

OxLEP Business Sub Group Meeting

13th September 2018, 10.00-12.00

D321, Dorn building, City of Oxford College, Oxpens Road, Oxford, OX1 1SA

DRAFT MINUTES

Attendees:

Name	Initials	Organisation
Phil Shadbolt (Chair)	PS	OxLEP Board and Zeta Specialist Lighting
Steve Clarke (Vice Chair)	SC	Inward Investment Group
Debbie Dacombe	DD	DIT - Trade South East
Sally Hannah	SaH	West Midlands and Oxfordshire CBI
David Hartley	DH	Oxford Brookes University
Penny Rinta-Suksi	PRS	Blake Morgan and OxLEP Board Member
Stuart Wilkinson	SW	University of Oxford
Matthew Williams	MW	Critchleys
Helen Brind	HB	Officer - OxLEP
Richard Byard	RB	Officer - OxLEP
Simone Hartless	SiH	Officer - OxLEP
Sebastian Johnson	SJ	Officer - OxLEP

Apologies:

Name	Initials	Organisation
Philip Davies	PD	Federation of Small Business (FSB)
Rob Lewtas	RL	DIT - Trade SouthEast
Peter Smith	PSm	Oxfordshire Chamber of Commerce
Julia Iball	Jl	Institute of Directors

1.	Chair	Welcome and Introductions: The Chair welcomed attendees - apologies were received as above. Attendees briefly introduced themselves.
2.	Chair	Minutes of last meeting: The minutes of the last meeting were approved.
3.	RB	<p>OxLEP Update:</p> <p>Richard Byard gave an overview of the LEP review published on 24 July 2018 entitled “Strengthened Local Enterprise Partnerships” available here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/728058/Strengthened_Local_Enterprise_Partnerships.pdf</p> <p>The review proposes a number of changes to boost the performance of LEPs, increase their diversity and ensure they’re operating in an open and transparent way. These include:</p> <ul style="list-style-type: none"> • up to £20 million of additional funding between 2018 to 2019 and 2019 to 2020 to support the implementation of these changes and embed evidence in Local Industrial Strategies • supporting LEPs to consult widely and transparently on appointing new Chairs and improve board diversity • an aim for women to make up at least one third of LEP boards by 2020 with the expectation of equal representation by 2023 • a mandate for LEPs to submit proposals for revised geographies including removing situations in which 2 LEP geographies overlap i.e. Cherwell District in Oxfordshire <p>RB noted that there was an announcement on the Oxford- Cambridge Corridor Expressway preferred route as option B on 12 September 2018. This relates to a broad geography rather than specific route so OxLEP will work with Government on the implications for the area.</p> <p>RB provided an operational update and reported that OxLEP is now recruiting 14 staff following County Council giving formal notice to terminate the secondment agreement on 14th September 2018 and a TUPE of staff to OxLEP from the County Council. https://www.oxfordshirelep.com/about/vacancies</p>
4.	RB	<p>Local Industrial Strategy/UK Shared Prosperity Fund:</p> <p>RB presented an update on the Local Industrial Strategy (LIS). Oxfordshire is one of 3 areas to be working on a LIS which will reflect the National Industrial Strategy reflected at a local level to drive productivity. PwC were appointed to support the production of the Oxfordshire LIS and the LIS Steering Group meetings fortnightly. The LIS positions Oxfordshire as a “top three global innovation ecosystem by 2040”. Documentation and presentation will be circulated to the Business Support Sub Group once signed off by the LIS Steering Group.</p> <p>RB added that the UK Shared Prosperity Fund (UKSPF) would be the government’s successor to European Structural Investment Funds (ESIF) and is likely to be in place by 2021. The LIS might inform the investment plan for Oxfordshire but UKSPF would again focus on areas of deprivation alike ESIF funds. It was agreed that via the LIS OxLEP could seek to provide a narrative to prove the case for increased investment in Oxfordshire to support growth and have a national impact whilst being mindful of equality and inclusiveness.</p>
5.	RB	<p>Growth Deal:</p> <p>SaH agreed to share the CBI submission to government on rethinking the Apprenticeships Levy due before the Autumn budget statement.</p> <p>OxLEP Skills Board is reviewing options to propose the creation of a Local Skills and Training Fund from Apprenticeship Levy underspends to support retraining locally as a co-investment with business.</p>

