

OxLEP Business Sub Group Meeting

24th May 2018, 10.00-12.00

University of Oxford, Radcliffe Humanities Building,
Woodstock Road, OX2 6GG

DRAFT MINUTES

PRESENT

NAME	INITIALS	ORGANISATION
Phil Shadbolt (Chair)	PS	Zeta Group/OxLEP board member
Steve Clarke (Deputy Chair)	SC	Driftway Solutions
Penny Rinta-Suksi	PRS	Blake Morgan/OxLEP board member
Rob Lewtas	RL	Department for International Trade (DIT)
Stuart Wilkinson	SW	University of Oxford
Helen Brind	HB	OxLEP Business
Simone Hartless	SH	OxLEP Business
Sebastian Johnson	SJ	OxLEP Business
Richard Byard	RB	OxLEP Business

APOLOGIES RECEIVED

NAME	ORGANISATION
David Hartley	Oxford Brookes University

1.	Chair	Welcome and Introductions: The Chair welcomed attendees - apologies were received as above. Attendees briefly introduced themselves.
2.	Chair	Minutes of last meeting: Other than a minor grammatical correction to minutes 4ii and 7 to change “principal” to “principle” the minutes of the last meeting were approved.
3.	SH	It was agreed to re-order the agenda and take item 6 – “Updates and year-end figures” at this point in the meeting. i) 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 is due to formally launch this summer. The following actions were agreed: - SH to re-circulate the programme brief / summary that includes targets to be met

	<p>HB</p> <p>ii) Growth Hub / Business Support: Helen Brind provided an update on the work of the Growth Hub and business support which included numbers of businesses being supported (600 registered and 400 beneficiaries) and the recruitment of new Network Navigators. Discussion also took place relating to grant applications and scale up / identifying businesses with growth potential. The following actions were agreed:</p> <ul style="list-style-type: none"> - HB to share profiles of Network Navigators - Datasets relating to growth potential businesses identified by PwC as part of the LIS work to be brought back to the Group for discussion in the autumn <p>SJ</p> <p>iii) Inward Investment: Sebastian Johnson gave an overview and update on the Inward Investment (including Foreign Direct Investment - FDI) successes for the year – final year figures on FDI will be published by DIT in late June/early July. A discussion took place about the proposed volunteer Export Champions / International Trade Network Navigators and the Group recognised the opportunity and need to improve export capabilities of businesses in Oxfordshire and welcomed creative solutions and approaches. The following actions were agreed:</p> <p>SJ</p> <p>iv) Export Champions - SJ to define the services to be provided free of charge; issues relating to quality and liability; targets relating to referrals to DIT programme as an output; and requirement that volunteers do not embark on a commercial relationship with a business they support for a period of time. Linking volunteers into the DIT International Trade Induction programme will help ensure link to and knowledge of services to be signposted to.</p>	
4.	RB	<p>OxLEP Update: Richard Byard provided an update and reported that three new Non-Executive Directors have been appointed to the OxLEP Board with a further being recruited. OxLEP is recruiting staff following County Council giving formal notice to terminate the secondment agreement and staff returning to the County Council.</p>
5.	RB	<p>Growth Deal and Local Industrial Strategy Update: Richard Byard reported that PwC has been contracted to work with OxLEP and partners on the Oxfordshire Local Industrial Strategy (LIS) with a draft of the LIS being developed by September 2018, with OxLEP Board sign off in December 2018 and Government sign off by March 2019. An OxCam Corridor wide LIS is being tendered for development with OxLEP leading the process. A national productivity review is taking place and it was suggested that a roundtable be hosted in Oxfordshire.</p>
6.	All	<p>Recruitment of members to the Group and Role Profile: Sebastian Johnson reported that he had made an approach to Critchleys (Accountants) who had responded positively to an invitation for a Partner to join the</p>

		Group and this was agreed. Representation from businesses who have been supported by OxLEP and OBS is required.
7.	PS	AOB and future meeting dates: Future meeting dates to be set quarterly. The next meeting will be hosted by Penny at Blake Morgan's offices at Seacourt Tower.