

**OxLEP Board Meeting  
5th September 2016  
17.30 – 19.00  
Activate Learning, City of Oxford College**

**MINUTES**

<b>Board Directors Present:</b>	Jeremy Long ( Chair ) , Nigel Tipple, Cllr James Mills, Cllr Ian Hudspeth ( Vice Chair), Alistair Fitt, Richard Venables, Cllr Bob Price, Ian Wenman, Adrian Lockwood ( Deputy Chair) , Bob Bradley, Cllr John Cotton, Sally Dicketts, Phillip Shadbolt, Andrew Harrison
<b>Board Directors Apologies:</b>	Cllr Matt Barber, Cllr Barry Wood, Margaret Coles
<b>Minutes:</b>	Rebecca Harry
<b>In attendance:</b>	Lorna Baxter ( OCC Accountable Body 151 Officer), Peter Clark ( OCC) , Dermot Swainson( Cities and Local Growth Team) , Anthony Mtitimila ( OxLEP) , Richard Byard ( OxLEP), Gerry Brough ( South and Vale) David Edwards ( Oxford City )
<b>Item</b>	<b>Action</b>
<b>1. Apologies and Declarations of Interest</b>	
Apologies - see Above Declarations of Interest - None	<b>All</b>
<b>2. Minutes of Board meeting</b>	
Minutes of meeting held on the 7 <sup>th</sup> June 2016	<b>Agreed</b>
Matters arising: It was noted that there is no reference to where the Board Meeting took place. <b>Action: Add venue to previous minutes</b>	<b>NT</b>
Minutes of the Finance and Audit Committee held on the 26 <sup>th</sup> July 2016	<b>Noted</b>
<b>Items for Decision</b>	
<b>3. Strategic Economic Plan ( SEP) Update</b>	
NT presented the paper updating the Board of the process to date and changes made. All comments received have been published along with a track change version of the document showing the changes made for ease of reference.  The document will now be subject to further consultation through each Local Authority partner. The exact process to be determined by each respective authority but expected to be considered by at least one of the following structures: scrutiny, cabinet or full council meetings.  The document as drafted will be subject to further change should	

substantive comments be received through the Local Authority review process. This further stage of consultation is expected to be substantively complete by November. The final document will be published following this process.

There was an extensive discussion regarding the consultation process and some concerns were raised in respect of the level of written response from businesses to the exercise. The Board noted the distinction between formal written response and engagement. Business Board Directors reflected on the consultation process, its reach via BRO networks and specific business engagement in the workshops, briefing sessions. The Board also noted the comments received particularly from “Need not Greed” alliance and associated organisations. The board welcomed the approach of publishing the comments and responses noting a full transcript of the comments and response can be found on the site.

The Board were agreed that the document as drafted should now undergo this final consultation through the Growth Board and Local Authority democratic process.

Innovation strategy – Annex 2:

NT provided an update on the document, its development and relationship to the SEP. The document was presented for approval prior to formal launch alongside the SEP. This document as with other documents will be subject to periodic review as a companion document to the SEP.

The future role and membership of the Innovation subgroup was discussed and will be taken forward under the Chairmanship of Professor Ian Walmsley.

**Action: To review the membership of the Innovation Subgroup and to consider inclusion of private sector housing and commercial development expertise.**

BP noted the significant ambitions articulated in the document and the need for prioritisation if we were to manage delivery. NT confirmed it was the intention that the subgroup would take responsibility for oversight and delivery reporting to the main board.

**Action: To review/include reference to the governance/oversight of the strategy and its implementation including the need for further prioritisation of project activity in the final draft.**

The board noted and welcomed the reference to social enterprise in the strategy but noted the need to address the economic sustainability of social enterprise businesses.

**Action: To redraft a paragraph to reflect the sustainability point.**

It was noted that this strategy and others such as the CCHTIP and SEEIP

NT/IW

Innovation  
Sub-  
Group

<p>could benefit from the current and future EU funding once the implications of early EU exit were reconciled.</p> <p><b>Recommendations</b>  <b>That the Board:</b></p> <ul style="list-style-type: none"> <li>• <b>Notes the significant progress made to date and extent of the consultation/engagement process;</b></li> <li>• <b>Endorse the SEP as amended and circulated subject to final comments from each Oxfordshire LA Cabinet/Full Council;</b></li> <li>• <b>Endorse the Innovation Strategy draft attached at Annex 1 for publication and delegate responsibility for the Launch to the CEO in consultation with the Innovation Sub-Group Chair.</b></li> </ul>	<p><b>Noted</b></p> <p><b>Agreed</b></p> <p><b>Agreed</b></p>
<p><b>4. Business Plan</b></p>	
<p>NT presented the draft Business Plan covering the period April 2016- March 2019 for endorsement. It was noted that the draft did not include the operating plan specifically though this was reported to the Board quarterly and would be updated on an annual basis.</p> <p>Page 8 – The Board noted the need to increase efforts to engage as wide a range of business engagement as possible including increased co-ordination with BRO’s ( IoD, CBI.FSB, Chambers).</p> <p>Page 19 – Clarification was requested as to the reduction in project expenditure. NT noted this reflected the end of a specific funded programme only.</p> <p>Page 28 – the second sentence to be reworded</p> <p>Pages 29 – To review the wording associated with the SEEIP/CCHTIP and include reference to the Innovation Strategy.</p> <p><b>Action: Amendments to be made and the document recirculated with the operating plan prior to launch.</b></p> <p><b>Recommendation</b>  <b>That the Board:</b></p> <ul style="list-style-type: none"> <li>• <b>Note the Report and,</b></li> <li>• <b>Approve the Business Plan narrative covering the period 2016/19.</b></li> </ul>	<p><b>Noted</b></p> <p><b>Agreed</b></p>

