



Executive Board – Meeting No: 43 Tuesday 4th November 2014

MINUTES

Board Members Present:	Cllr Matthew Barber, Margaret Coles, Cllr John Cotton, Adrian Lockwood, Alistair Fitt, , Cllr Ian Hudspeth, Cllr Barry Norton(Vice Chairman), Cllr Bob Price, Adrian Shooter (Chairman), Richard Venables, Ian Walmsley, Ian Wenman (Vice Chairman), Cllr Barry Wood,
Substitutes:	
Apologies:	Bob Bradley, Steve Cowley, Sally Dicketts, Andrew Harrison, Phil Shadbolt
Minutes:	Beryl Manners
In attendance:	Lorna Baxter, Calvin Bell, Hal Painter (BIS), Giles Ingram, Sue Scane, Nigel Tipple (CEO),

Item	Action	Dead- line
1. Introductions		
The Chairman introduced new Board Members, Cllr John Cotton and Bob Bradley, Chamber of Commerce representative (who had sent apologies) and observer Hal Painter the new BIS Relationship Manager.		
2. Declarations of Interest		
Declaration of interest registered from the Chairman. He has recently become Chairman of SLC Rail Ltd who have recently provided advice to the County Council. The declaration has also been submitted in writing formally.		
3. Minutes of Executive Board meeting 42		
Minutes of the last meeting were agreed as a true record with the following amendment to item 6, page 4, third bullet point, replacement wording: "That the Enterprise Zone accountable body advise that the HCA LIF loan would not be practical due to delays in contracting."		
4. Experience Oxford		
Richard Venables introduced the item explaining that Experience Oxford had been formed by merging Oxford Inspires and Visit Oxford. Giles Ingram the Chief Executive highlighted why the visitor economy matters: <ul style="list-style-type: none"> • The sector Accounts for 10% of jobs within Oxfordshire • Bringing £1.8billion a year into the county. Although growth has occurred in the last 4 years it is below the national average and it's recognised that it could be more successful. • Constraints are: lack of hotel space, especially in Oxford City; skills retention and recruitment; high housing costs; lack of 		

<p>large conference facilities.</p> <ul style="list-style-type: none"> • 180 businesses as paying members • It's a partnership organisation across the whole County <p>Things considered to realise the sectors opportunities and maximise brand Oxfordshire:</p> <ul style="list-style-type: none"> • Invest in communications, internal, local, national and international • Focus on the world class heritage, environment and business opportunities • Promote opportunities to residents within Oxfordshire as well as visitors • Explore digital and social media channels of communications. • Encourage opportunities for income generation • Focus upon a tailored experience • Encourage visitors to explore more widely and maximise the reach of the brand • Looking at making the experience as flexible and easy utilising digital/multi visitor pass • More affordable housing <p>LEP are asked to be advocates and help deliver the identified interventions.</p> <p>Cllr Norton highlighted that West Oxfordshire also works with the "Cotswold" brand and emphasised the need for joint working with Experience Oxford.</p> <p>Cllr Barry Wood would welcome discussion with Giles, particularly round Bicester Village.</p> <p>Action: Giles to contact Cllr Wood</p> <p>Action: Richard Venables to pull threads together and come back to a future board meeting.</p>	<p>GI</p> <p>RV</p>	
<p>5. Governance Review</p>		
<p>The paper is a follow up to discussions already held on the Governance Review and paper at September Board.</p> <p>To further explore how the LEP can move to provide protection for individual board members without compromising the strength of partnership working that already exists.</p> <p>The paper sets out 3 Options:</p> <p>Option 1 – current arrangements</p> <p>Option 2 – current arrangements with specific indemnification through OCC – this is now no longer an option</p> <p>Option 3 – Incorporated Structure</p> <p>The Board is recommended to move to Option 3.</p> <p>Following the review undertaken and advice received from Blake Morgan the Board are asked to consider the incorporation of the Oxfordshire Local Enterprise Partnership as a not for profit company Ltd by Guarantee without share capital.</p> <p>The Board discussed the recommendation with the following comments:</p> <ul style="list-style-type: none"> • Clear overwhelming evidence needs to be done • Need to research cost first with concerns to keep administration 		

