

Board Meeting No: 7 June 2016

MINUTES

Board Members Present:	Bob Bradley, Alistair Fitt, Cllr Ian Hudspeth, Adrian Lockwood, Cllr James Mills, Cllr Bob Price, Phil Shadbolt, Richard Venables, Cllr Barry Wood, Cllr Matt Barber, Nigel Tipple (CEO) Ian Wenman, Jeremy Long (Chair), Alistair Lockwood, Richard Byard
Apologies:	Cllr John Cotton, Margaret Coles, Andrew Harrison, Prof Ian Walmsley
Minutes:	Meg Peacock
In attendance:	Phil Clare, Anna Robinson, Lorna Baxter, Bev Hindle, Hal Painter
The Chair thanked Adrian Lockwood for hosting the meeting and AL gave a brief overview of the location and plans for housing and business in the area.	
Item	Action
1. Apologies and Declarations of Interest	
Apologies - see Above Declarations of Interest - None	
2. Minutes of Board meeting 6 Minutes of Nominations and Personnel Committee (13/05/16)	
Minutes of previous meeting (6) were agreed. Minutes of Nominations and Personnel Committee were agreed	Agreed Agreed
Matters arising: Cllr Price pointed out that there was no copy of the Policy Handbook available at the meeting. Action: Nigel Tipple to circulate an electronic copy to the Board	NT
3. Confidential Staff Recruitment Proposals	
Nigel Tipple and Officers left the room. Ian Wenman (Committee Chair) introduced the report to the Board. RECOMMENDATIONS: That the Nominations and Personnel Committee recommend the Board <ul style="list-style-type: none"> • Agrees the following: <ul style="list-style-type: none"> ○ The use of the new Contract of Employment and associated Policy Handbook for all OxLEP Ltd Staff employed. ○ The appointment of the posts identified at section 2 of this report noting the need for expedience given current contractual arrangements ○ Agrees the Hay Group Evaluation and Benchmarking report as the basis for staff remuneration 	Agreed Agreed Agreed
4. LGF Programme	
NT presented the report to the Board. He highlighted that government has announced the 3 rd round with £1.8b available though this was expected to be a competitive process with all 39 LEPs bidding over a period of five years. OxLEP did well in the first two rounds but must make a strong submission	

going forward. The outline programme (which is in excess of £300m) is set in the context of devolution and supports Innovation, business, infrastructure development and supports the Strategic Economic Plan ambitions.

The timetable has been finalised (as indicated in the report) and the deadline for final submission is fixed for **28 July 2016**.

The projects are not currently prioritised, but we have indicated a ranking by % score and will need to be reviewed to ensure deliverability and impact once the level of award is known. The following schemes were discussed in detail.

The Bicester London Road scheme is no longer proceeding as originally proposed. This is as a result of the changes to the East-West rail works and requirements. It is anticipated that the solution will require a major tunnel and therefore the original scheme submission has been reprioritised.

There was a robust discussion on the iDISC facility and the consensus of the Board was to delegate this to the steering group to rank the projects, based on the relevant criteria.

HP confirmed that the LEP will be asked for prioritisation ahead of the July deadline, in order to give the government an idea of where the money will be spent but that it will be possible to review post announcement. JL asked about the position re match funding and NT confirmed that this was reviewed through the assessment process along with delivery strategy. Deliverability is an important factor in determining which projects are chosen.

After further discussions HP confirmed that there is a high level of transparency throughout the process and that the best chance is to dedicate resources to working up an application. NT said that this was already in hand through the working sub-group.

AL emphasised that the Steering Group is still working on the ranking and that it is too early to focus on any one project until that work has been completed.

JL brought the discussions to a close but emphasised that if the need arose for further clarification, it might have to come back to the Board.

PROPOSAL: That the Steering Group takes full responsibility for ranking the projects and making the final decision which will then be communicated back to the Board.

Agreed

5. Devolution – Governance & Economic Priorities

NT presented the report to the Board and emphasised the need for the Board to be in support of the recommendations as outlined and to agree to maximise the potential of resources for Oxfordshire as a whole.

JL said it was useful for the LEP to hear what might be raised and what we might bid to government for from a business point of view; improvement to service provision, aligned planning etc. This was seen as a good way of refreshing relationships between the Local Authorities, Businesses and the LEP. BP noted that irrespective of the outcome, the LEP philosophy will remain the same and the relationship will continue.

HP said that one of the criteria in the LGF3 assessment is local governance and that the extent to which agreement is in place will have an impact on the potential for investment and devolution.

IDH emphasised that the devolution process is about delivering services to the residents of Oxfordshire and not about individuals and that the probable increase in business rates will make this even more important in the future, particularly the need to attract business to grow or relocate the area.

