

**OxLEP Board Meeting**

**11<sup>th</sup> December 2018**

**17.30 – 19.30**

**Blake Morgan, Seacourt Tower, Botley, OX1 0FB**

**AGENDA**

**MINUTES**

<b>Board Directors Present:</b>	Jeremy Long (Chair), Alistair Fitt (AF), Cllr Ian Hudspeth (IH), Nigel Tipple (NT), Penny Rinta-Suksi (PRS), Cllr James Mills (JM), Phil Southall (PSo), Peter Nolan (PN), Angus Horner (AH), Cllr Roger Cox (RC), Alistair Fitt (AF), Cllr Susan Brown (SB), Di Batchelor (DB), Barry Wood (BW), Patrick Grant (PG), Bill Service (BS)
<b>Board Directors Apologies:</b>	Adrian Lockwood, Miranda Markham
<b>Minutes:</b>	Sadie Patamia (SP)
<b>In attendance:</b>	Ahmed Goga (AG), Hollie Steel (HS), Sebastian Johnson (SJ), Lyn Davies (LD), Anthony Mtitimila (AM), Lorna Baxter (LB), Paul Deegan (PD), Jonathan Gillham (JG), Zoe Green (ZG)
<b>Item</b>	<b>Action/Responsible</b>
<b>Item 1 - Apologies and Declarations of Interest</b>	
Apologies as noted above.	
<b>Item 2 - Minutes</b>	
<b>Minutes</b>	
<b>To approve:</b>	<b>Approved</b>
<ul style="list-style-type: none"> <li>• Minutes of AGM (25/09/18)</li> <li>• Minutes of Board Meeting 16 (25/09/18)</li> </ul>	<b>Approved</b>
<b>To note and receive recommendations:</b>	
<ul style="list-style-type: none"> <li>• Nominations and Personnel Committee (18/11/18) - Exempt Information<sup>1</sup></li> <li>• Minutes of the Finance and Audit Committee (20/11/18) - Exempt Information<sup>1</sup></li> </ul>	<b>Noted</b> <b>Noted</b>
<b>Items for Decision - Confidential Papers for approval as detailed (Exempt Information<sup>1</sup>)</b>	
<b>Item 4 - Papers for approval: Recommendation taken as read (Committee/Sub-Group recommendation*)</b>	
<b>4.1 - CEO's Report<sup>1</sup> (NT)</b>	
<ul style="list-style-type: none"> <li>○ <b>Annex 1 Operating Plan*(PR-S)</b></li> <li>○ <b>Annex 2 Budget Monitoring<sup>1*</sup> (LD)</b></li> <li>○ <b>Annex 3 LGF Q2 Reporting<sup>1*</sup>(PR-S)</b></li> <li>○ <b>Annex 4 Annual Assurance Review<sup>1</sup> (NT/LD)</b></li> </ul>	
<p>NT presented the paper and reviewed the detailed annex documents 1-4 noting the recommendations in each case. Particular attention was drawn to the red flag items in Annex 1. It was reported that VAT registration was currently being reviewed.</p> <p>NT drew the Board's attention to the Annual Assurance Review (now called Annual Performance Review) which will take place on 14<sup>th</sup> December. JL stated the review illustrated how seriously the Government took the LEP's leadership/delivery role in current and future programmes.</p>	

