

Board Meeting No: 6 Tuesday 8 March 2016

MINUTES

Board Members Present:	Cllr Matthew Barber, Margaret Coles, Cllr John Cotton, Sally Dicketts, Alistair Fitt, Cllr Ian Hudspeth, Jeremy Long, Adrian Lockwood, Cllr Bob Price, Phil Shadbolt, Richard Venables, Cllr Barry Wood, Nigel Tipple (CEO) Ian Wenman (Chair),
Apologies:	Bob Bradley, Andrew Harrison, Cllr Barry Norton, Prof Ian Walmsley
Minutes:	Beryl Manners
In attendance:	Lorna Baxter, Richard Byard, Phil Clare, David Neudegg, Hal Painter, Anna Robinson, Sue Scane Part of the meeting: Richard Colley, Gareth Ralphs, Ian Bowen-Morris (UKTI)
Item	Action
1. Apologies	
See Above	
2. Declarations of Interest	
None	
3. Minutes of Board meeting 4	
Minutes of previous meeting (5) were agreed.	Agreed
Matter Arising: None	
4. UKTI Presentation	
<p>The Chairman welcomed Ian Bowen-Morris (IB-M) and Richard Colley of UKTI. IB-M gave a presentation into the insight of how UKTI work, their Strategy and how they work with partners.</p> <p><u>Strategy:</u></p> <ul style="list-style-type: none"> • Focus on business plan process • Audit of sector opportunities (22 sectors) • Making available a digital channel • Repeat customers/existing investors are important in creating more investment. • Important work with partners including 39 Local Enterprise Partnerships <p><u>Key messages for OxLEP:</u></p> <ul style="list-style-type: none"> • Develop sector offers • Develop assets • Look after existing investors • Work together as one team • Oxford Brand is major asset <p>Main global investment markets: USA, China, Europe, details can be found on UKTI website</p> <p>The Chairman thanked UKTI for the presentation and productive pre-meeting.</p>	All to note
5. Oxfordshire Skills Board Presentation	
<p>Richard Byard (RB) gave an overview and update of the skills landscape, covering: <u>Devolution of Skills Funding Agency (SFA) Adult Education Budgets (AEB)</u> – mandate to stabilise, simplify and localise the skills structure. SFA in current form will cease to exist in 2017/18 transferring to local level potentially through devolution of budgets. Stabilise deficit by post 16 area reviews to ensure viable infrastructure and drive efficiencies. Simplify by potential alignment and devolution of 3 funding streams into 1 (AEB). Localise by devolved AEB 17/18 by locality to determine most appropriate body.</p>	

Apprenticeship Levy – Governments aim to have 3m apprenticeships by 2020. Lack clarity on implications for Oxfordshire of emerging large employer levy, further report to come back once the local picture is clear.

Skills Strategy Update

Making good progress in all Priorities and in alignment with SEP refresh. A key focus for 2016/17 SP3, Up-skilling and improving chances of people who are marginalised or disadvantaged – affecting estimated 15,000 people in Oxfordshire who are out of work. The continued development of Community Employment Plans (CEPs) provides an opportunity to align these individuals closer to the labour market opportunities.

Oxfordshire Apprenticeship (OA) funded through City Deal is on target to secure 1,790 apprenticeship starts by March 2017.

OZI – Leading nationally on recruitment of Enterprise Advisers (EAs), since end of January 2016 we have recruited 28 EAs, who will be directly paired to secondary schools in Oxfordshire.

Oxfordshire Skills Board (OSB) –

It is proposed to review the work programme of the board once the devolution of SFA- AEB becomes clearer.

Supporting people furthest away from the Labour Market

AL asked Council Leaders for support for the Community Employment Plan:

- By facilitating dialogue/engagement with their Chief Planning Officers.
- To ascertain how existing payments under S106, which loosely fall under skills, are used and if they are in alignment with the skills strategy.

Responses from Leaders:

- John Cotton (JC) agreed to pursue but pointed out that the number of S106 agreements will drop considerably in South Oxfordshire with the introduction of CIL in April 2016.
- Mathew Barber (MB) agreed but suggested they would have to find another route rather than S106 in the future.
- Cllr Barry Wood was supportive and agreed to establish a breakdown of S106 payments for skills over the last two years.
- Cllr Bob Price suggested a joint planning officers meeting to discuss.
- Anna Robinson agreed to arrange the planning officer meeting through the Executive Officers Group.

Action: Anna Robinson to arrange Planning Officer meeting to discuss skills related funding within S106 agreements

Post 16 Review

JC noted that one potential outcome of the post 16 review may be to suggest the alignment of Henley College with Berkshire College of Agriculture. This required further clarity and discussion AL/RB to follow up.

Sally Dicketts (SD) noted the benefits to be gained from the Colleges working more collaboratively to maximise the use of available funding. To be reviewed post review.

Recommendation:

To note the progress made to date.

AR

Noted

6. Innovation Strategy Update

Phil Clare (PC) presented a short paper and the latest draft of the Oxfordshire Innovation Strategy for further discussion and comment. The draft will feed into the SEP refresh and has taken into account comments received from various groups since presenting at the 5th January Board meeting. Further comments would be valued especially on Skills and from the business community that could be included in the next iteration.

