

Executive Board – Meeting No: 45 Tuesday 3 March 2015

MINUTES

Board Members Present:	Cllr Matthew Barber, Bob Bradley, Margaret Coles, Adrian Lockwood, Alistair Fitt, Andrew Harrison, Cllr Barry Norton, Phil Shadbolt, Adrian Shooter (Chairman), Richard Venables, Ian Wenman (Vice Chairman),
Substitutes:	Stuart Wilkinson, Cllr Rodney Rose
Apologies:	Cllr John Cotton, Sally Dicketts, Cllr Ian Hudspeth, Cllr Bob Price, Prof Ian Walmsley, Cllr Barry Wood,
Minutes:	Beryl Manners
In attendance:	Richard Byard, Lorna Baxter, Sarah Cullimore, David Edwards, Bev Hindle, Sue Scane, Nigel Tipple (CEO)

Item	Action
1. Apologies	
See above	
2. Declarations of Interest	
Alistair Fitt registered an interest in Item 9, Annex 5: FSE Seed Fund Proposition - as an investor.	
3. Minutes of Executive Board meeting 44	
Minutes of the last meeting were agreed as a true record. The Chairman gave an update on item 7, Tri Counties combined Authority proposal: All three LEPs (Oxfordshire, Northamptonshire and Buckinghamshire) attended a meeting, along with leaders of the three County Councils and their supporting officers on 20 th February. A follow up meeting has been arranged for 1 st April. The three LEPs had conferred and agreed, on behalf of the LEP Boards, that they would investigate the proposition without further commitment and report back to the Board. Comments: Cllr Barry Norton would like the status quo also to be considered.	
4. Skills	
(1) <u>LGF Skills Capital Allocation</u> <u>Local Growth Fund Round 1</u> Update on item 5 from last Board meeting. Funding was secured through the Local Growth Fund Round 1. The successful schemes were reviewed by the SFA and the Skills Board in January 2015 to ensure they met the VFM and delivery criteria set by the funders. a. <u>City of Oxford College Centre for Technology and Innovation - £4.5m award</u> Some areas of concerns were identified around Blackbird Leys campus phase two. Further development work and assessment has taken place led by the SFA to better understand the project, its fit with phase 1 phasing and additionally. Following this further work the SFA have confirmed they are now content for the project to proceed. Recommendation: Agreed The board are asked to approve funding for this project subject to receiving formal notification from the SFA that they are now content to proceed. Action: RB will circulate assurance once it has been received.	RB

b. Abingdon & Witney College – Advanced Skills Centre - £4m awarded 16/17
 This scheme has gained support from SFA and Skills Board and received no challenges.

Recommendation: Agreed

The board are formally asked to endorse LGF funds to this scheme for 16/17.

c. Local Growth Fund Round 2

£400K has been allocated to support the Activate Care Suite project. Given modest level of SFA capital awarded it is intended to agree the project with the SFA prior to contracting.

Recommendation: Agreed

The board are asked to note this position pending contracting of LGF 2 agreements.

(2) City Deal – Skills Grant Funding Awards

Adrian Lockwood provided an update on the investment of the £400,000 Skills Grant budget allocated to support our skills delivery objectives. 46 bids were received to support delivery totalling £2.4m. A nominated sub-group of the Skills Board reviewed and prioritised 8 submissions which were fully endorsed by the Skills Board at its 2nd March meeting. Bids were judged on; value for money, innovative and new approaches. Collectively the projects will deliver 495 apprenticeships by March 2017.

Recommendation: Agreed

That the Board endorses the decisions of the panel to fund the projects summarised in the table below:

Organisation	Funding	Apprentice-ship Starts Target	Trainee-ships Target
Cherwell District Council	£57,000	20	0
ACE Training/ Wain and Francis	£30,000	15	0
Youth Engagement & Opportunities team (Oxfordshire CC)	£51,650	20	0
University of Oxford	£60,000	150	50
HIT Training	£49,975	150	40
The Oxford Trust	£58,000	30	0
Abingdon and Witney College	£56,100	50	15
SOFEA	£55,500	60	40
	£418,225	495	165

5. European Structural Investment Fund (ESIF)

RB provided an update on the current ESIF national programme, timetable for the first Calls for proposals expected from 16 March onwards. The first all is expected to be to support SME competitiveness. It is anticipated that we would bid to extend the current successful Oxfordshire Business Support programme. This first call is anticipated to be in the order of £350 - 500,000 over three years with 1:1 local match funding required.

RB further highlighted that further work is on-going to establish an ESIF call schedule for each of the three ESIF programme opportunities. It was noted that a further technical assistance submission would be submitted to establish to support the establishment of a communication/delivery support team within the company. RB highlighted a potential funding gap of c£100k p.a. between support available via technical assistance (c£30k p.a.) and the projected cost of delivering the c£20m programme to 2020. He estimated we would require 3 fte positions to deliver the programme effectively in line with EU regulations which can be onerous.

