



OxLEP Programme Sub Group Meeting
21 May 2020
16.00 – 18.00
By Microsoft Teams

DRAFT MINUTES

Programme Board Members Present:	Penny Rinta-Suksi (PRS), James Mills (JM), Giles Orr (GO), Richard Venables (RV)
Programme Board Members Apologies:	None
Minutes:	Jennifer Meakin (JJM)
In attendance:	Ahmed Goga (AG), Lyn Davies (LD), Sarah Watson (SW) Jen Meakin (JJM) Josh Fedder (JF), Hannah Doney (HD) and Amzie Atwal (AA)
	Action
1 – Welcome, Introductions and Governance	
<p>AA was introduced.</p> <p>SW shared the changes to the PSG membership.</p> <p>Declarations of Interest</p> <ul style="list-style-type: none"> • Councillor JM confirmed that his brother and wife’s employments remain as per the last meeting. • It was agreed that there was no conflict of interest on the meeting agenda. • There were no other potential conflicts of interest noted. <p>Apologies for absence</p> <ul style="list-style-type: none"> • None <p>Minutes of the previous meeting (Item 1)</p> <ul style="list-style-type: none"> • The minutes were agreed <p>News</p> <ul style="list-style-type: none"> • The news was well-received. • ACTION: SW to update on internal evaluations and lessons learnt work in future meetings. 	SW
2 – Update re impact of COVID19 on LGF spend deadline	
<ul style="list-style-type: none"> • SW talked through the presentation including comparing the position of the LGF Programme in February 2020 APR with the position of the LGF Programme in May 2020 to explain the impact of COVID19; outlining the March EOY Spending position; the May letter from MHCLG and its impact on the LGF Programme. • SW offered an additional meeting for the PSG as well as monthly email updates. • ACTION: SW to arrange an interim meeting and dates for monthly email updates. If action is required earlier then SW will email. 	SW

<ul style="list-style-type: none"> • LD reinforced PRS that it is complicated and so updates and meetings will be important. • PSG broadly happy with the overall approach. • ACTION: SW to follow up and report back via update emails and meetings as appropriate. 	SW
3 – Programme Reviews and Change Requests	
<ul style="list-style-type: none"> • LGF increased construction costs change requests (item 2) (exempt information) were reviewed and approved. • LGF Earth Lab change request (item 3) (exempt information) was reviewed and approved. • Advanced Digital and Science Centre change request (item 4) was reviewed and approved. • February City Deal Change Request Review <ul style="list-style-type: none"> ○ SW suggested actions to move forward. ○ ACTION: LD suggested that more time needs to be allocated for people to share their comments in the Board meeting. ○ PSG approved the suggestions. • Access to Enterprise Zone Review and Change Request (items 5a & 5b) (exempt information) was reviewed and approved. 	LD
4 – Programme Reports	
<ul style="list-style-type: none"> • LGF Data Capture 2019-20 Q4 – expenditure/contracts only (item 6) <ul style="list-style-type: none"> ○ SW explained that government has not requested this information for this quarter but that next quarter we will be reviewing two quarters. Therefore, we have collected expenditure and contract data only to get a clear end of year position, but this does not yet need to be submitted to government • LEP Operating Plan – March 2020 (item 7) It was agreed that there was no need to go through this in detail as the position has changed significantly and key changes have been discussed at length above. 	
5 – AOB	
<ul style="list-style-type: none"> • None 	
Next meeting: <ul style="list-style-type: none"> • TBC 	SW