<p>PC also wished the Board to note his thanks to Brita Wyatt at Isis Enterprise for her help and hard work.</p> <p>Following discussion the following points were noted:</p> <ul style="list-style-type: none"> • Both the Innovation Strategy or the SEP are dynamic documents and will continue to evolve. • The “Strategy” provides route map of priorities but they should not be set in stone • The board noted the need for the delivery of the strategy to be overseen by the Innovation sub-group of the Board chaired by Prof Ian Walmsley. <p>SD reiterated the need for active involvement of the colleges in the Strategy delivery. And offered to provide narrative on further education contribution for inclusion in the strategy</p> <p>Recommendation:</p> <p>The Board is requested to note the report and comment on the latest draft.</p>	<p>SD</p> <p>All Noted</p>
<p>7. Enterprise Zones Round One and Two</p>	
<p>Anna Robinson (AR) presented a report covering the two Enterprise Zones in Oxfordshire.</p> <p><u>Update on Enterprise Zone Round One: Science Vale Enterprise Zone</u></p> <p>Commitment to funding infrastructure projects to support the Enterprise Zone and economic growth across the county. Appendix 1 Maps attached set out how many hectares involved in each park. Appendix 2 sets out projects completed or underway at Milton and Harwell that are funded via business rates.</p> <p>Concern remains regarding the proposal to build 1450 homes within the EZ at Harwell and the impact this would have on delivery of business growth and business rates. The Vale DC and OxLEP have raised concerns in this regard with DCLG, BIS and the Planning Inspector. The Vale Inspector’s report is expected end of May.</p> <p>Recommendation:</p> <ul style="list-style-type: none"> • to note that Vale of White Horse District Council is awaiting the planning inspector’s assessment of whether housing within the Harwell EZ is appropriate <p><u>Enterprise Zone Round Two: Didcot Growth Accelerator</u></p> <p>AR provided an update on the development of an MOU to support the delivery of the EZ, both governance and operation. The legislation allows for the site to “go live” on the 1st April though it will take several months to agree an overall investment programme in support of strategic infrastructure and to put the revised governance in place.</p> <p>It was noted the governance of the new EZ would be aligned with the original EZ (Harwell/Milton) and the new Didcot Garden Town to ensure clarity, delivery and accountability to the Board via designation as a sub-group. The make-up and representation of the Board will be agreed through the MOU.</p> <p>AR also made a request to support additional staff costs from Business Rate income. Whilst this was agreed in principle, it was subject to availability of rates after current commitments were met. NT/LB both raised concerns regarding availability of business rates to cover this expenditure. The Board concluded that</p>	<p>Noted</p>

<p>the District/County section 151 Officers, with AR to agree with OxLEP CEO scope and scale of recharges. It was noted that the LA's would consider cash flowing the expenditure subject to clarity of the availability of business rate income in the short term.</p> <p>Recommendation:</p> <ul style="list-style-type: none"> • To endorse the preparation of a strategic plan for delivery of EZ two, to be prepared in conjunction with the business park developers and key partners. • To review the MOU and staffing requirement proposed against operational requirements and availability of business rate resources. Core working group to be formed to include: Lorna Baxter/William Jacobs/Anna Robinson/Nigel Tipple. • 	<p>Agreed</p> <p>Agreed</p>
<p>8. Chief Executives Report</p>	
<p>NT reported on progress over the period to March 2016 drawing particular attention to the following matters:</p> <p><u>Job Creation</u> Data on page two of the report shows substantial growth ahead of SHMA/SEP targets to 2031. This figure represents total jobs growth over a four year period averaging 7,200 jobs per annum to 2014/15</p> <p><u>Recruitment of Chair</u> Following the open recruitment exercise the Board noted the appointment of Jeremy Long to the Board</p> <p><u>Operating Plan</u> RAG status reporting was noted along with proposed mitigation.</p> <p><u>SEP Refresh</u> To note the programme of workshop, stakeholder engagement and consultation agreed. Further reports to be presented to the next meeting covering consultation process and high level feedback.</p> <p><u>Budget/Structure</u> Budget forecast for 2016/17 has been confirmed, we await confirmation of 2017/18 which is expected by the 31st March.</p> <p><u>Secondment Agreement</u> Following the decision to align the Oxfordshire County Council (OCC) Economy and Skills Team with the OxLEP has progressed. A detailed Secondment Agreement and associated funding has been agreed to cover the period April 2016 to March 2019. This takes account of the revised (reduced) OCC budget position and whilst challenging was considered achievable due to the alignment of activity and operational budgets.</p> <p><u>Office Accommodation</u> Cllr Cotton and Cllr Barber reiterated their offer to provide rent free accommodation at either Milton Park (insufficient space) or Abbey House, Abingdon. It was agreed to explore and review the offer of rent free space at Abingdon against the financial and operational constraints, noting the Boards decision to delegate responsibility to the Chief Executive and Chair in consultation with the Accountable body 151 Officer.</p> <p>Recommendation:</p> <ul style="list-style-type: none"> • Notes the report and overall progress made to date against the operating plan • Approves the Budget Proposal and indicative structure for 2016/17 – 18/19 as detailed at Annex 2 	<p>Noted</p> <p>Agreed</p>

<ul style="list-style-type: none"> • Notes the secondment of staff from the OCC Economy and Skills Team under the terms of the secondment agreement attached at Annex 3. • Endorses the Nominations Committee recommendation to appoint Jeremy Long as Chair following the formal written procedures process. • Notes the progress of the SEP refresh. 	<p>Noted</p> <p>Endorse</p> <p>Noted</p>
<p>9. Devolution Update (Board Directors Only)</p>	
<p>LA Leaders provided an update on their respective Unitary Options reviews and implications for devolution. The Board noted progress and sought clarity as to the timings and decision making process. Further updates to be reported to the Board in June</p>	<p>Noted</p>
<p>10. Dates of the Next Meetings</p>	
<p>Tuesday 7th June 2016 - Integration Technology Ltd,133 Heyford Park, Upper Heyford, Oxon OX25 5HA Tuesday 6th September 2016 Tuesday 6th December 2016 Tuesday 7th March 2017</p>	

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