



**Executive Board – Meeting No: 40 Tuesday 1<sup>st</sup> July 2014**

**MINUTES**

<b>Board Members Present:</b>	Adrian Shooter (Chairman), Margaret Coles, Alistair Fitt, Cllr Ian Hudspeth, Jim Hutchins, Adrian Lockwood, Cllr Bob Price, Phil Shadbolt, Peter Smith, Richard Venables,
<b>Substitutes:</b>	Anna Badcock ( for Cllr Anne Ducker) Phil Clare ( for Ian Walmsley)
<b>Apologies:</b>	Ian Wenman (Vice Chair), Cllr Matthew Barber, Sally Dicketts Cllr Anne Ducker, Cllr Barry Norton, Ian Walmsley, Cllr Barry Wood
<b>Minutes:</b>	Karen Radford
<b>In attendance:</b>	Lorna Baxter, Richard Byard, Steve Clarke, Phil Clement, Simon Hewings, William Jacobs, Dawn Pettis, Catherine Pridham, Sue Scane, Mandy Scruby, Nigel Tipple (CEO), Anna Robinson,

Item	Action	Dead-line
<b>1. Introductions</b>		
Chairman opened the meeting by welcoming everyone to the Board meeting 41		
<b>2. Declarations of Interest</b>		
The Declaration of Interests were noted.		
<b>3. Minutes of Executive Board meeting 39</b>		
Minutes of the last meeting were agreed as a true record		
<b>4. Invest in Oxfordshire – Update report</b>		
Phil Clement/Steve Clarke gave an update on activity, noting the successes and the lessons learnt from the recent unsuccessful investment enquiry.		
<b>Action:</b> To prepare an analysis of Investment successes and profile of the future pipeline enquiries for the November meeting. In addition to identify where the LEP Board could add value/support the team in securing potential investors into Oxfordshire.	PC	4 <sup>th</sup> Nov
<b>Recommendation: Agreed</b> To note the report and progress made to date		
<b>5. CEO's Report</b>		
NT presented an update report drawing particular attention to the following areas: <b>Operating plan updates:</b> <ul style="list-style-type: none"> <li>• On-going delays associated with SFA skills data reporting making reporting against the City Deal outcomes difficult.</li> <li>• Good progress made for each project and teams are working well</li> <li>• Operating plan will be reported on a quarterly basis</li> <li>• Agreement to the OxLEP Business Manifesto (final draft)</li> </ul> <b>Action:</b> <ul style="list-style-type: none"> <li>• Escalate issues regarding SFA to Government</li> <li>• Circulate Venturefest programme to Board members</li> </ul>	AL/NT MS	July 14 July 14

<p><b>Recommendation: Agreed</b> To note the report and progress made to date</p>		
<p><b>6. LEP Marketing &amp; Communications Update</b></p>		
<p>Mandy Scruby gave a detailed presentation on the Communications and Marketing Plan</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Review of the “Vision Statement” and strap line.</li> <li>• To ensure copyright protection of the LEP brand/logo</li> </ul>	<p>MS MS</p>	<p>July 14</p>
<p><b>7. ESIF Update</b></p>		
<p>Dawn Pettis presented an update on the ESIF strategy setting out the programme and the next steps.</p> <p><b>Action:</b> Copy of the presentation to be circulated</p> <p><b>Recommendation: Agreed</b> To note the report and progress made to date</p>	<p>DP</p>	<p>July 14</p>
<p><b>8. Skills Agenda update</b></p>		
<p>Adrian Lockwood gave an update on the Oxfordshire Skills Board noting that Oxfordshire is one of the leading area’s for apprenticeships. He advised City Deal funding was being directed through Skill Funding Agency (SFA) which will require continued monitoring. He also advised of strong progress in respect of STEM provision and the active engagement of our colleges.</p> <p>Working with the County Council ( OCC) as delivery partner he noted the establishment of a programme called “O2I” (Opportunities to Inspire). Further information will be presented to the board at a future meeting.</p> <p>AL also noted that the Skills board have approved the motion to move to an incorporated structure; a not for profit Community Interest Company ( CIC)</p> <p><b>Recommendations:</b></p> <ol style="list-style-type: none"> <li>1. That the Board notes the report and progress made to date.</li> <li>2. The Board formally note the positive response from the two colleges in supporting growth in STEM provision highlighted in paragraph 5</li> </ol>		
<p><b>9. Business Support Update</b></p>		
<p>PS provided an overview of the work of the sub-group and noted the need for consistent communications in respect of support for Business across Oxfordshire. Whilst strong progress has been made and the OBS web site is now live and operational, it was recognised that a short briefing paper setting out the support available and what we do would be useful for Board members.</p> <p><b>Action:</b> One page summary of what the LEP does</p> <p><b>Recommendation:</b> To note the update and action.</p>	<p>MS/NT/ PS</p>	<p>Oct 14</p>
<p><b>10a. Enterprise Zone Business Rates Position</b></p>		

<p>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 July however the report and findings had been delayed.</p> <p><b>Action:</b> A definitive paper reporting on the review would be presented to the Board at the next meeting.</p> <p><b>Recommendations:</b> That the Board is asked to note the report ( prepared by GVA) detailing the forecast position relating to the level of EZ retained business rates.</p>	AR	Sept 14
<b>10b. Science Vale Enterprise Zone – Accountable Body</b>		
<p><b>Anna Robinson</b> presented a paper covering the need for, and provisions of, the MOU covering the EZ accountable Body Role and responsibilities.</p> <p><b>Recommendation:</b> That the Board is asked to endorse the Memorandum of Understanding between the LEP and Vale of White Horse District Council</p> <p><b>Recommendation:</b> Agreed</p>	NT	Oct 14
<b>11. AOB</b>		
<p>JH Informed the Board that he is stepping down as Chairman of Science Vale Oxford and will relinquish his seat on the OxLEP board.</p> <p>The Chairman placed on record his thanks and those of the Board for the contribution made by JH during his time as a Board member, wishing him well in his future ventures.</p>		
<b>13.Dates of the Next Meeting</b>		
<p>Tuesday 2<sup>nd</sup> September 2014 – South &amp; Vale District Council          Tuesday 7<sup>th</sup> October 2014 – Earth Trust, Little Wittenham,          Tuesday 4<sup>th</sup> November 2014 – County Hall offices          Tuesday 6<sup>th</sup> January 2015 - TBC          Tuesday 3<sup>rd</sup> March 2015 - TBC</p>		