

**OxLEP Board Meeting
12th September 2017
17.30 – 19.30**

Activate Learning, City of Oxford College

MINUTES

Board Directors Present:	Jeremy Long (Chair), Adrian Lockwood (AL – Deputy Chair), Alistair Fitt (AF), Bob Bradley (BB), Cllr Bob Price (BP), Cllr Ian Hudspeth (IH) , Cllr Matthew Barber (MB), Nigel Tipple(NT), Phil Shadbolt (PS), Penny Rinta-Suksi (PRS),Richard Venables (RV), Cllr James Mills (JM), Phil Southall (PS), Sally Dicketts (SD)
Board Directors Apologies:	Andrew Harrison (AH), Cllr John Cotton (JC), Ian Walmsley (IW), Cllr Barry Wood (BW)
Minutes:	Rebecca Harrhy (RH)
In attendance:	Ahmed Goga (AG), Lorna Baxter (LB), Kate Jones (KJ), Hannah Rignell (HR) , Stuart Wilkinson (SW), Peter Clark (PC), Bev Hindle (BH)
Item	Action/Responsible
Apologies and Declarations of Interest	
Apologies as noted above.	
Minutes	
There is a typo on page 1 of the Finance and Audit Committee meeting minutes; this should read agreed rather than greed. Members approved both the Finance and Audit Committee and Board minutes.	Amend typo
HIF Bid Submission	
<p>BH presented the paper for this item. £2.3 billion has been made available through HIF under the Forward Funding Programme. The HCA are suggesting around 8 – 10 bids will be successful across the country.</p> <p>He noted the scale of work, tight time frame and support of partners to ge to this stage. The criteria for the Forward Funding programme was noted and reviewed the detail of the proposed submissions. The submission programme was ranked and contained three bids - North of Oxford, West Oxfordshire and Didcot Garden Town.</p> <p>Following a review of the scoring against programme criteria BH noted the paper as drafted would be subject to County Council Cabinet consideration at its meeting on 19th September. The submission deadline for bids was noted as 28th September.</p> <p>IH asked for it to be noted that he will be making a decision on this submission document, at the Cabinet, next week so will not be engaging in the discussion.</p> <p>BH reflected the concerns associated with the Didcot Garden Town Bid due to governance and delivery challenges. He further advised discussions with partners would continue up to the submission deadline to clarify deliverability of each project within the programme. Currently BH advised that he will be recommending to Cabinet that they support only two bids due to delivery challenges with Didcot Garden Town and therefore the bids submitted would be North of Oxford and the West Oxfordshire bids.</p> <p>AF sought clarification with regard to planning and potential delays, it was clarified that all the projects identified in the programme would be subject to planning and</p>	

therefore there was a risk but this was considered manageable given the active dialogue and joint preparation of the submissions.

HR confirmed that the HIF Programme would be subject to government appraisal and that the process was two stage. Stage 1 potentially linked to the Autumn Budget potentially.

BH clarified that this submission was for expressions of interest stage and that there would be a detailed business case assessment stage to follow once through EOI.

Recommendation - Agreed

The board is asked to endorse the packages under consideration by the County Council for HIF bids and note that OxLEP will be invited to submit a letter of support when a recommendation on final submission have been made.

Nomination and Personnel Committee Review

The paper provides an update on the work of the Nominations and Personnel Committee. The committee is considering a range of developmental issues including a review of the Sub-Group TOR's, Succession Planning, Training for Directors and Board effectiveness. A Questionnaire had been developed and circulated for consideration. The output for this would be fed into a Board away day some time in December attached at Annex 1.

The company has grown significantly in the last 12 months, it was noted this trend is likely to continue as we increase operational programmes. It is therefore fundamental that an effective governance framework is in place and the steps outlined in this paper will contribute to that.

The issues of decision making and delegation were raised. NT noted the difference between Committees of the Board and Sub-groups. Whilst there is delegations of decision making to subgroups, there is a case for moving towards a scheme of delegation for Committees only. Proposals will be put forward in due course regarding delegation.

The Board also reflected on the previous governance challenges raised in some LEP areas (not Oxfordshire) following Daily Mail and NAO enquiries. HR suggested that the approach we had taken proactively to review was welcome and reflected that Oxfordshire was on the front foot in this regard.

Attached at Annex 2 is the Annual Report Statement from the Committee. This short report will form a section of the OxLEP Annual Report. The chair suggested he would like a photo of the Board to be used in the AR.

There was a discussion regarding the Board Half Away – Day and it was requested that the date for this is circulated ASAP.

Confirm and circulate date

Recommendation - Agreed

That the Board:

- **Note the contents of this report**
- **Agree the suggested approach to developing OxLEP’s Board and Sub-Group governance**

CEO’s Update Report

NT presented the report noting the progress made reporting against the Operating Plan targets and is detailed attached at annex 1. The RAG status was noted and was followed by a detailed conversation about the Oxford Flood Risk Management Scheme.