<p><b>5. Annual Report</b></p>	
<p>NT presented a covering report and the draft Annual Report for endorsement prior to publication. The document contained the current vision statement :</p> <p><i>'By 2030' – there was a discussion around the vision statement. Members are in agreement that the vision statement should be reworded.</i></p> <p>The Board discussed and agreed the need to review this in light of progress to date. NT to canvass alternative wording and circulate for consideration. Overall the Board considered the document read well, was concise and reflected strong progress to date.</p> <p><b>Recommendation That the Board:</b></p> <ul style="list-style-type: none"> <li>● <b>Note the progress made, and</b></li> <li>● <b>Endorse the Annual Review Draft 2015/16</b></li> </ul>	<p><b>Agreed</b></p>
<p><b>6. LGF Update Briefing - Presentation</b></p>	
<p>Anthony Mtitmilia, Regional Projects Officer ( OxLEP/University) and Richard Byard Business Development Director presented an overview of the programme, appraisal process and ranking scores for information. It was noted that the final submission reflected a number of investment scenarios in recognition of the complexity of the programme and funding uncertainty at a national level.</p> <p>Dermot Swainson (Cities and Local Growth Team) updated the Board from a departmental perspective.</p> <ul style="list-style-type: none"> <li>● Officials are reviewing bids submitted across the country, heavily oversubscribed.</li> <li>● Officials are briefing new ministers following portfolio changes.</li> <li>● Announcements on funding expected in the Autumn statements</li> </ul> <p>It was noted that Greg Clark has now assigned ministerial leads from the BEIS Department to support delivery. The Oxfordshire LEP minister is Jesse Norman. A meeting is being scheduled for the Chair and CEO to meet the Minister.</p> <p>JC requested a breakdown of the number of jobs/ houses proposed to be delivered through the programme submission. RB/AM confirmed they can provide this break down information.</p> <p>Nigel thanked Anthony, Richard and the members of the LGF Programme Steering group for all the work that went into this submission under LGF round 3.</p> <p><b>Recommendation That the Board:</b></p> <p><b>Noted the submission draft and progress made to date.</b></p>	<p><b>Noted</b></p>

## 7. Chief Executive's Report

NT updated the board on a range of activity covered by the paper paying particular attention to the items covered by annexs 1-5 . Given the time available NT reviewed the following matters in reverse order

Annex 5 – Didcot Growth Accelerator Enterprise Zone ( EZ 2) – MoU  
Round two EZ's are required to enter into a specific MOU, this defines not just obligations of respective parties but sets out governance, implementation and marketing plan obligations. The Document presented has been prepared in conjunction with South and Vale District Councils and includes specific performance related obligations which the new EZ Board sub-group will be responsible for delivering.

It was noted that the membership of the new group would include representation from the respective accountable body, private sector LEP representation ( Dr Andrew Harrison) and two further business representatives to be nominated and agreed by the Board. This group would also assume responsibility for delivery and oversight of the EZ 1 programme.

The board discussed responsibility for the proposed investment strategy, financing and debt servicing. JC confirmed that South and Vale were committed to supporting the borrowing needed to underpin investment in the key infrastructure investments identified in the programme submitted.

**Action: Need to agree the scale and timing of the capital investment program, associated risk and debt servicing requirements.**

**Noted**

AH noted that there has been no opportunity to consider this MOU through the Science Vale Oxford Board, recognising the deferral of several meetings over the previous 12 month period.

Annex 4 – The National Infrastructure Commission (NIC) submission was circulated for information noting the collaboration with other LEPs across the corridor and individual LA submissions. It was felt that we had provided a robust and pragmatic response to the opportunities arising from the consultation.

Annex 3 – The Science Innovation Audit (SIA) submission draft was circulated and discussed noting we had been encouraged to submit under round 2. NT highlighted the process, focus being on government engagement, review and support rather than cash. The focus being to demonstrate and showcase the capacity and capability we have across the county in areas such as Quantum Computing/Technology.

Annex 2 - Financial reporting, the board noted the position and in discussion agreed that it would be helpful to have tailored reports in future reflecting the changing context of company operation.

<p>Annex 1 - Operating plan updates were provided noting the amber flags and mitigation undertaken to address these matters. It was noted we had no red flags following completion of the E-Pimms reporting and progress on Local plan Duty to Co-operate. Recommendation</p> <p><b>That the Board:</b></p> <ul style="list-style-type: none"> <li>• <b>Notes the report and,</b></li> <li>• <b>Overall progress made to date against the operating plan attached at Annex 1</b></li> <li>• <b>The financial outturn position to July 2016 attached at Annex 2</b></li> <li>• <b>Endorses the Science Innovation Audit (SIA) Submission attached at Annex 3</b></li> <li>• <b>Endorses National Infrastructure Commission submission response attached at Annex 4</b></li> <li>• <b>Endorses the Didcot Enterprise Zone MOU attached at Annex 5</b></li> </ul>	<p></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Agreed</b></p> <p><b>Agreed</b></p> <p><b>Agreed</b></p>
<p><b>8. AOB</b></p>	
<p><b>Dates of the Next Meetings</b>  Tuesday 6<sup>th</sup> December 2016 – venue tbc  Tuesday 7<sup>th</sup> March 2017 – venue tbc</p>	<p></p>