

OxLEP Board Meeting
12th March 2024
5.00pm – 8.00pm

VENUE
MS Teams

MINUTES

Board Directors Present:	Alistair Fitt (Chair - AF), Nigel Tipple (NT), Ariana Adjani (AA) (for public section only), Cllr David Rouane (DR), Cllr Bethia Thomas (BT), Angus Horner (AH), Alexander Reip (AR) (left early), Cllr Liz Leffman (LL), Cllr Barry Wood (BW) (for public section only), Peter Nolan (PN), Miranda Markham (MM), Patrick Grant (PG), Jacqui Canton (JC) and Cllr Susan Brown (SB)
Board Directors Apologies:	Jayne Norris, (JN), Jenifer Schivas (JS), Rachel White (RW), Stephen Gifford (SG)
Minutes:	Sadie Patamia (SP)
In attendance:	Richard Byard (RB), Sally Andreou (SA), Rob Panting (RP), Lyn Davies (LD), Emily Manser (EM) James Ives (JI) and Lorna Baxter (LB)
Item	Action/Responsible
Item 1 – Welcome, Apologies and Declarations of Interest	
AF welcomed all to the meeting.	
Item 2 – Minutes	
Items for Decision – Confidential Papers for approval as detailed Committee/Sub-Group recommendation (Exempt Information¹)	
Item 3a - Financial Outturn report to Q3 2023/24 (for noting) Item 3b - OCC S151 Officer Financial Report on Enterprise Zones (for information) Item 3c - Board Committees Assurance Reports (for information) Item 3d - LGF Capital Programme update - City Entrepreneurship Hubs project George Street (for information) Item 3e - LGF Capital Programme update - Oxpens project (for information) Item 3f – Board Forward Workplan (for information)	
Item 4 - Special resolution to change company Articles of Association	
Item 5 – Meeting adjournment for company Members’ electronic vote on Special Resolution	
Item 6 – Outcome of company Members' vote on Special Resolution to change company Articles of Association	
Item 7 - Questions from the public arising from the agenda (Max 3mins per question – notified in advance in writing)	
There was one member of the public present, but no questions submitted in advance	
Item 9 - Chief Executives Report	
NT presented his paper which reviewed progress throughout the last quarter. He stated that despite the uncertainty in the past 12 months the team had continued to perform at a very high level. NT confirmed the following slide deck would further detail the excellent work being undertaken.	
NT presented a slide deck detailing the Operational Team Updates as provided in the Board Pack.	

He highlighted the work being done by the Comms Team and Growth Hub to reach businesses. NT spoke about the development of the new corporate website which will go live Q1 2024/25 and updated on the progress of the 'Oxford Calling' micro site which is focused on promotion of the county's economic assets, support for Inward Investment/FDI enquiries which would be soft launched on the 1st April 2024.

NT also drew attention to the highly successful Podcast series, recently sponsored by Mills and Reeve and plans for a third series.

NT highlighted the Growth Hub's hugely successful close down of the European Programmes including outstanding feedback that had been received from the funding manager through the audit process. He commented on the activity that has taken place and is planned by the Growth Hub. NT drew attention to the work Growth Hub is doing with West Oxfordshire DC and Net Zero activities.

NT highlighted the Skills Team's success, especially those of the Social Contract Programme, showcasing the successful "Levy Pledge Scheme" which had already exceeded original target of £1.3m and was already at circa £2.5m along with the new £1.7m Skills Bootcamp delivery programme. This programme helps adults reskill to help fill challenging vacancies noting the targeted focus of the programme.

NT then reviewed the positive work of the Strategy Team, including the development of the SEP, Destination Management Plan, the Visitor Economy Renaissance Programme and contributions to partner strategies. He also reflected upon the positive progress being made once again with our Internationalisation Plan work in supporting/driving inbound FDI enquiries, investment and Jobs. He reminded the Board that figures for FDI successes would not be finalised and validated until Quarter 2 2024/25.

AG asked about the Creative Industry work and commented that he felt this aspect was undersold. NT replied that the Creative Industries Showcase had highlighted and celebrated this sector. The group were also looking at activity supporting the new stadium and conferencing facilities being led by Oxford United. NT noted that there was a great deal of work going on with partners to identify and curate opportunities across the Creative, Heritage and Tourism sectors and that we anticipated a detailed update from the Visitor Economy Sub-Group at the next Board (June) meeting.

AG responded he felt that investment in Skills in the creative industries was also hugely important, again NT confirmed the breadth of support for the sector across our Business and Skills Hub work.

MM stated that awareness of the projects supported by OXLEP was important and that it is critical that we recognise culture as part of our DNA of our place.

NT then provided a detailed update on the company's performance against our agreed KPI's noting specific highlights across each team. Reminding the Board that the figures presented represented results set against full year targets whilst operating our 30 hour working week pilot arrangements (4 day week).

Recommendation

That the Board notes:

- **The operational progress outlined in this report and supporting documents:**

Noted

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| - Annex A -Team Updates presentation | |
| - Annex B – KPI Reporting Summary to Q3 2023/24 | |

The meeting closed at 7:20pm	
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