SD suggested it would be useful to include more on information on impact and outcomes in the OP particularly around the skills section and to think about linking this with the research the college is doing with the university. SD also suggested that it might be good to host a Board meeting at one of our LGF projects the Blackbird Lees STEM Centre.

AL confirmed that the Skills Board has now started to develop a monitoring dashboard which will help measure projects effectiveness.

Attached at Annex 2 contained the Brand Refresh and whilst this has been to Board previously there would be minor colour changes to logos to reduce brand confusion alongside work to refresh the company web site.

Annex 3 Contains the draft narrative for the Annual Report. The chair suggested it would be helpful to have a leading paragraph to explain what a LEP is before going into Oxfordshire detail and suggested we should incorporate Board Director photo’s included in the report.

Recommendation - Agreed

That the Board:

Notes the report and,

- **Operating Plan update - Annex 1**

Approves the following

- **Brand Refresh - Annex 2**
- **Annual Report Narrative - Annex 3**

Oxfordshire Growth Deal Submission

It was noted that the “first draft” of the negotiating document had been submitted but that there were a number of issues which required further discussion between LA partners particularly, Vale of White Horse and South Oxfordshire District Council but that progress had been made allowing the submission to be made.

HR noted a significant amount of interest from DCLG/BEIS reflecting the significant progress made on joint working through the Growth Board. This therefore had signalled to Government an opportunity to begin a conversation with Oxfordshire

regarding the potential of exploring a Housing Deal.
MB reflected that he was supportive of the deal opportunity but wanted to ensure we had time to adequately review their concerns around Planning and Housing growth principals.

LB advised that she was meeting with fellow S151 officers across the county to explore and understand the scope, scale and financial potential of the deal opportunity. PS noted that it was very encouraging and refreshing to see such close working between local authorities.

Next steps – HR confirmed that the ambition is to negotiate a deal with Oxfordshire in time for an Autumn Budget statement, that therefore requires clarity on the content of the deal and respective commitments by the end of September to allow negotiations to run up to budget.

The chair thanked colleagues around the table and their executive teams for the huge amount of work put in to developing the Deal submission within a very short time frame.

The Board were asked to endorse this submission draft Housing and Growth Deal - Agreed.

Oxford – Cambridge Corridor Update

This Paper provides an update on the recent developments associated with the Oxford – Cambridge Growth Corridor. AG/BH updated the Board on the progress made in respect of the first mile/last mile solutions recently presented to the NIC Commissioners.

It was noted that there was encouragement from the NIC to consider the potential of an economic framework across the corridor that builds on the existing SEPs but considers a higher-level aggregation of economic potential. It is anticipated that a working group will be formed in the Autumn to take forward this piece of work.

The challenge remains that whilst we have a functional Growth Board, other areas across the corridor are yet to form such user/industry collaborations. We anticipate further work being progressed whilst the governance in the central area is reconciled.

NT noted the positive progress being made by bringing together LEP's across the corridor to explore how best to support the change in the Central Area. updated members that he and the chair had a meeting on 11th September with the 4 LEP's across the corridor regarding local industrial strategy. It was suggested that a working group be formed to take this thinking forward. This group will look at the status of SEP's and their refresh exercise. It was envisaged that Richard Harrington from Bucks would be jointly leading this work with myself. HR mentioned that this work is extremely timely and welcome.

The NIC Interim Report highlighted the need for a single overview on strategic transport issues to help maximise the economic potential of the Growth Corridor. In response to this the EEH is proposing to explore the potential of submitting a bid to DfT to establish a Strategic Transport Board (STB) for the entire corridor.

<p><u>Recommendation - Agreed</u></p> <p>That the Board:</p> <ul style="list-style-type: none"> • Notes the progress made in discussions on the Oxford – Cambridge Growth Corridor the NIC and regional stakeholders • Notes the proposals for the development of a Strategic Transport Board (STB) across the EEH geography and agrees the continued engagement in developing the proposal supported by the Transport Sub-Group 	
<p>Oxfordshire ESIF Report</p>	
<p>The report provides an update on the EU Programme activity covered by the Oxfordshire ESIF Programme. The report splits these three programmes out and provides an update on each - ERDF, ESF, EAFRD. Please see item 8 for further detail.</p> <p><u>Recommendation - Agreed</u></p> <p>That the Board: Notes the report and progress to date.</p>	
<p>AOB</p>	
<p>NT confirmed that the Highways England HGF application was submitted on Friday 8th September.</p> <p>RV requested that we have an item regarding CCHT on the agenda for the next available Board meeting.</p>	<p>Add to the December agenda</p>