6.	<p>Updates: A paper was circulated to provide a progress update on the ERDF programmes including spend and output targets and profiles to date.</p> <p>HB i) Growth Hub / Business Support: Helen Brind provided an update on the work of the Growth Hub and business support. There are now 5 Network Navigators in place with Ashley Cavers as lead Network Navigator. Discussion also took place relating to grant applications with round 5 closing on 18th September 2018. £126k has been allocated to date and now the Project Change Request has been approved the cap on grant applications has been removed and the match for start-ups (within 12 months of registration) is now at 50:50. OxLEP Business Newsletters are now being circulated on a monthly basis with a good open rate as GDPR had reduced the circulation list to interested parties. The following actions were agreed:</p> <ul style="list-style-type: none"> - HB to share profiles of Network Navigators - OxLEP Business Social Media Channels information to be circulated to enable Sub Group Members to promote the offer more widely <p>Si ii) Innovation Support for Business (ISfB) Phase 2 2017-2020 (part funded by the European Regional Development Fund (ERDF) and building upon the previous Phase 1 funded by the Regional Growth Fund 2014-15): Simone Hartless provided an update on the ISfB2 programme which formally launched on 12 September 2018. SH noted that 200 businesses have been engaged to date with 60 clients signed up to the programme. SH added that 8 grants awarded to a value of £220k in the first Go-Create Grant Round for innovation projects up to £700k. the first workshops for the programme are being promoted via https://www.eventbrite.co.uk/o/innovation-support-for-business-14802888923 A discussion took place about the supply and demand for grow on and scale up space for business and how OxLEP can help stimulate the supply of space and speculative builds. ISfB is alleviating some co-working space supply issues. The following actions were agreed:</p> <ul style="list-style-type: none"> - SH to circulate the ISfB key messages programme brief plus additional information on co-working spaces - SJ to provide an update at the next meeting on demand across Oxfordshire linked to grow on and scale up space for business <p>SJ iii) Inward Investment: Sebastian Johnson gave an overview and update on the Inward Investment (including Foreign Direct Investment - FDI) successes for 2017/18 with, we understand, Oxfordshire achieving the highest levels of FDI in the country outside of London and Scotland. The proposed volunteer Export Champions are on hold as DIT published their Export Strategy which also includes Export Champions so clarity is required before moving forward to avoid duplication. SJ noted that DIT recognises OxLEP is the only LEP to engage strategically with all three of their main programmes Inward Investment, Export/International Trade and Capital Investment. The following actions were agreed:</p> <ul style="list-style-type: none"> - SJ to provide summary of anonymised FDI pipeline data with a sector breakdown and present this at the next meeting. - SJ requested that the Group provide any thoughts and ideas relating to projects and initiatives that can form part of a delivery plan with DIT to support Oxfordshire's internationalisation work - SaH to link SJ to James Ashdown-Bell as Head of Trade at CBI - SaH to link SJ to Guy Dru Druy MBE as Head of CBI's China office to maximise opportunities for productive Chinese delegation visit requests in Oxfordshire
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7.	All	Events debrief discussion: The following actions were agreed: <ul style="list-style-type: none"> - HB to circulate Elevate Marketplace and client case study video link - The Group to promote the forthcoming OxLEP Business Entrepreneur Bootcamp to relevant pre-start-ups taking place o 27/28 September 2018 https://www.oxfordshirelep.com/events/event/oxlep-business-entrepreneur-bootcamp
8.	HB	Rural support: This agenda item was not covered
9.	All	Recruitment of members to the Group and Role Profile: The following action was agreed: <ul style="list-style-type: none"> - HB to circulate Role Profile to Elevate grant beneficiaries to recruit a client to the Group
10.	PS	AOB and future meeting dates: The next meeting will be scheduled for January 2019.