



**Board Meeting No: 2 Tuesday 7 July 2015**

**MINUTES**

<b>Board Members Present:</b>	Cllr Matthew Barber, Bob Bradley, Margaret Coles, Sally Dicketts, Alistair Fitt, Andrew Harrison, Cllr Ian Hudspeth, Cllr Barry Norton, Cllr Bob Price, Phil Shadbolt, Adrian Shooter (Chairman), Prof Ian Walmsley, Cllr Barry Wood, Nigel Tipple (CEO)	
<b>Apologies:</b>	Cllr John Cotton, Adrian Lockwood, Richard Venables, Ian Wenman, Lorna Baxter	
<b>Minutes:</b>	Beryl Manners	
<b>In attendance:</b>	David Burrow's, Richard Byard, Hal Painter, Sue Scane, Part of the meeting: Pete Stanton, Martin Tugwell	
<b>Item</b>		<b>Action</b>
<b>1. Abbotts Diabetes Care Ltd Introduction</b>		
The Chairman introduced and thanked Pat Cole (PC) for hosting the Board meeting.  PC gave a short presentation on Abbotts Diabetes which was founded, at the age of 30, by Dr Wallace Abbott in 1888 with its corporate headquarters in Chicago. The present CEO has been in post for 16 years. Medisense was taken over by Abbotts in 1996 and moved to Witney from Abingdon. In 2011 the company separated in to two companies with medical products retaining the name Abbotts and the research based pharmaceuticals company being name AbbVie.		
<b>2. Apologies</b>		
See Above		
<b>3. Declarations of Interest</b>		
There were no new declarations of interest noted by the Directors.		
<b>4. Minutes of Board meeting 1 (46)</b>		
Minutes of previous meeting (1) were agreed.  Matter Arising: Item 10 – Innovation-led economic growth: Cllr Bob Price (BP) asked if there had been any progress. The university had commissioned consultants following a competitive market tender exercise. The plan is to have a first draft by December and to feed this into the Strategic Economic Plan (SEP) refresh process.		<b>Agreed</b>
<b>5. Broadband</b>		
Pete Stanton (PS) OCC/BT Lead gave a short presentation setting out the proposed programme to Allocate Oxfordshire Growing Places Fund to accelerate the provision of super-fast broadband to businesses in the SVUK Enterprise Zone.  The proposition is that OxLEP: <ul style="list-style-type: none"> <li>• should provide funding towards the costs of the programme up to a maximum sum of £2,045,000 (this represents the balance of the £2,100,000 approved less feasibility work costs)</li> </ul>		

- The programme is split £1.876m capital funding and £169K project office costs associated with OCC delivery support
- the GPF is matched by BDUK funding based on an agreed drawdown schedule
- The programme is conditional upon BDUK State Aid compliance, this is expected shortly
- Is conditional upon confirmation of match funding
- The project has a final completion( long stop) date of 31 March 2018
- The programme is funded through GPF with repayment scheduled against EZ Business Rate Uplift

Harwell and Milton Park were noted as priorities for the Fibre roll out to cabinets strategically located to take into account new and current build, targeting small to medium businesses. The works are anticipated complete by February 2016.

The additional match funding has been allocated to supporting Fibre roll out across a range of Oxfordshire wide business parks. The additional coverage of the business parks will take up to two years to complete. The Board, noting the progress and potential of the programme, agreed to support the investment. Attention will now move to contracting, site survey and programming for the work both in the Enterprise Zone and additional business Oxfordshire wide business parks.

**It is Recommended that the Board:**  
**Agree to allocate £2.045m of GPF to support the program as detailed in the paper.**

**Agreed**

## **6. Future LGF Programme**

Nigel Tipple (NT) presented a paper and programme which was the product of 5 months collaborative work with Oxfordshire wide partners (County, City and District Councils, Universities, FE sector, Voluntary and Community sector and importantly this time with active engagement of the private sector. The programme sets out against the SEP Themes a significant level of ambition which will form the basis for negotiation with Government departments over the autumn leading up to an anticipated Autumn Statement negotiation.