<p><b><u>Recommendation</u></b></p> <p><b>That the Board:</b>  <b>Notes the report and positive budget performance to date</b></p> <ul style="list-style-type: none"> <li>• <b>Annex 1 – Operating Plan update 2018/19</b></li> <li>• <b>Annex 2 – Budget Monitoring</b></li> </ul> <p><b>and approves,</b></p> <ul style="list-style-type: none"> <li>• <b>Annex 3 – Q2 LGF Data Reporting for submission</b></li> <li>• <b>Annex 4 – Annual Performance Review submission</b></li> </ul>	<p><b>Noted</b> <b>Noted</b></p> <p><b>Approved</b> <b>Approved</b></p>
<p>• <b>4.2 - TUPE and Recruitment<sup>1*</sup>(LD)</b></p>	
<p>LD presented the paper which provided an update on the TUPE process. JL gave a brief precis of the background and context to this item for the benefit of new Directors.</p> <p><b><u>Recommendation</u></b></p> <p><b>That the Board:</b></p> <ul style="list-style-type: none"> <li>• <b>Notes progress on concluding the formal Agreements between OCC and OxLEP, together with the resulting additional costs for employment law and pensions advice.</b></li> <li>• <b>Notes our plans for resolving the remaining vacancies.</b></li> </ul>	<p><b>Noted</b></p> <p><b>Noted</b></p>
<p>• <b>4.3 – Accommodation Building Lease Review*(NT)</b></p>	
<p>NT presented the paper updating the Board on the status of the review process to date. He noted we were awaiting further details on some properties including the Jericho Building. He advised a firm recommendation would be presented to the Finance and Audit Committee in February within the Budget cap agreed at item 5 of the agenda.</p> <p><b><u>Recommendation</u></b></p> <p><b>That the Board:</b></p> <ul style="list-style-type: none"> <li>• <b>Notes the options detailed in this paper;</b></li> <li>• <b>Delegates responsibility to agree a new Office Lease to the Chair and Chief Executive in consultation with the Head of Corporate Services and Finance &amp; Audit Committee, noting;</b></li> <li>• <b>That such agreement will be subject to maintaining a balanced operating budget in accordance with the Budget Planning to be agreed at Item 5 of this agenda.</b></li> </ul>	<p><b>Noted</b></p> <p><b>Agreed</b></p> <p><b>Noted</b></p>

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• 4.4 - Board Director Changes* (NT)	
<p>The Chair left the room for this item</p> <p>NT presented the paper noting that the Nominations and Personnel Committee recommendation to extend the Chair’s term of office in accordance with the Articles and By-Laws. This ensures continuity over the next two years and allows structured succession planning to take place. The Board welcomed the approach and noted the benefit of the stability over what could be a difficult political period</p> <p>PSo and PRS also left the room for this item.</p> <p>NT then noted two further Director roles PRS and PSo would reach their 3 year terms respectively by September 2019. It was also recommended to extend these two roles to ensure continuity and a balanced spread of Business board rotation over the next 2-3 years.</p> <p>It was noted that we would be undertaking a proactive Board recruitment process in the first quarter of 2019 to strengthen our Board diversity and respond to the LEP Review requirements by 2020 and 2023 respectively.</p> <p><b>Recommendation:</b>  <b>That the Nominations and Personnel Committee recommend to the following actions:</b></p> <ul style="list-style-type: none"> <li>• <b>Approve the extension Jeremy Long as Chair for a maximum period of 2 years from the 7<sup>th</sup> March 2019;</b></li> <li>• <b>Notes the need to review with Phil Shadbolt his remaining term of Office and explore the future representation of Bicester Vision on the Board in accordance with the Articles of Association and By-Laws;</b></li> <li>• <b>Approves the recruitment of 2 Business Board Directors over the next 12 months ensuring full compliance with the LEP Review recommendations, noting the importance of addressing Board diversity/gender balance;</b></li> <li>• <b>Following review, also notes the intention to extend the term of office for Penny Rinta-Suksi and Phil Southall for a maximum period of 2 years from the 4<sup>th</sup> September 2019.</b></li> </ul>	<p>Approved</p> <p>Noted</p> <p>Approved</p> <p>Noted</p>
4.5 - LGF3 Funding Reallocation <sup>1*</sup> (NT)	
<p>JL noted that he had no fiduciary interests in this item.</p> <p>NT presented the paper drawing the Boards attention to the delays being experienced in delivering the Loop Farm Infrastructure project and recommendations for rephrasing of the works and funding.</p> <p>Clarification was sought as to the ability of the Board to reallocate the funding. It was confirmed that the approach was compliant with the conditions of the grant funding. Detailed proposals for the rephrasing of the project and reallocation of funding were discussed and agreed.</p>	

