



Executive Board – Meeting No: 41 Tuesday 2nd September 2014

MINUTES

Board Members Present:	Cllr Matthew Barber, Margaret Coles, Sally Dicketts, Alistair Fitt, Andrew Harrison, Cllr Ian Hudspeth, Cllr Barry Norton, Cllr Bob Price, Phil Shadbolt, Richard Venables, Ian Wenman (Vice Chairman),
Substitutes:	Cllr Anna Badcock (for Cllr Anne Ducker)
Apologies:	Cllr Anne Ducker, Adrian Lockwood, Adrian Shooter (Chairman), Ian Walmsley, Cllr Barry Wood
Minutes:	Beryl Manners
In attendance:	Lorna Baxter, David Edwards, William Jacobs, Dawn Pettis, Anna Robinson, Sue Scane, Nigel Tipple (CEO),

Item	Action	Dead-line
1. Introductions		
Vice Chairman opened the meeting by extending a warm welcome to Andrew Harrison, the new Science Vale Oxford Representative and welcoming everyone to Board meeting.		
2. Declarations of Interest		
There were no new declarations of interest registered.		
Action Nigel Tipple to circulate Register to Board Members with a view to updating.	NT	7 th Oct
3. Minutes of Executive Board meeting 40		
Cllr Bob Price queried progress on item 5 "Delay of Skills Funding Agency (SFA) data reporting". NT explained it had been passed through the LEP network and Richard Byard had facilitated.		
Alistair Fitt requested an amendment to the format of the minutes to ensure Board Members and nominated Substitutes were made clearer.	NT	Sept
Minutes of the last meeting were agreed as a true record with Alistair's suggested amendments to be made to the format.		
4. Science Vale Enterprise Zone – Decision Item		
<u>Accountable Body Agreement</u> William Jacobs presented an update on the MOU documentation		

following discussions at the July meeting. He noted some concerns had been expressed after the meeting as to the purpose and scope of the agreement.

He further clarified the purpose and set out the business relationship between Vale as Enterprise Zone Accountable Body, the LEP and its Accountable Body support from OCC.

Nigel Tipple advised that a note clarifying the points had been circulated and was content for the Board to sign off the MOU as drafted.

Action

No objections raised - MOU was ratified and CEO authorised to sign the agreement.

GVA Report on Business Rates – Anna Robinson

AR highlighted the report findings and circulated an addendum covering a revised recommendation for the Board to consider.

Given the need to expedite agreement on the level of borrowing needed to facilitate agreed infrastructure development and the impact of forecast business rate Income on this borrowing the Board was asked to delegate authority to the LEP Chief Executive in conjunction with respective accountable bodies to determine the optimum mix of funding and approach.

The revised recommendation and approach was agreed.

Recommendation - Agreed

5. Growing Places Fund – Round 3 – item for Decision

Dawn Pettis presented the paper for the Board to consider two applications under round 3 of Oxfordshire’s Growing Place Fund (GPF) Programme and to seek endorsement to an approach to deploy unallocated funds.

The two applications had been appraised by an Independent Assessor.

Cllr Hudspeth requested the minutes reflected his view that whilst he recognised the board had agreed the GPF approach and that nationally the programme was being rolled out in this way. That he considered the use of GPF funds as loans to Businesses was both risky and should be left to the banks. Comments were noted, as was the robust due diligence applied and the Board agreed to proceed as proposed.

Recommendations – All Agreed

- Approve in principle loan to Reaction engines Ltd, subject to due diligence
- Approve in principle loan to Agility Global Limited, subject to due diligence
- Endorse proactive approach to examine where small amounts

