

OxLEP Board Meeting
12th December 2023
5.00pm – 8.00pm

VENUE
MS Teams

MINUTES

Board Directors Present:	Alistair Fitt (Chair - AF), Nigel Tipple (NT), Ariana Adjani (AA), Cllr David Rouane (DR), Cllr Bethia Thomas (BT), Angus Horner (AH) Stephen Gifford (SG), Alexander Reip (AR), Jennifer Schivas (JS), Cllr Liz Leffman (LL), Cllr Barry Wood (BW), Peter Nolan (PN), Miranda Markham (MM), Rachel White (RW), Jayne Norris (JN), Patrick Grant (PG), and Cllr Susan Brown (SB)
Board Directors Apologies:	Jacqui Canton (JC)
Minutes:	Sadie Patamia (SP)
In attendance:	Richard Byard (RB), Sally Andreou (SA), Helen Ryan Wallis (HRW), Helen Brind (HB), Lyn Davies (LD), Emily Manser (EM) and Lorna Baxter (LB)
Item	Action/Responsible
Item 1 – Welcome, Apologies and Declarations of Interest	
AF welcomed all to the meeting. MM and LL declared an interest as a members of the Experience Oxford Board	
Item 2 – Minutes	
Items for Decision – Confidential Papers for approval as detailed Committee/Sub-Group recommendation (Exempt Information¹)	
Item 3a - Financial Outturn report to Q2 2023/24 (for noting)	
Item 3b - Annual review of Strategic Risk Register (for approval)	
Item 3c - Board Forward Workplan (for approval)	
Item 4 - Strategic Economic Plan (SEP) Final Draft v4 (for approval)	
Item 5 - 4DW Pilot Assessment and Recommendation (for approval)	
Item 6 – 3 Year Budget Plan - 2023/24 - 2025/26	
Item 7 - LEP Integration - Verbal Update (for noting)	
Item 8 - Questions from the public arising from the agenda (Max 3mins per question – notified in advance in writing)	
There were no members of the public present, nor any questions submitted in advance	
Item 9 - Chief Executives Report	
NT presented a slide deck detailing the Operational Team Updates as provided in the Board Pack. He drew attention to the successful Annual Event that took place in the autumn and the successful series of podcasts that have been recorded. 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 targets and expectations and the forthcoming 2024 Apprenticeship Awards. In addition we had seen exceptional progress associated with the No Limits project supported by SOFEA/Aspire.	

He also commented on the positive work the Strategy Team led on the development of the Destination Management Plan and the SEP which had been approved earlier in the meeting. Highlighting the positive outlook associated with our Internationalisation work supporting inbound FDI enquiries, investment and Jobs.

NT then provided a detailed update on the company's performance against our agreed KPI's as at Q2 2023 noting specific highlights across each team. Reminding the Board that the figures presented represented half year results set against full year targets over the full period of the 4 day week pilot.

Recommendation

That the Board notes:

- **The operational progress outlined in this report and supporting documents:**
 - **Annex A -Team Updates presentation**
 - **Annex B – KPI Reporting Summary to Q2 2023/24**

Noted

Item 10 - Support for Business - Deep Dive

HB took the Board through a presentation highlighting the successes of the Growth Hub. She started by speaking about their "Impacts and Successes". Reminding the Board of the impact associated with previous EU supported eScalate and ISfB programmes, noting these had been successfully delivered closed down following an intensive and positive external audit process. Not only have the projects exceeded targets, they have received positive feedback from clients but also the auditors commended the teams on their performance, governance, and reporting.

HB highlighted a video which had been produced to showcase performance, impact and legacy highlighted at the teams Celebration Event that the team hosted in the summer. Noting the publication of the teams Impact Report which has been well received.

She went on to highlight the current activities that the Growth Hub are undertaking, including, but not limited to Peer Networks, Business Drop Ins, 1-2-1 Support and mentoring programmes. Noting recent webinars including a highly successful "AI in Business" and "Export Support" themes. The intention being to launch "Exploring Your Social Purpose Guide Workshops", a series of CEO webinars and a programme focused on "Investment Readiness".

HB ended the briefing by illustrating the positive satisfaction ratings of businesses that have engaged with the team, attended workshops and webinars which are consistently positive despite the funding uncertainty, economic challenges and global uncertainty.

Finally thanking the Board for their support, in supporting events and encouraged all to attend and participate in future activity.

AR stated that the amount of work the Growth Hub was providing was really impressive.

BW commented that the work of the team was very impressive and noted that the bottom line was, that the track record of the organisation was impressive and impact significant, indeed "who would do this if there was not a LEP?" Noting this impact was an excellent advert for the value and contribution of LEPs.

HB stated that HMG recognised Growth Hubs as having had a significant impact nationally and locally and had given a strong indication of future funding for their work.

NT stated BW's comments were appreciated as a testament to the work of the whole company.

MM stated she wished to echo the comments of the quality of the work. She also reflected that the infographics presented were impactful and highlighted the significant value of our work.

SB asked if any training on the Ethics of AI was planned given the concerns being raised nationally? HB noted that such issues were being discussed and would reflect with the team how we might begin to address emerging concerns.

JN stated that she felt the Net Zero work was key and very reassuring that good progress was being made. She stated the Growth Hub team and organisation as a whole were doing an amazing job.

The meeting closed at 8:02pm

DRAFT