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<p><b><u>Recommendations</u></b></p> <p><b>That the Board:</b></p> <p>a) Approves the re-allocation of £4.9m of funding from the City Deal Loop Farm Link project to the LGF3 Oxford Station project.</p> <p>b) Note, that the County Council will continue to develop the business case for the Loop Farm Project.</p> <p>c) Works with the Oxfordshire Growth Board to ensure that the remaining funding (£4.9m) required for the Loop Farm Link Road is identified as part of the Housing and Growth Deal or other appropriate funding allocation.</p>	<p>Approved</p> <p>Noted</p> <p>Agreed</p>
<p><b>4.6 - Capital Programmes Financial Update<sup>1*</sup> (LB/LD)</b></p>	
<p>LB presented the paper drawing attention to the forecast 2018/19 position on the Local Growth Fund, City Deal, Local Pinch Point and Growing Places Fund capital programmes and the impact on forecast borrowing profile.</p> <p><b><u>Recommendations</u></b></p> <p><b>The LEP board is asked to note</b></p> <p>1. the forecast 2018/19 position on the Local Growth Fund, City Deal, Local Pinch Point and Growing Places Fund capital programmes; and</p> <p>2. the impact on the forecast borrowing profile.</p>	<p>Noted</p> <p>Noted</p>
<p><b>Item 5 - Budget Planning 2019/2021<sup>1f*</sup> (LD/NT)</b></p> <p>• Annex 1 - 4</p>	
<p>LD presented the paper drawing attention to the two budget options. These were discussed in detail, noting the flexibility sought in drawing down operating reserves and project income streams.</p> <p>JL noted the complexity of securing ongoing operational funding, reflecting the challenge posed by the level of core funding provided for LEPs to operate. He further noted the importance Ministers were placing on LEPs now and in the future in delivering economic growth programmes such as the UK Shared Prosperity Fund.</p> <p><b><u>Recommendation</u></b></p> <p><b>That the Board:</b></p> <ul style="list-style-type: none"> <li>• in consultation with our Accountable Body, approves a drawdown of up to £742k (£625k +£117k) from EZ1 Business Rates in 2020/21, to allow us to plan our operations in that year with more certainty;</li> <li>• agrees that the Option B draft budget described in section 4 is used as the baseline for final budget recommendations that will be made to Board in March 2019, together with our Business Plan.</li> </ul>	<p>Approves</p> <p>Agreed</p>

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**Items for Decision**

**Item 6 - Local Industrial Strategy (PWC/AG)**

- Annex 1 - LIS Draft V4**

The Chair thanked the PWC team and OxLEP staff for their hard work on the draft.

AH presented the paper and reported that the document has been fine-tuned since the last Board meeting.

JG(PWC) stated that there was a desire to get the document to Whitehall next week. He stated that he noted further comments had been made since the current version had been drafted and that these would be incorporated. He also reflected the level of ambition remained high and that this was welcomed by government in ongoing discussions.

PD (PWC) noted that the Oxfordshire LIS would be the first submitted to Government. He then set out some initial questions for the Board to discuss; Whether, the Board were proud of the document? Is it ambitious enough? What stands out in the journey? What was good and what could be better?

IH noted the document was drafted for a government audience and that he was happy with substance, drawing attention to the strengthened focus on education not just skills. He also felt a public facing summary would be beneficial written in none technical language. IH also asked to Board to consider whether we should be making our position clear on the route of the Expressway in the document.

BW stated that each iteration has improved, though he was keen to ensure the document was “ready” for submission irrespective of whether that meant we submitted this side of Christmas. His view was the document must be ready first and foremost. He also noted his earlier concerns regarding the connectivity had been addressed.

RC stated he felt the document was still relying too much on historical reputation of Oxford University and focused on the City though noted the importance of the Research and Development capability which also featured significant assets in the South and Vale areas of the County.

