



**Programme Sub Group  
21 May 2019 - 16:00 to 18.00**

**VENUE**  
OxLEP Office, Oxpens, Oxford

**AGENDA**

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| 1  | <b>Welcome, Introductions and Governance – 15 mins</b> <ul style="list-style-type: none"><li>• Declarations of Interest</li><li>• Apologies for Absence</li><li>• Minutes of previous meeting (Item 1)</li><li>• Updated Terms of Reference (Item 2)</li><li>• Membership review (due every 2 years)</li></ul> |
| 2  | <b>LGF Programme Reviews and Change Requests – 30 mins</b> <ul style="list-style-type: none"><li>• LGF programme review and improvement plan re March 2021 spend deadline (exempt information<sup>1</sup>) (Items 3a, b, c &amp; d)</li></ul>  |
| 3  | <b>Skills call update - 15 mins</b>  |
| 4  | <b>New Delivery Plan - 30 mins</b> <ul style="list-style-type: none"><li>• Delivery Plan 2019/20 (exempt information<sup>1</sup>) (Item 4a)</li><li>• Operating Plan 2019/20 (Item 4b)</li></ul>   |
| 5  | <b>Programme reports – 15 mins</b> <ul style="list-style-type: none"><li>• LGF data capture Q4 (exempt information<sup>1</sup>) (Item 5)</li><li>• LEP Operating Plan – March 2019 and completed projects list (Items 6a&amp;b)</li></ul>  |
| 6  | <b>AOB - 15 mins</b>   |
| <b>Date and venue of next meeting:</b><br>15th Aug 2019, 4pm to 6pm, RACE & CAV @ Culham (plus tour of the facilities 3pm-4pm) |  |