



**OxLEP Programme Sub Group Meeting**  
**12<sup>th</sup> February 2019**  
**16.00 – 18.00**  
**The BioEscalator, Old Road Campus, Oxford**

**MINUTES**

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|--|---|---------------|
| <b>Programme Board Members Present:</b>  | Penny Rinta-Suksi (PRS), Adrian Lockwood (AL), James Mills (JM), Giles Orr (GO) |               |
| <b>Programme Board Members Apologies:</b>  | None  |               |
| <b>Minutes:</b>  | Sarah Watson  |               |
| <b>In attendance:</b>  | Ahmed Goga (AG), Bill Evershed (BE), Sarah Watson (SW) Rosanna Sheehan (RS)     |               |
| <b>Item</b>  |   | <b>Action</b> |
| <b>Item 01 – Welcome, Introductions and Governance</b>   |   |               |
| Declarations of Interest   |   |               |
| <ul style="list-style-type: none"> <li>None</li> </ul>   |   |               |
| Apologies for absence  |   |               |
| <ul style="list-style-type: none"> <li>None</li> </ul>   |   |               |
| Minutes of previous meeting  |   |               |
| <ul style="list-style-type: none"> <li>The minutes were agreed</li> </ul>  |   |               |
| <b>Item 02 – LGF programme reviews and change requests</b>   |   |               |
| <b>The Henley College Advanced Digital and Science Centre</b>  |   |               |
| <ul style="list-style-type: none"> <li>The change request was discussed and was approved subject to confirmation that no other government funding stream is being used to resource the work which could be classified as duplicate funding.</li> </ul> |   | SW            |
| <b>The Activate Learning City Centre Hospitality Training</b>  |   |               |
| <ul style="list-style-type: none"> <li>The review was discussed. The Programme Sub Group was satisfied with progress to date and projected completion dates.</li> </ul>  |   |               |
| <b>The Satellite Applications Catapult Disruptive Innovation for Space Centre Phase 2</b>  |   |               |
| <ul style="list-style-type: none"> <li>The review was discussed. The Programme Sub Group was satisfied with the direction and progress of the project.</li> </ul>  |   |               |
| <b>The University of Oxford Osney Mead Innovation Quarter</b>  |   |               |
| <ul style="list-style-type: none"> <li>The review was discussed. The Programme Sub Group was satisfied with the funding agreement work progress and details.</li> </ul>  |   |               |
| <b>The LGF programme review</b>  |   |               |
| The review was discussed, and key observations made. The Programme Sub Group requested   |   |               |
| <ul style="list-style-type: none"> <li>The preparation of updated milestones and options for the Oxford Flood Alleviation Scheme for the next meeting in May</li> </ul>  |   | SW            |

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| <ul style="list-style-type: none"> <li>• The City Centre Hospitality Centre project to be updated to Amber RAG status following its review</li> <li>• The Advanced Digital and Science Centre project to be updated to Green RAG status following approval of its change request</li> <li>• Update regarding the A40 Science Transit Phase 2 scheme for the next meeting in May</li> </ul> <p>The Programme Sub Group agreed to</p> <ul style="list-style-type: none"> <li>• Request the Skills Board to consider options for the deployment of £500k of residual LGF funds to be delivered by March 2021 and make recommendations on options to Board in consultation with Programme Sub Group</li> </ul>  | <p>SW</p> <p>SW</p> <p>SW</p> <p>SW</p> |
| <p><b>Item 03 – Programme Reports</b></p>   |   |
| <p>The LGF quarterly reporting spreadsheet</p> <ul style="list-style-type: none"> <li>• The dashboard was discussed and approved</li> </ul> <p>The LEP Operating Plan December 2018 was discussed and progress noted</p> <p>The LEP Operating Plan 2019/20 was discussed</p> <ul style="list-style-type: none"> <li>• The Programme Sub Group noted the new guidance from the LEP Network for LEP delivery plans from 2019 onwards. The existing Operating Plan will be updated to reflect this new guidance and more data around project and programme activity will be added as part of this process</li> </ul>   | <p>SW</p>                               |
| <p><b>Item 04 – Future Programme Sub Group arrangements and updated Terms of Reference</b></p>  |   |
| <p>Following discussion at the OxLEP Board away day in January each sub group has been encouraged to consider their current Terms of Reference and operations to ensure they remain fit for purpose. This was discussed, and the Programme Sub Group acknowledged that some iterations were needed to reflect the evolution of the group since it's formation. A specific area which was requested for further review was the introduction of formal delegation for individual projects depending on their size and scale of funding. It was proposed that the Terms of Reference should include thresholds for individual funding requests which can determine at what levels proposals can be approved by the sub group and those that need to be escalated to Board level. Further analysis will be undertaken with CMT and Finance &amp; Audit Committee.</p> | <p>AG</p>                               |
| <p><b>Item 05 – AOB</b></p>   |   |
| <ul style="list-style-type: none"> <li>• None</li> </ul>  |   |