RECOMMENDATION:

That the Board:

- **Consider the Unitary and Devolution issues raised in the paper and,**
- **Agree those areas we see as critical to securing both economic and business growth in the county.**

Agreed

Agreed

6. Financial Update Report

Lorna Baxter presented the report to the Board. JL sought clarity on the restricted reserves position, particularly the OBS programme. NT advised that where operating costs were lower than expected, for instance where carrying vacancies then these savings were held as reserves and will be managed in the budget process over the 3 year budget period.

BP asked where the OBS money comes from and NT confirmed the core programme resources come from BIS/SEEDA legacy funds.

In relation to the reallocation of LGF funding, BH emphasised the need to get on with the £1m enabling work on the Queen Street scheme which will accelerate the public transport access.

JL questioned whether the second recommendation in respect of increased borrowing was prudent. LB said that in consultation with the CEO, there was £2.5m headroom on the current forecast and that we would not exceed this level of borrowing without further income generation.

Noted

RECOMMENDATIONS

The Board is asked to

1. Note the 2015/16 revenue and capital financial position and the level of reserves available for 2016/17.
2. Approve the increase in borrowing requirement to £41.8m and the borrowing costs of £64.3m to be repaid by the retained business rates generated by the Science Vale Enterprise Zone business rates as a result of the latest estimate for scheme costs.
3. Note the withdrawal of Bicester London Road Pedestrian/Cycle Bridge from the Local Growth Fund (LGF) Programme.
4. Approve the reallocation of £3.6m LGF funding released from the withdrawal of Bicester London Road scheme to the following areas:
 - £1.0m for OxLEP programme management costs;
 - £1.3m for the pedestrianisation of Queen Street in Oxford; and
 - £1.3m towards increased scheme costs.

Noted

Approved

Noted

Approved

7. Chief Executive's Report

Nigel Tipple summarised the report.

The recruitment for Non-Executive Directors needs to be moved forward.

BB raised the subject of diversity among Board Members and Nigel confirmed that there were three female applicants and AL emphasised the importance of finding the right people with the right skills in balance.

NT advised that the Nominations & Personnel Committee will support the recruitment process and there is a clear role specification, process and timetable for this recruitment in place.

RECOMMENDATIONS:

That the Board:

- Notes the report and overall progress made to date against the operating plan
- Notes the financial outturn position 2015/16
- Agrees the programme for recruitment of new NED's

Noted

**Noted
Agreed**

8. SEP Refresh Update

Nigel Tipple introduced the report and advised that of the 262 replies to the consultation, 230 came from either CPRE related organisations or Need not Greed alliance, most of whom expressed concerns about the SHMA and the undemocratic and unaccountable nature of the LEP. Of the 32 remaining replies, these were from a wide range of stakeholders and businesses, contributions were positive though challenging.

<p>The SEP steering group will support the redrafting exercise taking on board the comments following the public consultation exercise.</p> <p>A draft document will be circulated in August to the steering board before circulation to the Board, LA's and Growth Board for endorsement. The final sign-off is expected in September though as noted, we will await feedback from the Local Authority reviews at their respective Full Council/Cabinet meetings.</p> <p>Action: NT agreed to circulate a note of the feedback following discussions to Cllr Price and the Board.</p> <p>Councillor Hudspeth raised the question of whether the process could have engaged better, given that there were only 32 individual replies.</p> <p>Cllr Mills said that he had experienced difficulty in obtaining a copy of the consultation and thought it was too inward looking and didn't take account of the Cotswolds which is an under-developed brand but with significant economic potential. NT advised that the West Oxfordshire executive team had been involved throughout the development process, workshops and sat on the Steering Board in addition to the member stakeholder briefings held in each locality and noted the consultation draft had been circulated to all Board members.</p> <p>Richard Venables said that WODC is represented on the Experience Oxfordshire Board but he would pick up the points made by Cllr Mills.</p> <p>Action: Richard Venables/ NT to follow up opportunities with Cllr Mills.</p>	<p>NT</p> <p>RV</p>
<p>9. Post 16 Review – Latest Position Verbal Update: Richard Byard/Adrian Lockwood</p>	
<p>Adrian Lockwood advised that Post 16 Review had not highlighted any financial concerns for our Oxfordshire FE Colleges. Opportunities for collaboration are being explored and all colleges are being actively encouraged to explore development strategies. Richard Byard drew special attention to Activate Learning, Abingdon and Witney College and Henley College, both of which are bidding for support through the LGF 3 programme.</p>	
<p>10. AOB</p>	
<p>Dates of the Next Meetings Tuesday 6th September 2016 – venue tbc (board meeting date now changed to 5th September). Tuesday 6th December 2016 – venue tbc Tuesday 7th March 2017 – venue tbc</p>	