Annex 1 sets out the first round program, with a second round of project sifting post Business Plan development/assessment. The intention is to refine the outline programme for discussion shortly and in advance of the Comprehensive Spending Revue (CSR) in November. We anticipate discussions will be progressed with Government officials in the run up to the Autumn Statement.

It was noted that some form of further prioritisation/ranking will need to take place based on strategic fit, delivery etc. Though it is expected the Government will be less involved in ranking having more confidence with the Local Assurance Framework now in place.

**Endorsed**

<p><b><u>It is recommended that the Board:</u></b></p> <ul style="list-style-type: none"> <li>• <b>The Board Endorse the programme as the basis for negotiation with government subject to any formalised prioritisation or ranking required.</b></li> <li>• <b>Note the significant progress made and contributions of all stakeholders</b></li> </ul>	<p><b>Noted</b></p>
<p><b>7. Milton Park LGF Scheme</b></p>	
<p>Sue Scane (SES) presented a paper seeking the Boards agreement to novate the delivery agreement from MEPC to OCC. SES advised that the Park Access/Link was a long standing priority scheme which had stalled. MEPC had also requested that Oxfordshire County Council (OCC) be allowed to assume delivery responsibility for the management of the project moving forward.</p> <p><b><u>It is Recommended that the Board:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Approves the transfer of the project lead from MEPC to Oxfordshire County Council and proposed project delivery mechanisms.</b></li> <li>• <b>Agrees to the revised project programme (see annex 2) noting that this is subject to;</b> <ul style="list-style-type: none"> <li>○ <b>Resolving Network / Traffic Management issues with regard to UKAEA pipe removal.</b></li> <li>○ <b>Reaching agreement with Network Rail to cover access and future maintenance</b></li> </ul> </li> <li>• <b>Provides flexibility with regard to allocation of funds to mitigate financial risk. Note all OCC costs will be recovered through the project.</b></li> <li>• <b>It was noted the balance of the approved funding after allocation for Backhill tunnel completion is used to support the completion of the A4130 junction under specific terms.</b></li> <li>• <b>To delegate responsibility for agreement of the detailed project plan and business case to the LEP Chief Executive.</b></li> </ul>	<p><b>All Agreed</b></p>
<p><b>8. LTP4</b></p>	
<p>Sue Scane (SES) provided a status update on the 2015-2031 Local Transport Plan (LTP4) and specifically was a summary of changes proposed as a result of the consultation on policy, objectives and more recently on key proposals and reflect change in circumstances. The Plan had been to the Board previously and was discussed in more detail at the OxLEP Transport sub-Group.</p> <p>The LTP4 will be submitted for approval by OCC’s Cabinet on 21 July and subject to their approval will go to Full County Council on the 8 September for ratification.</p> <p>In the wide range of issues raised the three main areas highlighted were:</p> <ul style="list-style-type: none"> <li>• A34 “Knowledge Spine”</li> <li>• Proposals for more ‘remote’ Park and Ride sites</li> <li>• The need to greater develop and invest in cycling</li> </ul>	

<p>Surprisingly few comments on Work Place Parking Levy were received.</p> <p>The Board raised the need to study cross boundary links, to include Rail Strategy: i.e. Hereford, Worcester, Cheltenham, Gloucester, Swindon.</p> <p><b>Recommendation</b>  <b>To note the report and approve the approach outlined in the paper.</b></p>	
<p><b>9. Oxfordshire Energy Strategy</b></p>	
<p>Cllr Bob Price (BP) explained the context for the report, reflecting on the role of the Low carbon Hub. The challenge is County wide and while there are a number of specific proposals emerging to address localised constraint we are facing both a distribution and supply constraint particularly as the uptake of renewables increases. The issues are particularly evident in Bicester with consequent issues for the Eco Town development.</p> <p>It is recommended that an Oxfordshire Wide Energy Strategy commissioned on behalf of the LEP and Partners, with referral to the Growth Board and through working with local business and community stakeholders to look at the impact and solutions. Bob suggested that the work could co-ordinated by the Low Carbon Hub Team noting the project management resource implications. Ian Hudspeth (IH) expressed an interest on behalf of the County Council to be involved in this initiative.</p> <p><b><u>It is Recommended that the Board:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Endorse the approach outlined in the paper to develop an Oxfordshire Wide Energy Strategy co-ordinated by the Low Carbon Hub Team.</b></li> <li>• <b>Refer the proposal to the Growth Board and Executive Officers Group with a view to seeking the support of the LA partners in progressing this work.</b></li> </ul>	<p><b>Agreed to progress</b></p>
<p><b>10. Tri Counties Alliance Proposal</b></p>	
<p>The Chairman introduced the item and Martin Tugwell who is employed by all three counties; Oxfordshire, Northamptonshire and Buckinghamshire as project director.</p> <p>Cllr Ian Hudspeth (IH) then set the context and clarified the change of emphasis away from Tri-counties to an approach focusing attention upon England's Economic Heartland thereby allowing a wider collaborative approach.</p> <p>The Board discussed and challenged the approach and rationale. Cllr Norton and Cllr Wood notified the Board that the Oxfordshire district councils were also considering alternative collaborative working options and outlined their ambition for a "One Oxfordshire" approach within which devolution and service delivery improvements would feature alongside development ambition.</p> <p><b>Actions arising:</b></p> <ul style="list-style-type: none"> <li>• To circulate district council draft options paper within the Board asap and NT to facilitate discussions or meetings to explore options.</li> </ul>	