of feasibility funding might help to bring forward priority LEP projects		
6. CEO's Report		
<p>Nigel Tipple presented an update report drawing particular attention to the two following areas:</p> <p><u>Operating Plan 2014-15 Q2 Review</u></p> <p><u>Oxfordshire Growth Deal Offer</u> – Annex 2 as presented by Government</p> <ul style="list-style-type: none"> • Oxfordshire has secured £108m across a number of areas as set out in Annex 2. • Provisional dates of 22nd and 23rd October have been indicated for signing of the Growth Deal. • Next round of Growth Deal is likely to be negotiated up to Christmas with announcements prior to March 2015. • The Project Working Group was reconvened to drive projects forward – fortnightly meetings established from 5th September. <p>NT noted that following Paul Inman's serious illness that Oxford Brookes University had confirmed they wished to nominate Alistair Fitt as their permanent representative on the board. NT noted that as Paul recovers we would be able to call upon his expertise in supporting sub-group work.</p> <p>Recommendation - Agreed That the Board notes the report and progress made to date.</p>		
7. Governance Review		
<p>NT presented an update report to advise on progress to date including the independent Legal Advice secured in this respect.</p> <p>Action: NT to circulate updated advice note once finalised to Board</p> <p><u>First Shadow Growth Board</u> – Will meet on the 12th September 2014 and comprises of six Local Authority Members and six LEP Board Members. This group would increasingly drive relevant operational project delivery and share common programme monitoring data.</p> <p>Recommendations To note report.</p> <p>Action Update report to be brought to 7th October Board meeting</p>	<p>NT</p> <p>NT</p>	<p>Oct - Nov</p>
8. ESIF and LEADER Update		
Dawn Pettis presented an update report noting progress to date and next steps required.		

<p>DP noted that two workshops had been organised to support programme development:</p> <ul style="list-style-type: none"> • Business Support workshop on 4th September • EU Social Inclusion workshop on 8th September <p>Recommendations: Agreed</p> <ul style="list-style-type: none"> • Note the progress made in moving towards implementing the Oxfordshire ESIF Strategy • Agree the range of local organisations to be invited to become members of the Shadow Oxfordshire Local Area Sub Committee and the process for inviting them. • Endorse draft letters of support in Annex 4 and 6 		
<p>9. Report by Federation of Small Businesses</p>		
<p>Margaret Coles presented the FSB commissioned report to the Board, noting strong support from members and Government engagement. The purpose was in part to influence forthcoming manifesto discussions in the run up to the general election.</p> <p>Margaret Coles to forward copy of "FSB report on the future of LEPs – the Small Business Perspective" embargoed until 3rd September.</p>	<p>MC/NT</p>	
<p>10. EZ Broadband</p>		
<p>The LEP awarded £2.1m of Growing Places capital funding to provide broadband across the Enterprise Zone at Harwell Campus and Milton Park. The report sets out the potential opportunity for additional BDUK match funding which could be used for other parts of the County.</p> <p>The Board were asked to note the opportunity, recognise the further evaluation work needed and agreed to consider recommendations at a future meeting following the evaluation process.</p>		
<p>11. Third Thames Bridge</p>		
<p>Cllr Hudspeth set out Reading's ambition for a third Thames crossing which would feed into South Oxfordshire. Reading are seeking both County Council/District Council and LEP's support in exploring the next steps.</p> <p>The Board raised specific concerns as follows:</p> <ul style="list-style-type: none"> • increase in traffic – infrastructure not in place in South Oxfordshire • no evidence to show it would create additional jobs in Oxfordshire • The need to clarify the rationale which leads to a proposal, Bridge or other such infrastructure <p>It was noted that this is not a priority for the LEP, however we are engaging in the evaluation with OCC and the results of the</p>		

evaluation would be reported to a future meeting.		
12. AOB		
Richard Venables requested a discussion item on Experience Oxfordshire at a future meeting. Action: Nigel to liaise with Giles Ingram on date. To Note Peter Smith has resigned from the Board. NT is in dialogue with the Chamber of Commerce regarding nominations for a replacement Board member.	NT	Nov
13. Dates of the Next Meeting		
17:00 to 19:00 Tuesday 7 th October 2014 – Earth Trust, Little Wittenham, Tuesday 4 th November 2014 – County Hall offices Tuesday 6 th January 2015 - TBC Tuesday 3 rd March 2015 – TBC Tuesday 5 th May 2015 Tuesday 7 th July 2015 Tuesday 8 th September 2015 Tuesday 3 rd November 2015 Tuesday 5 th January 2016 Tuesday 8 th March 2016		