

**Business Support Subgroup Meeting Minutes  
23rd May 2022 - 14:00-16:00  
Microsoft Teams**

<b>Name</b>	<b>Role in BSG</b>
Adrian Lockwood (AL)	Chair
Stephen Clarke (StC)	Vice Chair
Sally White (SWh)	Member
Stuart Wilkinson (SW)	Member
Grant Hayward (GH)	Member
Richard Rosser (RR)	Member
Gelly Gnissios (GG)	Member
Richard Byard (RB)	OxLEP
Helen Brind (HB)	OxLEP
Sebastian Johnson (SJ)	OxLEP
Tagore Ramoutar (TR)	Member
Peter Mols (PM)	Member
Catherine Warren (CW)	OxLEP
Sarah Jaycock (SJa)	Member
Robert Lewtas (RL)	Member
Su Copeland (SC)	Member
Charlotte Bright (CB)	OxLEP
Robert Curtis (RC)	BEIS

**Apologies**

Giles Orr (GO)	Member
Paul Roberts (PR)	Member
Ross Burton (RB)	BEIS
Wendy Hart (WH)	Member
Scott Roberts (SR)	Member
Steve Clarke (SCI)	Member
Evangelos Enstrati (EE)	Member
Paul Currah (PC)	Member
Mathew Peachey (MP)	Member
Matthew Lowe (ML)	Member
Chris Hobbs (CH)	Member

**Welcome, apologies, members' declarations of Interest**

AL welcomed attendees to meeting and advised that the meeting will be recorded on Teams.

**Chair's Update**

AL advised that he had been away for 2 months and only flown back from Australia yesterday. The agenda includes everything that we will cover today.

### **Previous minutes, actions and matters arising**

ACTION – two amends on previous meeting attendance David Martin was recorded as Member but he is a Member of Skills board and Pet Mols needs to be amended to being a Member. HB to action.

One action item was not able to be completed. This was in regard to the SPF pre-launch guidance.

B Corp event held at Town Hall sponsored by City Council.

ACTION: Please get in touch with GH if you have any questions.

RB asked GH about B Corp numbers in Oxfordshire. Grant advised that the UK is fast growing with B Corps, only 15 in Oxfordshire at the moment. There's a lot in the pipeline and lots have become aware of it through OxLEP. Growing quickly and especially in Oxfordshire.

### **Minutes approved, other than the above.**

### **LEP review**

RB presented. Government announced the LEP review 18 months ago.

The announcement came towards the end of March and it set out a direction of travel for LEP's.

**Action: RB can send a copy of the letter if requested by Sub group attendees.**

LEP core funding has been cut by £125k. Growth Hub money has been scaled back by 50%. Meaning a net reduction of circa 40% reduction in core budget across Growth Hub and LEP.

### **SUB group review**

RB expressed his continued thanks to this group for their support. The final thing to note, across the wider subgroup family, is there are probably 100 stakeholders engaged and we are very keen not to lose the engagement and stakeholder input. We just need to find the right mechanism to bring the wider family together.

### **Business Support update:**

HB provided an update however there were no actions.

Action: HB to provide a crib sheet.

### **Growth Hub including Cherwell Business Adaptation fund, Apprenticeship Bursary and Visitor Economy Grant**

We launched last Tuesday the Cherwell Grant scheme, £500,000 scheme (and the last of the Cherwell scheme), with a quick turnaround.

SJa advised that they had an introduction to T levels at the Apprenticeship awards. Successful introduction and we could revisit next year.

**Action: SJa to raise this with the Apprenticeship Awards Committee.**

AL; Will put to the skills panel tomorrow.

**Action: share list of the T Levels available in the Appendices. See below.**

### **Digital Growth Grant**

The digital growth grant is a large scheme. It's a £12.9 million scheme that is to be delivered across the whole country. It may well we go together as a collective and deliver this.

### **UK Share Prosperity Fund**

SPF – Richard advised that there is lack of clarity. It has been allocated at district level and is public money. Oxfordshire has a small allocation. Districts have to develop an investment plan about what they can deliver against 3 themes. Around communities and place, business and support and people and skills. The later is not open until 2024/25.

**Action: HB to send the indicators round with the notes.**

### **Sebastian update – international investment and trade**

SJ gave a high level overview and will provide full update at the next meeting.

**Action: SJ will present at the next Subgroup meeting.**

### **Round table discussion**

AL - External roundtable meeting in March, Net zero was discussed and dominated the meeting. It was clear that there is some advice available but what we could do is to bring together all this support.