- To invite the Chair of Growth Board to engage in the discussions taking place with the England's Economic Heartland Alliance.

**The Recommendations as drafted in the report were not agreed, the following alternative draft is presented for consideration:**

**The Board agreed the following:**

- **That it would consider any future proposals for working with other authorities on strategic infrastructure projects that would be of benefit to the Oxfordshire Economy.**
- **To develop an Oxfordshire wide response to the devolution challenge set by government including consideration of Local Government Service delivery efficiency improvements.**

**11. Chief Executives Report**

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

- Annex 1 – Inward Investment Dashboard**
- Annex 2 – Operating Plan**
- Annex 3 – Executive Team Structure**
- Annex 4 – Company Law Guidance**

Inward Investment (Annex 1)

Richard Byard (RB) highlighted three main points:

- He noted at the last Board he had produced a draft operational dashboard promising to come back with overall picture of investment in Oxfordshire.
- The figures though good could be improved, we needed to consider how we can capture more of our successes across the broader network including the UKTI family.
- RB introduced David Burrows the new Invest in Oxfordshire Team Manager.

The Chairman welcomed David Burrows (DB) who facilitated a short presentation to accompany the Dashboard. Key highlights were:

- Enquires were 128 against a target of 120, with key sectors being Automotive and Advanced Engineering, Life Sciences, Space and Creative (IT Publishing and Media). Main sources of enquiries are from UK, North America and Europe.
- The total combined successes in Oxfordshire are 62 and jobs created and safeguarded 1191 for the period.
- He noted we were moving towards an integrated CRM system across the Oxfordshire Councils.

**Action**

**RB to circulate data by location**

Nigel Tipple (NT) highlighted the challenges with future resourcing. The original allocation of funding runs out at the end of March 2016, along

**Richard Byard**

<p>with staff contracts. No funding has been confirmed beyond March 2016. NT to bring business plan to future meeting identifying resource requirements.</p> <p><b>Action</b>  <b>NT to bring business case for resourcing after March 2016 back to future Board.</b></p> <p><u>Board Director Rotation and Recruitment (Annex 4)</u>          Need to consider process for securing managed rotation via a personnel and Nominations Committee.</p> <p><b><u>It is Recommended that the Board:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Approves the proposal to set up the personnel and nominations Committee</b></li> <li>• <b>Notes the report and progress made to date.</b></li> </ul>	<p><b>Nigel Tipple</b></p> <p><b>Approved</b></p>
<p><b>12. A.O.B.</b></p> <p>Duke of Edinburgh Award (DofE) - Cllr Ian Hudspeth (IH) highlighted the potential of the project and noted the current key sponsor had recently withdrawn, he asked the Board to consider potential sponsor organisations who may be interested with working with the DofE the current funding shortfall is £30,000.</p> <p><b>Action</b>  <b>Any suggestions and leads to be forwarded to IH</b></p>	<p><b>All</b></p>
<p><b>13. Dates of the Next Meetings</b></p>	
<ul style="list-style-type: none"> <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, 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>	