Action: To bring a detailed OxLEP ESIF Technical Assistance submission to the May Board meeting.

RB/NT

RB also highlighted that the ESIF "shadow" Area Committee had endorsed a change of approach to the DWP opt in proposition for the Pathways to Employment Programme. In explaining that the DWP offer brought no additional resources the alternative approach agreed was to collaborate with the Big Lottery fund who are able to provide an additional £1.2m match – effectively doubling resources available.

**Recommendation: Agreed
The board to endorse the change of co-finance partner to Big Lottery**

RB

6. Company Incorporation

NT Updated the Board on progress to date. The articles of association and associated by-laws previously circulated had now been reviewed with helpful feedback received from partners. NT highlighted one further small amendment was necessary to the by-laws to recognise that the County Council role as the Accountable Body.

It was noted that under the current arrangements the original Executive Board members were appointed in May 2012 for a period of three years with an option to extend for a second term of up to 3 years. Of these, the following changes had already taken place in the last 12 months: Chamber of Commerce, Science Vale Oxford, City Business and Skills Board nominations had been agreed. The remaining four business nominations will require review as follows: Adrian Shooter (Chairman), Ian Wenman (Deputy Chairman), Phil Shadbolt and Margaret Coles, these will be reviewed and possibly extended in May to allow a managed transtion. Provision exists within the By-Laws to establish post incorporation nominations and appointments committee to review future board membership.

NT

NT also noted that the By-Laws ensure provision exists for named director

<p>nominations : Private Sector Directors (8 in total) Local Authorities (6 in total); Education Directors (3 in total) . Limitation on Term - Cllr Barber sought clarification regarding the timing and appointment term of the LA nominations as (currently Leaders) as their nominations can change outside the three year term. It was noted that there is already flexibility/provision within the By-Laws for Directors to respond to such changes by Ordinary Resolution. Ian Wenman requested a short summary of the articles and by-laws be produced.</p> <p>Recommendation: Agreed</p> <ul style="list-style-type: none"> • To formally incorporate OxLEP as a Limited Company (Not for Profit) • Approve the attached Articles of Association and By-Laws at Annex 1 and 2 as drafted noting the amendment in respect of the County Council accountable body role. . 	
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7. Local Transport Plan (LTP4)

<p>BH provided an update on the LTP4 programme noting this was not developed as a bidding document, rather concentrating on strategy with the option to review regularly reflecting changes in the funding environment and emphasis on growth. It was noted that the engagement from private sector business community has been excellent, the timetable sets out a 2nd April deadline for comments. It is anticipated that a draft final document will be considered by the County Council in June/ July 2015.</p> <p>Recommendation: Agreed To note the report and progress made to date.</p> <p>LGF3 Noting the progress with LTP4, NT advised the Board that in anticipation of the next round of Growth funding we are working with partners to develop a strong pipeline of projects. We have received expressions of interest for 48 projects focused upon delivering our SEP ambitions. The projects total some £361m and are split between the public and private sector partners and leverage a total of £1.17billion of investment into Oxfordshire.</p> <p>The Board noted the verbal update</p>	
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8. Ernst Young – Strategic Finance Case for Unitary Councils

<p>In the absence of Cllr Hudspeth the Chairman sought a brief update from Cllr Rose rather than defer the item. Cllr Rose advised that the County had commissioned EY to consider possible options and potential cost savings arising from a series of three options modelled. He noted the report had been commissioned to initiate discussion noting both financial and democratic implications. Cllr Norton considered the timing of the report to have been premature given the pending General Election timetable and that any future discussion should wait until after the General Election.</p>	
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9. Chief Executives Report

<p>The report provides an update on progress made over the period to the end</p>	
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of January 2015. The report is supported by the following annexes:

1. 2014 -15 Operating Plan Qtr3 review (December 2014)
2. Growing Places Fund – Progress update
3. Web Site Update
4. Invest in Oxfordshire Qtr3 Dashboard
5. FSE – Seed Fund Proposition
6. Oxford Smart City Project

Recommendation: Agreed

That the Board notes the report and progress made to date

10. A.O.B.

Growing Places Fund - IW asked if funding could be linked to attracting business into the county. Agreed to explore.

AL informed the Board that figures reported last week showed Oxfordshire had achieved the highest GVA of any LEP, London sits in second place noting Oxfordshire also has one of the lowest rates of unemployment in the Country.

11. Dates of the Next Meetings

- Tuesday 12th May 2015 – HR Wallingford, Howbery Park, Wallingford OX10 8BA (4pm Tour 5pm Board)
- Tuesday 7th July 2015, Abbots Diabetes Care Limited, Range Road, Witney , Oxon OX29 0YL
- Tuesday 8th September 2015, Town Hall, Oxford City Council, St Aldates, Oxford, OX1 1BX
- Tuesday 3rd November 2015, Grand Jury Room, County Hall OX1 1ND
- Tuesday 5th January 2016 - TBC
- Tuesday 8th March 2016 - TBC