SB noted the document had moved on considerably. She reflected that all LA leaders would be able to identify a location of project in their area which had not been featured, the document identified our growth potential and that was important. SB also welcomed the strengthened focus on community and education. In responding to the point raised by IH, she did not agree with IH, and cautioned against including a response on the Expressway in advance of the formal consultation process, this point was supported by the Board.

DB stated she was delighted that skills sectioned had been strengthened and noted that we were not starting with a blank sheet of paper. DB suggested that it would be possible to differentiate the skills interventions further to provide clarity, suggesting

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that measures to support our most vulnerable children should be addressed separately but aligned with existing provider intervention. There was also a need to reinforce the “reskilling” needs of the population particularly with an ageing workforce in many areas of our economy.

JM was very supportive of the LIS and welcomed the active engagement to date. He did draw the Boards attention to the challenge we have across the workforce in respect of Skills/training and re-training which was critical to our future success in addition to having a highly educated workforce.

PSo stated he felt it was important that we consider what is Government expecting from the document? Why have we used the themes we use? He wanted to see a better balance struck within the document between public transport and rail, emphasising the need for “Multi-Modal” solutions. Overall he was pleased with the document noting the need to consider mobility as a service and public transports role in that.

PG stated he thought the document had a confident tone, had a strong sense of identity and reflected the ambition of the County.

PRS stated she agreed with DB, noting the document was written in a technical way and that she would like to see more deliverables and a firm programme included. In response. NT noted the document was not a bidding document and that such detail would be included in the Investment Prospectus being prepared in the new year.

AF stated he had nothing further to add at this stage, the document is clear, identifies key strengths and provides a clear rationale for future government investment.

PN stated he was pleased that previous comments and feedback had been taken onboard and that the document is shaping up well. He did suggest a greater focus on commercialisation and advanced manufacturing would be helpful given our need to “scale up” as well as grow business. He also suggested that some of the historic data might need updating as validated information becomes available.

AH supported BW’s point about the timetable and ensuring the document is ready for submission before it is submitted. If that meant delaying submission until the new year then that was the approach we should take. He passionately believed the document should “inspire and motivate” and that we should review the document with that in mind including tone where needed. AH also reflected the views of many on the Board in that the document will ultimately be circulated to a wider public audience and that we should ensure a final document sets out the case of prosperity and community benefit as well as strong business growth. He suggested that we might review some of the info-graphics to ensure clarity.

NT stated that it was important to remember that this is the start of the conversation, and that it was essential to get past the drafting stage and into negotiations early to shape the opportunity.

The Chair stated that the document is an exercise in the art of the possible and that he believed it was important to begin the detailed conversation with officials early.

<p>He also noted the concerns of the Board regarding commenting on the Expressway in advance of the consultation exercise.</p> <p>NT suggested that it would be helpful to get Bev Hindle to come to a future meeting to provide an update on the consultation with Highways England and emerging evidence base.</p> <p><b><u>Recommendation</u></b></p> <p><b>That the Board:</b></p> <ul style="list-style-type: none"> <li>• <b>approves the draft strategy document, attached as Annex One, subject to final amendments and comments shared at the Board meeting</b></li> <li>• <b>agrees to the submission of the draft strategy to Government, for further discussion and negotiation, with a view to a finalised LIS being agreed by March 2019</b></li> </ul>	<p><b>Approved</b></p> <p><b>Agreed</b></p>
<p><b>Item 7 - LEP Review* (NT)</b></p>	
<p>NT advised that there had been no formal update or response to our submission to date but that we did expect to hear this side of Christmas. He further confirmed that subject to feedback on the Annual Performance review we were compliant with the LEP Review.</p> <p>It was acknowledged that we would need to review whether we hold Board meetings in public session as we now do with the AGM. This would form part of our ongoing governance review work and a further report will be brought back to the Board over the summer.</p> <p>BW stated that he could confirm Cherwell DC would be formally stepping down from the SEMLEP Board at the end of the financial year as agreed.</p>	
<p><b>Item 8</b></p>	
<p>The meeting closed at 19.31</p>	