



OxLEP Board Meeting
13th December 2022
5.00pm – 8.00pm

VENUE
MS Teams

MINUTES

Board Directors Present:	Jeremy Long (Chair - JL), Nigel Tipple (NT), Alistair Fitt (Deputy Chair - AF), Penny Rinta-Suksi (PRS), Phil Southall (PSo), Miranda Markham (MM), Cllr Susan Brown (SB), Cllr Liz Leffman (LL), Ariana Adjani (AA), Cllr David Rouane (DR), Barry Wood (BW), Wendy Hart (WH), Andy Graham (AG), Peter Nolan (PN), and Jayne Norris (JN)
Board Directors Apologies:	Jacqui Canton (JC), Cllr Emily Smith (ES), Angus Horner (AH), Patrick Grant (PG)
Minutes:	Sadie Patamia (SP)
In attendance:	Richard Byard (RB), Rob Panting (RP), Sebastian Johnson (SJ), Lyn Davies (LD), Lorna Baxter (LB), Helen Brind (HB), Sally Andreou (SA), Robert Curtis (RC), Ross Burton (RBu), Tagore Ramoutar (TR)
Item	Action/Responsible
Item 1 – Welcome, Apologies and Declarations of Interest	
Item 2 – Minutes	
To approve	Approved Approved
<ul style="list-style-type: none"> • Minutes of Board Meeting 32 (September 2022) • Minutes of AGM (September 2022) 	
To note	Noted Noted
<ul style="list-style-type: none"> • Finance and Audit Committee minutes (August 2022) • Nominations and Personnel Committee minutes (September 2022) 	
Items for Decision – Confidential Papers for approval as detailed Committee/Sub-Group recommendation (Exempt Information¹)	
Item 3 - Growth Hub Deep Dive (HB/RB)	
Item 4 – Programme Sub-Group Update (PRS)¹	
<ul style="list-style-type: none"> a. Progress presentation – for noting b. Change controls – for approval c. Project evaluations - for approval 	
Item 5 – Capital Programmes – Accountable Body Mid-Year Report 2022/23 (LB)¹ - for noting	
Item 6 – Corporate Governance (LD) ¹	
<ul style="list-style-type: none"> a. Board recruitment – <i>approve appointments</i> b. Enterprise Zone 2 Governance: MoU and ToR amendment – <i>for approval</i> c. Strategic Risk Register Review – <i>for approval</i> d. Board Forward workplan – <i>for approval</i> 	
Item 7 - HR & Financial (LD/NT) ¹	
<ul style="list-style-type: none"> a. Q2 2022/23 Outturn – <i>for noting</i> b. 3 yr budget, including major HR change proposal – for approval 	
Public Invited to Join the Meeting	
Board Meeting Part Two – Items for Decision/Information	

**Item 8 – Questions from the public arising from the Agenda
(Max 3 mins per question – notified in advance in writing)**

There were no questions received from the public.

Item 9 – Chief Executives Report (NT)

- **Annex A -Team Updates presentation**
- **Annex B – KPI reporting presentation**
- **Annex C - OIEP update**

NT presented Paper 9, complimented by a slide deck. He stated that KPI reporting would ultimately become a dashboard that will show ongoing reporting and track actuals against target.

NT reported that because of moving to a digital platform and proactive communications our reach across the Oxfordshire business community had improved significantly. We were also benefiting from AI driven content development introduced in support of our new web-based platforms. He stated that the Annual Event, which took place at the Curzon Cinema, had demonstrated that our engagement strategy was positively impacting our reach with circa 20% of attendees being “new to OxLEP” and therefore it was not only a successful return to managing an “In-Person” event but that our targeted campaigns/communications strategy was beginning to bear fruit and reach new audiences.

NT drew attention to the various work streams including visitor economy, Investment and Trade figures, and High Potential Opportunities.

NT presented the KPI snapshot, highlighting how we were tracking performance, noting that this would help to evidence/validate our organisational/team performance highlighting any changes in pattern our outcome focus and allowing early corrective action to be initiated where necessary.

MM asked if there was scope for a ministerial visit? NT noted the active approach we had taken over a number of years but highlighting work that was already in train through CLG/Area Leads to highlight and track opportunities. He also noted the recent LEP Network wide engagement with the new cabinet and ministerial teams where we (Oxfordshire) had pitched a range of opportunities for visits etc.

JL stated that the OIEP Launch Event would take place on 24th January 2023. This will showcase the work of the OIEP Steering Board and working sub-groups, particularly the Charter and associated Pledge commitments. In so doing it is hoped that the visibility and reach of the OIEP will be improved. He asked that the Board supported the dissemination and awareness of the Charter Launch event.

NT confirmed that we would be supporting the communication for the event by utilising our regular updates and feeds to wider Business audiences.

Recommendations

That the Board notes:

The operational progress outlined in this report and supporting documents:

- **Annex A -Team Updates presentation**

Noted

Papers annotated with an * are supported by a Board Committee or Sub-Group recommendation.

- Annex B – KPI reporting presentation
- Annex C - OIEP update

Item 10 - Update from Business Support Sub-Group – BSSG (RB/TR)

RB introduced TR who succeeded Adrian Lockwood as Chair of the Business Support Sub-Group.

TR provided a precise of his experience, engagement and current activity both withing Oxfordshire and nationally – further detail provided in the briefing note at Paper 10. He noted the intent to review membership of the BSSG and to consider new membership alongside some retirements. He reflected upon the importance of both active but also inclusive/diverse membership and the need for proactive rather than passive engagement working proactively to support the teams in responding to business need and seeking engagement from outside bodies/groups/Business sounding Board.

NT stated he was pleased to have a fresh perspective and stated that some of the unsuccessful recent NED candidates could be suitable individuals for membership of the BSSG alongside strong working relationships with the newly convened Business Sounding Board.

AOB

LD extended the Board’s thanks to PRS and the PSG, for all the work they had put into various working sub-groups and committees noting they were both due to retire in September 2023.

NT noted that this would be Jeremy last meeting as Chair of the Board and thanked him on behalf of the wider Board members and Executive Team for all his work, leadership and contributions over the past 7 years. Noting that though he would step down in early March 2023, his ongoing engagement in the County and role as joint Chair of the OIEP would ensure that we maintained strong links through the Future Oxfordshire Partnership (FOP).

JL stated it had been his pleasure to Chair the Board and noted the maturity of relationships and operational co-operation that had been a feature of the last 7 years. He thanked NT and the wider team for all their work over the period and again noted the strength and capability of the organisation as a whole in supporting Oxfordshire’s Businesses and communities.

Item 11

The meeting closed at 8:00pm