

**OxLEP Board Meeting
5th December 2017
17.15 – 19.30**

Activate Learning, City of Oxford College

MINUTES

Board Directors Present:	Jeremy Long (Chair), Alistair Fitt (AF), Cllr Bob Price (BP), Cllr Ian Hudspeth (IH) , Cllr Matthew Barber (MB), Nigel Tipple(NT), Penny Rinta-Suksi (PRS),Richard Venables (RV), Cllr James Mills (JM), Phil Southall (PS), Sally Dicketts (SD)
Board Directors Apologies:	Adrian Lockwood (AL), Andrew Harrison (AH), Bob Bradley (BB), Cllr Barry Wood (BW), Cllr John Cotton (JC), Ian Walmsley (IW),Phil Shadbolt (PSh)
Minutes:	Rebecca Harrhy (RH)
In attendance:	Ahmed Goga (AG), Lorna Baxter (LB), Kate Jones (KJ), Richard Byard (RB), Rob Granger (RG), Sebastian Johnson (SJ), Stuart Wilkinson (SW)
Item	Action/Responsible
Item 1 - Apologies and Declarations of Interest	
Apologies as noted above.	
Item 2 - Minutes	
<ul style="list-style-type: none"> • Board minutes - 12.09.17 • Finance and Audit Committee minutes - 30.11.17. 	Approved Approved
Item 3 - Housing and Growth Deal	
<p>NT Presented the paper setting out the progress to date on the deal and the approach taken across each of the three themes of the Bid, Place making (including Housing and Planning), Connectivity and Productivity. Each of the themes is led respectively by the District/City Planning Authorities, Highway Authority and LEP. The Deal was formally announced in the Budget on 22nd November 2017 and requires the full support of each of the partners to progress.</p> <p>The Deal sets out the requirement to agree a delivery plan covering each of the aspects of the Deal with the HCA and by 31st January 2018. The paper presented is based on a common template being used by all partners to secure sign off.</p> <p>This report also seeks agreement of the Board to delegate the completion of the Delivery Plan to the Chair and CEO given the timing of the process. This delegation to be subject to the circulation of the final Deal Delivery Plan to Board for information prior to final sign off.</p> <p>The Chair opened up the meeting for discussion on this item, the following points were noted:</p> <p>BP Sought clarification that the Productivity theme including skills and in that context the need for support to be made available to schools. NT confirmed that was included within the theme and that specific proposals were being considered to support schools and colleges.</p> <p>PS asked for clarification on how the funding for infrastructure would be prioritised. NT confirmed the approach was to use the EAST methodology used for previous LGF Programmes which meets DfT and Treasury appraisal methodology. It was also noted</p>	

<p>that this process of “Ranking” allowed flexibility to opportunistically bid for resources where new programmes are launched.</p> <p>MB noted the importance of the proposed planning flexibility and potential for this to be embedded within the deal framework. He also noted the approach of aligning future investment in infrastructure linked to OxIS as critical for releasing Housing growth. MB also expressed his concerns around the proposed Strategic Infrastructure Tarif (SIT) – Whilst government see this as a benefit MB noted the challenge of this alongside SIL and 106 contributions</p> <p>LB confirmed that meetings had been arranged to explore SIT tomorrow (6th December 2017) and would feed back.</p> <p>The Board were keen to understand whether there was a connection between the successful Deal and future challenge funding such as HIF. Officials were unable to comment but the view expressed by the Board was that whilst not interdependent a positive decision on the Deal would be seen as positive.</p> <p>Recommendation</p> <p>That the Board</p> <ul style="list-style-type: none"> • Note the report and significant progress to date • And, delegate responsibility for the agreement of the delivery plan to the CEO in consultation with the Chair. 	<p style="text-align: right;">Agreed</p> <p style="text-align: right;">Agreed</p>
<p>Item 4 - CLG governance review (Mary Ney)</p>	
<p>Mary Ney was appointed by DCLG as a NED in 2017. She was specifically tasked on behalf of the Department to establish whether LEPs, through their current systems of governance, transparency and oversight were appropriate for the scale of activity they were being asked to undertake.</p> <p>NT confirmed that OxLEP are already working on a number of issues raised in the report and noted the strength of our current structures including the Growth Board. These meetings are held in public session with provision to allow questions to be raised in advance of the meeting</p> <p>He noted that there are already strong working relationships in place with our Accountable body and Section 151 Officer/Director of Finance.</p> <p>BP sought clarification regarding the accounting treatment of programme resource for which the company is responsible. NT confirmed that this is something that Richardson’s picked up on and will be working on in consultation with the County Councils external Auditors.</p> <p>NT noted that there was also a further Ministerial Review taking place focused upon strengthening LEPs role in supporting economic growth. A further update will be brought back to Board once announcements are made.</p>	

