



Board Meeting No: 3 Tuesday 8 September 2015

MINUTES

Board Directors Present:	Cllr Matthew Barber, Margaret Coles, Cllr John Cotton, Sally Dicketts, Alistair Fitt, Cllr Ian Hudspeth, , Cllr Bob Price, Phil Shadbolt, Adrian Shooter (Chairman), Richard Venables, Prof Ian Walmsley, Ian Wenman, Cllr Barry Wood, Nigel Tipple (CEO)	
Apologies:	Bob Bradley, Andrew Harrison, Adrian Lockwood, Cllr Barry Norton	
Minutes:	Beryl Manners	
In attendance:	Lorna Baxter, Calvin Bell, Steve Cowley, David Edwards, Richard Kennell, David Neudegg, Hal Painter, Anna Robinson, Sue Scane, Part of the meeting: Angus Horner	
Item		Action
1. Apologies		
See Above		
2. Declarations of Interest		
There were no new declarations of interest noted by the Directors.		
3. Minutes of Board meeting 1 (46)		
Minutes of previous meeting (2) were agreed with the following amendment: <u>Item 10</u> That the first recommendation to the Board be removed and replaced with: The Board Agree: "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." Ian Hudspeth (IH) agreed with the proviso that it didn't exclude Bedford and Milton Keynes.		Agreed Agreed
4. Harwell EZ Progress/Challenge (Presentation)		
Angus Horner (AH) JV Partner and Director at Harwell Campus thanked the Board for the opportunity to give a short presentation setting out Harwell's progress to date and future expansion proposals for the site. Information contained within the presentation and additional material can be found under "Vision" at: www.harwellcampus.com . AH invited questions and comments: <ul style="list-style-type: none"> • Concerns expressed around underachievement of development of the Harwell EZ site • Failure to agree the Master Plan for site is holding up progress • Any residential housing within the EZ allocation on site would diminish business rates available for investment in strategic infrastructure. The Board would not support further housing within the Harwell EZ allocation. • The Board encouraged the Harwell JV to focus upon delivering commercial space and the 550 homes defined in the Draft Local Plan (Once agreed) including the 120 new homes that already have planning consent. • The Board raised concerns at the JV's current objections to the Draft Local Plan and the potential for this to delay delivery. • Request for a list of successes in attracting business 		
Action The Chairman proposed Nigel Tipple work with the Harwell JV partners and Vale of White District Council to find a solution to the current planning challenges.		NT

5. Enterprise Zone Submission

Anna Robinson (AR) presented a paper seeking the Board's endorsement to a new Enterprise zone allocation. The Government has launched a new Enterprise Zone bidding round. OxLEP and partners have evaluated a number of potential bids, however the Greater Didcot scheme is the only one with a business case ready to progress at this time.

The land identified is allocated to employment and some sites already have planning consent. The proposed allocation would support commercial development propositions within the Greater Didcot EZ linked to the following :

- Supply Chain Development
- Incentivise Downstream Growth
- Meeting the local employment needs/site shortfall

Possible risks were discussed:

- How to deliver the employment growth in this location should some form of incentive not be available
- Competition with other sites in Oxfordshire without EZ status
- Impact of distribution centres (B8) and their possible low intensity employment, caution was expressed on the balance of this type of use

Recommendation

The LEP board is asked to endorse the principle of an EZ bid for Greater Didcot;

And, to delegate the approval of the bid to the LEP Chief Executive for submission on or before 18 September 2015.

Agreed

6. Oxfordshire Devolution Proposals

Nigel Tipple (NT) provided an update on the progress to date including a review of the submission document lodged on Friday 4 September following previous Board consultation. Feedback from Government was expected within the week and subject to positive feedback work on the Expression of Interest (EOI) would progress.

Comments:

Cllr Bob Price (BP) asked Hal Painter (HP) to convey a request to Government on behalf of the Skills Board that the total SFA funding allocation for Oxfordshire be considered for devolution.

Sally Dicketts (SD) noted previous changes to funding for 16-18 year old education. She advised the Board that the Adult Education budget had already been cut by 30% and her fear was that funding for adult education may be withdrawn by Government altogether; we must guard against the LEP being held responsible for its demise should we receive devolution of funding and government withdraw their support.

