



**OxLEP Programme Sub Group Meeting**  
**9 July 2020**  
**16.00 – 18.00**  
**By Microsoft Teams**

**DRAFT MINUTES**

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| <b>Programme Board Members Present:</b>   | Penny Rinta-Suksi (PRS), Giles Orr (GO), Richard Venables (RV), Phil Southall (PS), Jayne Norris (JN)                        |
| <b>Programme Board Members Apologies:</b>   | James Mills (JM)   |
| <b>Minutes:</b>   | Jennifer Meakin (JJM)  |
| <b>In attendance:</b>   | Ahmed Goga (AG), Lyn Davies (LD), Sarah Watson (SW) Jen Meakin (JJM) Josh Fedder (JF) Amzie Atwal (AA) and Hannah Doney (HD) |
|   | <b>Action</b>  |
| <b>1 – Welcome, Introductions and Governance</b>  |  |
| <ul style="list-style-type: none"> <li>• Apologies for Absence <ul style="list-style-type: none"> <li>○ James Mills</li> </ul> </li> <li>• Actions &amp; Minutes of previous meeting (Item 1) <ul style="list-style-type: none"> <li>○ Approved</li> </ul> </li> <li>• Declarations of Interest <ul style="list-style-type: none"> <li>○ The company for which JN works is representing the University with the cycle and footpath links through Osney Mead and Bikesafe, the charity that's a promoting the cycle link running between Botley and Eynsham.</li> </ul> </li> <li>• LD welcomed everyone, especially new members to the Programme Sub Group. She thanked all members for volunteering their time to support OxLEP, which is a complicated business. LD explained how this financial year was always going to be challenging for the Programme Sub Group, because it is the last year of LGF, and is now more complicated thanks to the impact of COVID on the LGF Programme and the economic recovery programme that will run alongside it.</li> </ul> |  |
| <b>2 – LGF Review submission and update (Item 2) (exempt information<sup>1</sup>)</b>   |  |
| <ul style="list-style-type: none"> <li>• SW talked through key points from the submission made on LGF projects including how the RAG statuses were allocated.</li> <li>• JF gave update on the process for releasing funds.</li> <li>• SW gave updates on the funding agreements recently and soon-to-be signed.</li> </ul>   |  |
| <b>3 – Change Requests and Updates</b>  |  |
| <ul style="list-style-type: none"> <li>• SW talked through the OCC Transport Funding Swaps change request (Item 3) (exempt information<sup>1</sup>) <ul style="list-style-type: none"> <li>○ PSG raised significant questions that need further clarification. It was agreed that PSG did not have all the information needed to make a recommendation to Board in this meeting. PSG agreed that they could discuss this again once more</li> </ul> </li> </ul>   |  |

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| <p>information has been supplied, specifically more about the change in the pricing envelope. LD suggested that OxLEP arrange for transport colleagues to address the points with PSG again to address the concerns and prepare transport colleagues that they may have to present to Board in September, and so may not get a decision until then. Key points to address include</p> <ul style="list-style-type: none"> <li>○ Considerable rise in price to include breakdown between inflation and COVID cost impacts</li> <li>○ Other shovel ready projects that could be considered</li> <li>○ The works and their wider impacts on other projects in the area</li> <li>○ State Aid implications</li> <li>○ What happens if PSG/Board do not approve the change request</li> <li>○ Likelihood of further cost increases</li> <li>○ Public perception</li> <li>○ Might other projects experience similar issues</li> <li>○ <b>ACTION:</b> SW to follow up with transport colleagues.</li> <li>○ In relation to the other transport projects being considered, PS notes that there is scope for a lot of improvements with the amount of money being considered and noted that not much work has been done on Science Transit Development and that 'Active Travel' includes walking, cycling and public transport.</li> </ul> <ul style="list-style-type: none"> <li>● Update re OFAS <ul style="list-style-type: none"> <li>○ SW provided an update in anticipation of change requests that will be presented in the September meeting.</li> </ul> </li> </ul> | SW |
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**4 – MHCLG Call submission and update (Item 4) (exempt information<sup>1</sup>)**

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| <ul style="list-style-type: none"> <li>● AG outlined the initial letter that OxLEP received from MHCLG and conditions to be applied for the call and the process to complete the submission.</li> <li>● AG gave an update on the allocation and the process of reengineering the submission considering the allocation, feedback from Government and fitting in with the strategic goals.</li> <li>● AG went through the current thinking of the proposed list.</li> <li>● JF emphasised the importance of ensuring that the spend is completed within the timeframe and as much as possible from in this financial year. OxLEP will be evaluated on the delivery of this.</li> <li>● RV asked for more detail on Oxfordshire Town Centre Renaissance and who benefits. <b>ACTION:</b> AG to follow up</li> <li>● HD asked JF for clarification on whether the money will come through OCC, how the grant conditions will be set out and who is taking the risk. <b>ACTION:</b> JF will find answers and report back. AG and LD assured HD that OxLEP will contract only projects in which it has confidence in delivery.</li> <li>● PS asked for clarification on how allocation was made and the choice of projects for the final submission. AG gave details on this, highlighting projects that maintain high jobs numbers/ learner numbers are at the primacy of this.</li> <li>● AG stressed that it is important to be clear on strategy and using the calls at the right time for positioning specific projects. We have made sure that all business cases are ready for this.</li> <li>● LD thanked, on behalf of CMT, the team that worked on the call including AG, SW and JJM.</li> </ul> | AG<br>JF |
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**5 – AOB**

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| <ul style="list-style-type: none"><li>• None</li></ul>   |  |
| <b>Next meeting:</b> <ul style="list-style-type: none"><li>• 3<sup>rd</sup> September 2020 by MS Teams</li></ul> |  |