HB and AL became ISO accredited and this led to big changes to our carbon footprint. How do we demystify it?

GH agreed and stated that this is important and needs to be embedded in all our areas of business support.

PM advised that he attended a workshop last week where they talked about setting a campaign on 10 little things we can do. If we can create something that is Oxfordshire wide, nice and simple, lots of people making a small change which then makes a big change.

AL – could we help businesses gain the ISO accreditation.

SWh agreed an Oxfordshire wide connected way of looking at this. Make sure the language is attainable and what is in it for them.

GH advised that Oxfordshire Green Tech were set up to do this. OxLEP could be the convener that can help that make it happen and showcasing a lot of examples of this.

HB advised that she met with Oxfordshire Green Tech 3 weeks ago to see if we could work together. What could that programme look like with SME's and the costs attached to it. HB is waiting for Oxfordshire Green Tech to reply.

**Action: HB to chase Oxfordshire Green Tech for their response to working together on a programme.**

HB advised that at the JOBS meeting it was agreed that we're going to convene a group of appropriate stakeholders across the county to have the conversation about what support there is, what we should be doing, who should be leading on it, and what it might look like. HB is waiting for appropriate names from local authorities.

**Action: Subgroup to send names of contacts through from local authorities and organisations.**

Email just received by HB regarding funding given to Carbon Monsters from the City Council to do some webinars. The webinars are funded by City Council meaning City residents can attend for free with a £60 charge for non-City residents.

RL discussed the need to apply good practice in your business and how that makes you relevant to your customers. How will it make you money? Change the language we use and address it as otherwise it won't engage people. What's in it for me?

SC – Most business leaders would find it useful to have a checklist for the easy wins, what are the little things that we can be doing to help ourselves.

**Action: GH to share the link from Jennings of a step-by-step guide.**

**Please find link below in Agreed actions from meetings**

### **HB – Business support**

**Action: CBAF – Looking for more grant panel members, please let Helen know if you are interested.**

TR is interested, HB noted this.

### **AOB agenda and next meeting**

RB advised that this is Adrian's last meeting with us. A heart felt thank you from the team. We have a Skills subgroup meeting tomorrow where we will again say goodbye and thank you.

**Action: There's a vacancy to Chair this group. Please contact RB or HB if you have any questions about the role.**

Thank you so much for all you've done and the help and support for Oxfordshire's businesses.

AL recognises the teamwork that has gone on during the last 18 months in the challenging landscape. AL thanked everyone for their time and support.

**Next Meeting: 5 September at 1pm.**

### Agreed actions from meetings

Action	Who
Circulate a copy of the LEP review letter as requested	RB
Update the offer list. Current offer.	HB
To raise T Levels with the Apprenticeship Awards Committee as they hosted a successful T Level presentation.	SJ
List of the T Levels available in Appendix 1.	RB
UK Share Prosperity Fund: to send the indicators round with the notes	HB
Presentation at the next meeting on international investment and trade	SJ
HB to chase Oxfordshire Green Tech for their response to working together on a SME programme.	HB
Subgroup to send names to HB of contacts from local authorities and organisations.	ALL
To find out more about the email from Carbon Monsters, they've been awarded some funding by City Council to do some webinars. COMPLETE AND ADDED TO ACTIONS	HB
To share the link from Jennings of a step-by-step guide. <a href="https://jennings.co.uk/sustainability">https://jennings.co.uk/sustainability</a>	GH
CBAF – Looking for more grant panel members, please let HB know if you are interested.	ALL
A new Chair is needed for the Subgroup Committee meetings. Please advise HB or RB if you're interested in the role.	ALL

**Appendix 1**

T Level Providers	T Level																									
	Transition Programme		Digital Route			Construction Route			Education and Childcare Route			Health and Science Route			Legal, Finance and Accounting Route		Business and Administration Route		Engineering and Manufacturing Route		Hair and Beauty Route	Catering and Hospitality Route	Creative and Design Route	Agriculture, Environmental and Animal Care Route		
	2021/22	2022/23	2021/22	2022/23	2023/24	2021/22	2022/23	2023/24	2021/22	2022/23	2023/24	2021/22	2022/23	2023/24	2022/23	2023/24	2022/23	2023/24	2022/23	2023/24	2023/24	2023/24	2023/24	2023/24		
Abingdon and Witney College	X	X	X	X	X			X	X	X	X	X	X	X			X	X	X	X			X	X		
Activate Learning	X	X	X	X	X			X			X	X	X	X			X	X	X	X	X		X	X		
The Henley College					X							X	X				X		X							
UTC Oxfordshire																			X							