic Environmental and Economic Investment Plan (SEEIP) were available to take away from the meeting.

Executive Team Resourcing and Future Accommodation

Sally Dicketts confirmed her declaration of interest in respect of land holdings associated with Item 3 in the report and took no part in the discussion.

Due to the proposed secondment of the E&S Team from county, effective from the 1st April 2016, we are exploring relocation of our offices to accommodate alignment operationally of the two teams. Operationally we have explored several options, at this stage the most promising option is the City of Oxford College who are redeveloping their old engineering building to form a managed office space/innovation space.

Cllr John Cotton offered to host the LEP at its South District Council offices in Milton Park at no cost, this space was believed to be available

from August 2016. NT to explore operational suitability and timing.

The Board agreed to delegate responsibility for securing suitable accommodation to the CEO in consultation with the Chair and Accountable Body 151 Officer given the timescales involved.

Board Director Recruitment

Chair recruitment – Five applications were received, the Appointments Committee have shortlisted three candidates who have been invited to interview on 14 January. A Board/stakeholder reception is being held on the 13 January to allow candidates and board members to meet prior to the interviews. It is expected that we should be able to appoint a high profile individual for the post prior to the March meeting.

Given the interim arrangements, the Board also considered the appointment of an Interim Deputy Chair to support the Interim Chair and provide continuity through the handover process. Adrian Lockwood was nominated and unanimously supported to take up the interim Deputy Chair role.

Action: Nigel to circulate CV's for the 3 successful candidates to the Board Members

NT

Finance

Operational expenditure remains well managed and within profile. We are awaiting confirmation from Government of future years core funding from government. An email received on the 23 December confirmed 50% OF OUR core funding up to £250K for 2016/17, we anticipate the remaining capacity funding will be signed off before end of March 2016.

Strategic Economic Plan (SEP) Refresh

Following a competitive tender exercise SQW Ltd were appointed to support the SEP refresh process. An inception meeting is scheduled for 12 January prior to the first steering group meeting. The programme outlines a wide ranging public consultation process including workshop sessions in the North and South of the county along with a central City event. The full public consultation exercise will be web enabled to maximise reach and accessibility, this is likely to take place in April/May 2016.

**Action: Item to be added to forward plan for June.
NT to circulate updated timetable and brief for revised SEP**

**BM
NT**

Other notable progress included:

Oxford Business Support (OBS) - Interim funding 2016/17 financial year.
Resilient Cities Challenge - OxLEP has supported a bid into the resilient Cities fund, if successful it would enable the appointment of a Chief Resilience Officer working with the City and County Council to review and support operational resilience in both organisations.

<p>Urban Living Partnership Pilots -_OxLEP supported a research proposal, submitted Oxford Brookes University to be one of 5 pilot cities. A further progress update will be brought back to the Board</p> <p>Partnership Working -_OxLEP supported the bid for European Capital of Innovation for 2016 and Oxford City has been shortlisted, a decision is expected in April.</p> <p>Annual Review - Draft text was circulated for general comment and feedback. The format and style to be consistent with our publication guidance and will form the template for future annual reports.</p> <p>Action: To develop narrative of annual review and bring back to Board for sign off before publication</p> <p><u>It is Recommended that the Board:</u></p> <ul style="list-style-type: none"> • Notes the report and progress made to date • Approves the appointment of Adrian Lockwood as Deputy Chair (Interim) of the Board • Approves the recommendation to delegate responsibility for entering into a new office lease to the Chief Executive and Chair consultation with the Accountable Body Section 151 Officer 	<p>NT</p> <p>Noted</p> <p>Approved</p> <p>Approved</p>
<p>9. A.O.B.</p> <ul style="list-style-type: none"> • Anna Robinson highlighted the Didcot Garden Town Award and second EZ allocation. • The Chair noted positive recent progress in respect of collaboration between Oxfordshire, Cambridgeshire and London focused on the “Golden Triangle” particularly in relation to Life Sciences. 	
<p>10. Dates of the Next Meetings</p>	
<p>Tuesday 8th March 2016 – Oxford University, Begbroke Science Park, Yarnton, Begbroke, OX5 1PF</p> <p><u>New Dates:</u></p> <p>Tuesday 7th June 2016</p> <p>Tuesday 6th September 2016</p> <p>Tuesday 6th December 2016</p> <p>Tuesday 7th March 2017</p>	