



**Executive Board – Meeting No: 38 Tuesday 4<sup>th</sup> March 2014**

**MINUTES**

<b>Board Members Present:</b>	Adrian Shooter (Chairman), Ian Wenman (Vice Chair), Margaret Coles, Cllr Anne Ducker, Alistair Fitt, Jim Hutchins, Adrian Lockwood, Cllr Barry Norton, Cllr Bob Price, Cllr Rodney Rose, Richard Venables,
<b>Substitutes:</b>	Cllr Rodney Rose (for Cllr Ian Hudspeth)
<b>Apologies:</b>	Cllr Matthew Barber, Sally Dicketts, Cllr Ian Hudspeth, Phil Shadbolt, Peter Smith, Ian Walmsley, Cllr Barry Wood.
<b>Minutes:</b>	Karen Radford
<b>In attendance:</b>	Lorna Baxter, Steve Cowley, David Harris Huw Jones, , Anna Robinson, Sue Scane, Nigel Tipple (CEO)

<b>Item</b>	<b>Action</b>	<b>Dead-line</b>
<b>1. Introductions</b>		
Chairman welcomed Lorna Baxter Chief Finance Officer and David Harris to the meeting		
<b>2. Declarations of Interest</b>		
The Declaration of Interests were noted.		
<b>3. Minutes of Executive Board meeting</b>		
Minutes of the last meeting were agreed as a true record		
<b>4: Oxford Business Support Portal- Presentation and Discussion</b>		
David Harris provided a detailed update of the progress to date of the Oxfordshire Business Support Portal including a demonstration of the sites capabilities. It was proposed to “soft launch” the Web Portal in late April.	DH/NT	April 2014
The Board noted the project was progressing to program and budget.		
<b>5: CEO Report</b>		
NT presented an update report drawing particular attention to the following areas: <b>Operating Plan</b> The Board reviewed programme and project progress noting the RAG ratings including mitigation where necessary. <b>Private Sector “match funding”</b> The board noted the level of “in kind” private sector match funding secured for the financial year exceeded our target of £135,000. It was noted that we had developed a consistent process for capturing the evidence of private sector match attributed to the LEP activity. <b>Staffing and resources</b> To note the progress made in respect of securing secondments from partner organisations to support operational delivery  <b>Recommendation: Agreed</b> <b>To note the report and progress made to date.</b>	KR	On-going

**6. EZ Business Rate Progress Report**

AR updated the board on the EZ business rates progress. Advising that GVA consulting had been appointed to review the forecast income assumptions, sensitivity analysis and impact. This was expected to be completed by the 3<sup>rd</sup> week in March.

A definitive paper reporting on the review would be presented to the Board at the next meeting.

**Recommendation : Agreed**

**To note progress and actions taken**

AR

6<sup>th</sup> May  
2014

**7. Board/Working Sub**

NT presented a report on proposed changes to both Board and sub-group working arrangements in support of the Operational delivery Plan.

A key action being to establish Programme Funding Board that acts on behalf of the board to view and to deliver the various funding streams.

The group would evaluate projects and make recommendations to the board for approval.

**Recommendations: Agreed**

**That the Board:**

- a) **Note and agrees to the proposed change to bi-monthly meetings for the Executive Board effective from 4<sup>th</sup> March meeting**
- b) **Approves the changes to working group arrangements as set out in annex 1-3**

NT

**8. Strategic Economic Plan Report**

NT updated the Board on the latest SEP draft and executive summary. This process has included a series of briefings for each Local Authority with a view to securing agreement of the SEP submission document in advance of the 31<sup>st</sup> March submission deadline.

The detailed project programmes identified within the SEP submission continue to be developed in parallel and will form part of the government negotiation process post March. The Board were also invited to attend a check and challenge session arranged with Local Authorities Chief Exec's and Directors on the 13<sup>th</sup> March at which project details and strategic fit will be considered.

**Board's Recommendation: Agreed**

**That the Executive Board approve:**

- **The current SEP summary attached ( annex 1 – 2 ) which captures the key themes, geographical focus and governance of the strategy and;**
- **The SEP project schedule (annex 3) which captures the scale of Oxfordshire's ambition and will form the basis of Local Growth Fund negotiations with government.**
- **Delegate responsibility to the Chief Executive, Chairman plus 2 other nominated Board members to agree the final drafting of the SEP (incorporating our Local Growth Deal**

NT

31<sup>st</sup>  
March  
2014

<b>ambitions) prior to submission by the 31<sup>st</sup> March 2014</b>		
<b>AOB</b>		
AD reported that this was Huw Jones last meeting as he was retiring in March. She noted his contribution to Oxfordshire would be greatly missed  The Chairman also thanked, behalf of the board , Huw for all his invaluable advice and guidance throughout the development of the LEP set up process.		
<b>Dates of the Next Meeting</b>		
Tuesday 6 <sup>th</sup> May 2014 Activate Oxford City Oxford Campus Tuesday 1 <sup>st</sup> July 2014 Oxford Brookes University Tuesday 2 <sup>nd</sup> September 2014 Tuesday 7 <sup>th</sup> October 2014 Tuesday 4 <sup>th</sup> November 2014 Tuesday 6 <sup>th</sup> January 2015 Tuesday 3 <sup>rd</sup> March 2015		