<p>Recommendation That the Board;</p> <ul style="list-style-type: none"> • Approve the response to the review recommendations detailed at Annex 1. • Approve the Chair/CEO Compliance Statement for publication on our web site as detailed at Annex 3 <p>Furthermore that;</p> <ul style="list-style-type: none"> • Arrangements are made to ensure that the Section 151 officer is able to comment on all decisions made by the Board including urgent matters as detailed in the Mary Ney review. • An Annual Governance statement is to be produced for inclusion in the Annual Report from 2017/18 onwards. • Advice is taken from the Company’s and the Accountable Body’s external auditors on where, and how, to account for transactions in the accounts of the both organisations, ensuring no duplication of reporting. 	<p>Agreed</p> <p>Agreed</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
<p>Item 5 - Inclusive Economy Update</p>	
<p>Grant Hayward joined the meeting to present an update on the work to date supporting this initiative. this item. The presentation included highlighting current best practice, the strength of our approach and opportunities to do more.</p> <p>NT reminded colleagues that OBS/Growth Hub also provides support to the sector and that in effect we were treating such initiatives as business and therefore actively engaging and supporting the sector.</p>	<p>RH to circulate the PP</p> <p>Noted the Update</p>
<p>Item 6 - OxLEP Business – invest team update</p>	
<p>SJ presented and updated the Board on progress to date, the development of the team approach and partner engagement. He highlighted areas of opportunity for the team to work with sectors and bodies such as DIT</p> <p>BP noted the potential of the living labs concept and Oxfordshire ability to respond to this opportunity. He noted by way of an example, Digital health, and area where we have significant R&D strength alongside our ability to bring partners alongside with us such as the AHSN. NT noted we were already working together with the AHSN and STFC to jointly support Life Science business opportunity.</p> <p>RV noted the need to support this activity through the Sub-Group structure. NT confirmed that the Business Support Group was now responsible for oversight of all measures to support business growth and that membership of the group was being reviewed along with terms of reference.</p>	<p>RH to circulate the PP</p> <p>Noted Progress</p>
<p>Item 7 - LEP Review (CLG/BEIS) – Strengthening the Role of LEPs</p>	
<p>NT provided an update on the Government’s commitment to review and strengthen the role of LEP’s. A cross Government Ministerial Review was taking place. The panel includes Margot James MP, Jake Berry MP and Andrew Jones MP. This review builds on the Mary Ney Governance and Transparency Review and is focused very much on identifying how they can support the LEP Role at the heart of driving the economy and productivity.</p> <p>NT reviewed the governance changes taking place across LEPs currently including the consideration of different Incorporation models being adopted. It was clear that there are 2 operational models emerging; Limited company (Not for Profit) or Mayoral</p>	

<p>Combined Authority.</p> <p>NT noted that there were several upcoming events including the Annual Conversation process which has been set for the 18th December. This reviews performance and progress over the year and looks forward to 2018/19. He also noted the forthcoming Board away-day proposal on the 20th December, the importance of active participation and engagement was discussed and the proposed programme was reviewed.</p> <p>Recommendation That the Board;</p> <ul style="list-style-type: none"> • Note the report, the review context and progress made to date 	<p>Agreed</p>
<p>Item 8 - Autumn Budget and Industrial Strategy</p>	
<p>NT presented a summary of the Budget statement, NIC Recommendations and Governments response. He also noted the headlines from the Industrial Strategy White Paper response including indicative date of March 2019 for adoption of plans. It was noted that we had been asked to consider being a LIS Pilot area which was considered to be a positive approach and aligned with the Housing and Growth Deal ambitions.</p>	<p>Noted – Presentation to be circulated.</p>
<p>Item 9 - CEOs update report</p>	
<p>NT presented his update report for information, drawing attention to the progress on programme delivery and specific progress with the OFAS scheme which was no longer flagged red and progressing well towards firming up final funding. It was noted that Sietta had made their payments in October as scheduled and was subject to ongoing oversight through the Finance and Audit Committee</p> <p>NT highlighted the EZ update provided by the EZ team at South and Vale – Attention was drawn to the need to develop a ranked Infrastructure Programme and the request for support in respect of the DCLG Capacity Fund match funding via Business Rate Income. It was agreed that this needed to be incorporated into an overall investment programme aligned to prudent I Business Rate Income forecasting.</p> <p>Recommendation</p> <p>That the Board: Notes the report and,</p> <ul style="list-style-type: none"> • Annex 1 -Operating Plan update • Annex 1c - LGF3 Update • Annex 2 - Finance • Annex 3 - Energy Strategy <p>To Approve</p> <ul style="list-style-type: none"> • Annex 1a - LGF Data Capture Q1 • Annex 1b - LGF Data Capture Q2 	<p>Noted</p> <p>Agreed Agreed</p>
<p>Item 10 - Capital projects: Programme Update</p>	
<p>This paper was circulated to the Board for information and noting only following review through the finance and Audit Committee .</p>	

<p><u>Recommendations</u></p> <p>The LEP board is asked to note:</p> <ul style="list-style-type: none"> • the forecast 2017/18 position on the Local Growth Fund (LGF), City Deal, Local Pinch Point and Growing Places Fund capital programmes; and • the impact on the forecast borrowing profile. 	<p>Noted</p>
<p>Item 11 - AOB</p>	
<p>None</p>	