<p>costs low, channelling LEP budget into delivering growth</p> <ul style="list-style-type: none"> • Concerns over conflict of interest • Individuals only be sued if proved they have been fraudulent • Cllr Price sought assurance that individual Non Executive Board members would have equal voting rights within the Articles. <p>It was also noted that the Growth Board Chairman (currently Cllr Norton) will be hold the office of Vice Chairman (Public Sector) it had been omitted from the narrative in the structure chart. Action: NT to add to structure chart</p> <p>Advice would be sought on accounting and tax ensuring all potential liabilities were clear and accounted for through the treatment of accounts between the incorporated company and accountable body. Action: Lorna Baxter and Nigel Tipple to work together as part of due diligence process. Board agreed to proceed to next stage with Option 3. Action: Report on progress at January Board meeting.</p>	<p>NT</p> <p>LB/NT</p> <p>NT</p>	<p>6 Jan</p>
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6. Chief Executives Update

The report provides updates on the following:

1. 20124-15 Operating Plan
2. Inward investment dashboard
3. Finance update – also to share with Growth Board
4. LGF 2 Submission

Annex 1 – Discussions with BIS continue in respect of monitoring and evaluation. Our primary aim is to align the various reporting requirements across government funding programmes to ease the duplication of information. The document will in time pick up projects successful in LGF2, current agreed projects in LGF1, City Deal, Growing Places fund and potentially ESIF.

Annex 2 – Quarter 3 Dash Board detailing progress across sectors. It was noted that we are reviewing our Investment propositions and undertaking a ‘deep dive’ into our top 4 sectors working with both businesses and universities.

Annex 3 – shows current position with the City Deal and LGF programmes and tracks current position through support of accountable body to establish a consistent format available for multiple audience (i.e LEP Board/Growth Board).

Annex 4 - outlines LGF2 submission discussed at last Board and action to circulate document.

PR & Comms

Following cancellation of the growth deal signing on 22 October, two possible new dates are 26 or 28 November though further updates are expected subject to Ministerial availability.

Staffing

<p>Chairman met with Centrica, along with other LEPs recently and it is expected that a secondment from British Gas may be possible.</p> <p>Action: Nigel Tipple to investigate</p>	<p>NT</p>	
<p>7. Cambridge Visit Update</p>		
<p><u>Things Cambridge do well:</u></p> <ul style="list-style-type: none"> • Strong Business engagement in the strategy and commitment to support growth. Cambridge Ahead benefits from strong corporate membership and subscription. • Cambridge universities, business and local authorities unified by a common vision and have jointly invested in growth at the University science Park. • They lobby government on key issues such as transport and skills. <p><u>Things Oxford could do better:</u></p> <ul style="list-style-type: none"> • Need to sell ourselves • Need closer involvement with Innovation Engine Steering Group • Need to consider a review of green belt through due process • Recognised need to push for larger schemes which need significant investment such as A34 and A40. OCC transport team working on this and will come back to Board at future date. <p>Action: Richard Venables to bring paper on suggestions to the Board in January</p>	<p>RV</p>	<p>6 Jan</p>
<p>8. Third Thames Bridge</p>		
<p>The Chief Executive asked for clarification of the Board's position. Oxfordshire County Council and the LEP had been asked to contribute to further study work. Cllr Hudspeth noted that our clear position should be that the LEP engage and work with the County Council but do not contribute financially to the next stage of the proposed study as there is no evidence at this stage that the Bridge would support our economic ambitions though we would welcome a report back once the next stage of the work was completed.</p> <p>Agreed: To note the proposal and not to contribute financially to the next stage of the proposed work.</p>		
<p>9. AOB</p>		
<p>The Chief Executive brought to the Board's attention notification of a South Oxfordshire Preliminary Draft Charging Schedule Consultation looking at proposals for CIL that had been received, running until 13 November. If any Member was interested the details could be circulated.</p> <p>Cllr Barber also drew attention to the Vale Local Plan consultation being launched this week.</p> <p>To clarify that the May 2015 Board had been changed to 12 May to accommodate the General Election.</p>	<p>NT</p>	<p>6 Jan</p>

10. Dates of the Next Meeting

Tuesday 6th January 2015 – Zeta Room, Culham Science Centre,
OX14 3DB

Tuesday 3rd March 2015 – Committee Room 1, West Oxfordshire
District Council, Woodgreen Offices, New Yatt, Witney OX28 1PB

Tuesday 12th May 2015

Tuesday 7th July 2015

Tuesday 8th September 2015

Tuesday 3rd November 2015

Tuesday 5th January 2016

Tuesday 8th March 2016