

Business Support Subgroup Meeting Minutes
5th September 2022 - 13:00-15:00
Microsoft Teams

Name	Role in BSG
Tagore Ramoutar (TR)	Chair
Stephen Clarke (StC)	Vice Chair
Sally White (SWh)	Member
Grant Hayward (GH)	Member
Richard Rosser (RR)	Member
Richard Byard (RB)	OxLEP
Helen Brind (HB)	OxLEP
Sebastian Johnson (SJ)	OxLEP
Peter Mols (PM)	Member
Grace Wallace (GW)	OxLEP
Steve Clarke (SC)	Member
Robert Lewtas (RL)	Member
Giles Orr	Member
Fleur Geernaert	Member (CBI)
Paul Roberts	Aspire

Apologies

Su Copeland (SC)	Member
Robert Curtis (RC)	BEIS
Sarah Jaycock (SJa)	Member
Paul Currah	Member
Ross Burton	BEIS
Stuart Wilkinson (SW)	Member
Gelly Gnissios (GG)	Member
Scott Roberts	Member
Chris Hobbs	Member

Welcome, apologies, members' declarations of Interest

TR welcomed attendees and listed apologies.

Chair's Update

TR welcomed any support and input from members in his new role as Chair.

TR gave took group through his thoughts on the future direction of BSSG meetings and discussed the purpose of these going forward to increase engagement and contribution.

Previous minutes, actions and matters arising

Previous Actions c/f:

- Business Support Group Crib Sheet – HB currently working through this due to offer constantly changing. Will also consider providing a more formal brochure instead of a crib sheet.
- UK Share Prosperity Fund – HB to send the indicators round
- Oxfordshire Green Tech – HB working through this and looking at costings.
- Jobs Meeting – HB to send names of local authority economic development leads:

Coun- cil	Name	Email
S & V	Nick King	nick.king@southandvale.gov.uk
WODC	Will Barton	William.barton@westoxon.gov.uk
Cher- well	Tracy Thomas & Steve New- man	Tracey.Thomas@Cherwell-DC.gov.uk and steven.newman@cherwell-DC.gov.uk
City	Matt Peachey	Mpeachey@oxford.gov.uk

No other matters arising from previous minutes.

Membership review

TR presented slides to investigate the purpose of the BSSG. TR intends to hold one-to-ones with each member to create a collective Terms of Reference for all attendees to help improve BSSG’s input as well as discuss their thoughts and suggestions on any improvements.

The purpose of the review is to increase BSSG’s visibility as well as connecting more across Oxfordshire businesses and organisations.

- GH asked to include OxLEP’s role of influence if not explicit currently.

ACTION

TR responded that on review, this will be added if not currently explicit enough.

TR asked if members are happy for meetings to continue quarterly. Members are happy with this.

TR suggested holding an annual face-to-face BSSG meeting to help create stronger connections between members. Members are happy with this.

ACTION

HB to book face to face BSSG for New Year.

TR suggested that members consider themselves 'ambassadors' for OxLEP and promote OxLEP activity to help increase engagement and influence. As well as volunteering on some OxLEP grant panels to help bring their own business expertise to the process.

ACTION

Members will be asked to join grant panels as new schemes launch.

TR also discussed the need for the BSSG to reflect the business community across Oxfordshire, with a small bias towards SME's rather than larger corporations as a means of representing the business community.

StC asked if it's possible to give an update on what BSSG are doing and how OxLEP are helping the business community as a way of promoting their work to other organisations?

ACTION

TR and HB to develop newsletter/update

ACTION

TR also suggested a webinar or series of webinars for a wider group informing them of what OxLEP does to help increase engagement. HB and team to investigate options.

Growth Hub:

HB provided an update on current projects including CBAF.

Visitor Economy Grant

ACTION

HB will share the launch date as soon as it is finalised.

Apprenticeship Grant Scheme

Launched in August, with individual grants of up to £3,000.

ACTION

HB to share link.

ISfB

ACTION

HB to send over some examples of what research businesses have done before.

Internationalisation Plan update and FDI results for 2021/22

SJ shared a presentation about Internationalisation and FDI Results including the Internationalisation Plan and an update on revised draft Internationalisation Plan.

DIT International Trade Advisory Service changes and Internationalisation Fund update

RL gave an update about export services in the South East and Oxfordshire. Since last year it was agreed DIT's Export Support Service would be brought back internally instead of being contracted out to 9 different organisations, as was the case for the last 15 years.

This will also make convergences across the South, the main team will now cover the West Country, the South East, London and the East of England.

Oxfordshire will remain within the South East.

The Arc will be included as the Greater South will include Oxford and Cambridge

RL then gave an update on the Internationalisation Fund. This is 50/50 match funded grant of up to £9,000. Funds were exhausted quickly due to a small pot as well as the high demand.

AOB agenda and next meeting on 7th November 2022

Net Zero Roundtable event on Tuesday 13th September. HB can send people the details of this event and check if any more spaces are available.

Agreed actions from meetings

Action	Who
Send emails to organise one-to-ones with each member over the next couple of weeks	TR
Business Support Group Crib Sheet – HB currently working through this due to offer constantly changing. Will also consider providing a more formal brochure instead of a crib sheet	HB
UK Share Prosperity Fund – HB to send the indicators round	Complete
Jobs Meeting – HB to send names of local authorities and organisations	Complete
HB to send over some examples to PM of what research businesses have completed previously in relation to ISfB's Research Collaboration output	HB
To add influence to BSSG statement	TR
Book face to face meeting for new year - booked 6/2/23	HB
Invite members to join grant panels	TR/HB
Develop newsletter/regular communication	TR/HB
Review webinars options for wider audience	HB
VEG – share launch date	HB
Find Oxfordshire Grant Scheme information here	Complete

