



**Executive Board – Meeting No: 39 Tuesday 6<sup>th</sup> May 2014**

**MINUTES**

<b>Board Members Present:</b>	Adrian Shooter (Chairman), Ian Wenman (Vice Chair), Cllr Matthew Barber, Sally Dicketts Cllr Anne Ducker, Alistair Fitt, Cllr Hudspeth, Jim Hutchins, Cllr Bob Price, Phil Shadbolt, Peter Smith, Richard Venables, Ian Walmsley
<b>Substitutes:</b>	
<b>Apologies:</b>	Margaret Coles, Adrian Lockwood, Cllr Barry Norton, Cllr Barry Wood.
<b>Minutes:</b>	Karen Radford
<b>In attendance:</b>	Lorna Baxter, Sir John Bell, Craig Bower ( CB), Richard Byard, Lord Paul Drayson, Paul Staines, Nigel Tipple (CEO), Dave Waller, David Edwards

<b>Item</b>	<b>Action</b>	<b>Dead- line</b>
<b>1. Introductions</b>		
Chairman welcomed Sir John Bell, Lord Paul Drayson, Craig Bower & David Edwards 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: OCC - BT Broadband Programme Delivery Presentation</b>		
Craig Bower gave an update on the BDUK/BT Broadband programme to extend the footprint of superfast broadband coverage across the County to 95% noting final 5% is going to be a challenge.		
<b>5. Oxford Innovation Engine report and Future Collaboration</b>		
<p>Sir John Bell &amp; Lord Paul Drayson discussed the potential of the High Tec Cluster in Oxfordshire.</p> <p>The discussion reflected the scale of opportunity, need for a co-ordinated approach, clarity of proposition and the active engagement of both the universities as Economic drivers.</p> <p>Follow up actions agreed:</p> <ol style="list-style-type: none"> <li>1) Work with John and Paul on the formation of the “Oxfordshire Business Network” utilising external support.</li> <li>2) Further work to develop sector propositions with colleagues in the investment team.</li> <li>3) Map and promote quality employment sites and premises.</li> <li>4) Building upon and promoting the strategic approach set out in the Strategic Economic Plan ( SEP) – Innovation led growth agenda</li> </ol>		
<b>6: CEO Report</b>		
NT presented an update report drawing particular attention to the following areas: <b>Operating Plan</b>		

<p>Further work in progress updating programmes Review of progress across City Deal, European Programme ( ESIF), SEP and LGF process. Noted the recent Enterprise Zone Manager recruitment process and need to review EZ delivery plan</p> <p>SD suggested that co-ordination across FE sector would be strengthened by bringing together all FE principals to explore projects and collaboration potential. <b>Action:</b> Arrange a meeting with FE Principals</p> <p>LIF – HCA have announced a new round of funding. <b>Action:</b> To work with Local Authorities partners to identify key private sector development opportunities and promote to HCA.</p> <p>PR &amp; Coms – Communications strategy to come to a future Board Strategy. <b>Action:</b> NT/MS to draft for July meeting Staffing and resources To note the progress made in respect of securing secondments from partner organisations to support operational delivery.</p> <p>Invest in Oxfordshire to review investment enquiries over last twelve months and to identify successes and challenges including lessons learnt case study. <b>Action:</b> PC to report back in July</p>	<p>NT/RB</p> <p>PS</p> <p>NT/MS</p> <p>PC</p>	<p></p> <p>1<sup>st</sup> July</p> <p>1<sup>st</sup> July</p> <p>1<sup>st</sup> July</p>
<p><b>7.Oxfordshire Business Support Programme; Project Progress</b></p>		
<p>DW presented the report, setting out the Business support landscape/activities across Oxfordshire. The OBS web site was noted as being close to launch in May. <b>Recommendation : That the board note the report</b></p>		
<p><b>8. Strategic Economic Plan Report – Submission Update</b></p>		
<p>NT updated the Board on the latest SEP noting Prioritised submission that went to government. Further discussions expected in London on the 12<sup>th</sup> May to go through each of the prioritised projects. <b>Recommendation : Note the report and progress made to date</b></p>		
<p><b>9. ESIF Programme – Next Steps</b></p>		
<p>RB gave an update on the programme negotiations, timetable and next steps. NT congratulated Richard, Dawn and the team on the submission document and approach.</p> <p><b>Recommendation that the Board:</b></p> <p>a) <b>Note the on-going work on further refining the Oxfordshire European Structural Investment fund (ESIF) Strategy in the light of the positive feedback received from Government</b> b) <b>Note the work in 2014 to deliver the programme from early 2015, and the role of Technical Assistance</b></p>	<p>RB/DP</p>	<p>1<sup>st</sup> July</p>

<b>10. Enterprise Zone Business Rates Position</b>		
MB reported that full detail's will not be available until end May. <b>Action:</b> to be discussed at the next board meeting 1 <sup>st</sup> July.	AR	1 <sup>st</sup> July
<b>11. Forward Agenda – Board Member suggestions</b>		
<ul style="list-style-type: none"> <li>• Business Update from Private sector</li> <li>• Progress on the Skills Agenda</li> </ul>	PS AL	
<b>12. AOB</b>		
DW reminded the Board that Venturefest is on 8 <sup>th</sup> July 2014. Good networking opportunities for the LEP and business more generally.		
<b>13.Dates of the Next Meeting</b>		
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		