The Board noted the significant progress made by partners to date and the hard work which had gone into getting to this stage. The Board reiterated its full support for the Devolution proposal

Action

- **HP was asked to convey to Government the LEPs/Skills Board's view that Skills Funding Agency (SFA) support should be devolved at an Oxfordshire level in full.**

HP

<p><u>Recommendation</u> That the Board:</p> <ul style="list-style-type: none"> • Notes the report and progress made to date • Endorses the Oxfordshire Devolution Expression of Interest Proposal at annex 1 	<p>Noted Agreed</p>
<p>7. Chief Executives Report</p>	
<p>The report provides an update on progress made over the period to the end of August 2015. NT drew the Boards attention to recommendations in respect of the recruitment process for the Chair and the Terms of Reference for the Nominations Committee. He then reviewed the Job Description with the Board which had previously been considered and endorsed by the Nominations Committee on 11 September. He sought the Boards approval for both documents and to commence the recruitment process. The use of an executive search company was questioned, NT advised that at this stage the intention was to progress independently with Board Director support but reserve the position on the use of external support should recruitment prove difficult.</p> <p><u>Action</u> OxLEP Board members to circulate the vacancy and forward contact details of possible candidates to the Nominations Committee members or Chief Executive.</p> <p>Executive Team Resourcing Lorna Baxter (LB) pointed out that the CEO report States "recruitment of an ESIF delivery support team (3 FTE's) to run the £20m programme". She advised that the amount should read €20m not £20m. NT clarified the position noting there had indeed been a variation to the programme value due to exchange rate fluctuation during 2015 but that the sum quoted was to total agreed programme value (as at 2014 programme rates) including all three ESIF programmes, ERDF,ESF and EAFRD. Further update reports will be provided as the impact of the exchange rate fluctuation is fully quantified.</p> <p>NT also advised that additional resources will need to be identified to support the Strategic Economic Plan (SEP) refresh, noting that future funding for the LEP was subject to CSR clarification post 25th November announcements. The funding uncertainty and its impact was discussed particularly given the fixed term nature of appointments and secondments currently due to end on the 31st March 2016. The Board asked for further clarity in respect of risk and level of funding underwrite needed to operate effectively. NT to provide a further note to the LA Board Directors.</p> <p><u>Action</u> NT to follow up with the Local Authorities.</p> <p>Operating Plan</p> <ul style="list-style-type: none"> • (red) Park Drive/Milton High Street Junction improvements – MEPC have withdrawn from agreement and LGF funds will be reallocated. • Back Hill Lane Tunnel – County Council now taking project forward. <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 documents at annex 1 and 2 	<p>All</p> <p>NT</p> <p>Noted Agreed</p>
<p>8. Oxford City Superfast Broadband</p>	
<p>David Edwards (DE) presented a paper setting out the City Council's proposal to use the balance of allocated GPF funding, saved through effective procurement, along with additional resources from Oxford City Council's Super Connected Oxford Capital Funding allocation to increase Superfast Broadband coverage to</p>	

<p>650 additional premises in the City. It was confirmed that the property postcodes were substantially centred around employment and business premises.</p> <p>JC asked for the money to be held for allocation to other locations such as Didcot, the Board discussed the merits of capitalising on the Oxford City approach and noted the potential for other schemes to be worked up should the balance of the GPF capital programme be released. The Chairman noted the issues raised by JC and the proposition tabled recommending that on balance the proposal presented a strong case and sought the boards endorsement for the recommendations tabled.</p> <p>Action David Edwards (DE) to provide the board with data regarding the take up of the project to date.</p> <p>Recommendation To approve the use of the remaining OxLEP Growing Places fund allocated to Oxford City Council for increasing the deployment of Superfast Broadband through the Better Broadband for Oxfordshire Programme.</p>	<p>DE</p> <p>Agreed</p>
<p>9. A.O.B.</p>	
<p>NT asked Board to ensure that businesses, networks and intermediaries are advised the current programme of infrastructure works such as those at Cutteslowe and Wolvercote are being delivered in response to the Growth ambitions set out in the SEP. It was noted that although the programmes published appeared excessive, these reflect regulatory and H&S constraints. The country team will continue to drive efficiencies in delivery and report back progress on a regular basis.</p> <p>Cllr Barry Wood noted that as this was Adrian’s last meeting as Chair, the board was asked to show its appreciation for his dedication and focus shown as Chairman for the last 3 years. The board fully endorsed Cllr Wood’s endorsement of his tenure as Chair.</p>	
<p>10. Dates of the Next Meetings</p>	
<ul style="list-style-type: none"> • Tuesday 3rd November 2015, St John’s College, Oxford OX1 3JP • Tuesday 5th January 2016 – Williams F1 Conference Centre, Station Road, Grove, Wantage OX12 0DQ • Tuesday 8th March 2016 – Oxford University, Begbroke Science Park, Yarnton, Begbroke, Oxfordshire OX5 1PF 	