OxLEP Board Meeting
14th December 2021
5:00pm – 8:00pm

Via Microsoft Teams Platform

MINUTES

Board Directors Present:	Jeremy Long (Chair - JL), Nigel Tipple (NT), Alistair Fitt (Deputy Chair - AF), Angus Horner (AH), Penny Rinta-Suksi (PRS), Phil Southall (PSo), Miranda Markham (MM), Peter Nolan (PN), Cllr Emily Smith (ES), Cllr Barry Wood (BW), Cllr Michele Mead (MM), Cllr Susan Brown (SB), Cllr Liz Leffman (LL), Wendy Hart (WH), Ariana Adjani (AA), Patrick Grant (PG), Jayne Norris (JN), Cllr David Rouane (DR)
Board Directors Apologies:	Jacqui Canton (JC)
Minutes:	Sadie Patamia (SP)
In attendance:	Ahmed Goga (AG), Richard Byard (RB), Rob Panting (RP), Sarah Watson (SW), Lyn Davies (LD), Lorna Baxter (LB), Natalie Egan (NE)

Item	**Action/Responsible**
Item 1 – Welcome, Apologies and Declarations of Interest	
Apologies were accepted from Jacqui Canton	
Item 2 – Minutes	
To approve • **Minutes of Board Meeting 28 (September 2021)** • **Minutes of AGM (September 2021)** **To note** • **Finance and Audit Committee minutes (September 2021)** • **Nominations and Personnel Committee minutes (September 2021)**	**Approved with note of an incorrect date on the AGM minutes** **Noted** **Noted**
Items for Decision – Confidential Papers for approval as detailed Committee/Sub-Group recommendation (Exempt Information[1])	
Item 3 – Corporate Governance (LD) 1 **a. Record outcomes of Written procedures papers:** o **Appointment of Cllr David Rouane to Board as LA Director (South Oxon)** o **Appointment of Jayne Norris to NPC** **b. Board Effectiveness – Approval of Self-Assessment questionnaire** **c. Approval of South & Vale Council costs (20/21) under Enterprise Zone (EZ) 2** **d. Approval of revised Memorandum of Understanding for EZ1**	
Item 4 – Financial Updates (LD/NT) [1] **a. Q2 2021/22 Outturn and cashflow forecasts** **b. 3 – Year Operational Budget Planning (2021/22–2023/24)**	
Item 5 – Capital Programmes – Accountable Body Mid-Year Report (LB)[1]	
Item 6 – Programme Sub-Group Update Presentation (PRS)[1]	
Item 7 - LEP Review and Ox-Cam Arc Verbal Update and Discussion (NT/JL)[1] • **LEP Review Progress** • **Levelling Up White Paper** • **Ox-Cam Arc**	
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 – Connecting Global Presentation (AG /NE)	
AG provided the board with a summary of the genesis of the project and set this in the context of a whole system approach. Reflecting that although Oxfordshire has significant capability and brand awareness this is often under sold and not clearly positioned in terms of market opportunity. The Connecting Global programme has been sponsored in its development through the work of the Boards , underpinned by economic data, market research and previous work carried out by partners such as the Innovation Engine Reports of 2014 and refresh in 2016. He stated it was important to see this programme as a step change in our approach to promoting potential, building collaborations and realising opportunity. It will compliment existing activity with the system such as Internationalisation work and in so doing align resources to promote, pitch and land investment. The Oxford Calling portal section showcases Oxfordshire as somewhere that can look at the biggest challenges the world is facing and find solutions as we highlighted at the COP 26 event. NE then took the board through a presentation setting out the programme, timetable and work undertaken including next steps, highlighting opportunities for the Board to have further active engagement in the development process. The Oxford Calling pitchbook, appended to the Board pack was the latest updated version with Board directors encouraged to share this through their networks. NE briefed the Board on the website platform development and Beta-Testing timetable, thereby ensuring it works across all platforms and that the content is interactive and useful. It is expected to formally launch the Oxford Calling website in February with a pre-launch social media campaign commencing in late January. The next steps were to refine and develop the site prior to launch, build strong content pathways both for launch and thereafter to ensure the site stays relevant and focused. The full official launch will be at the end of March or beginning of April 2022. JL stated that he felt this illustrated where Oxfordshire should be positioned globally and that the maps showing the clusters of businesses in Oxfordshire really brought to life the capability and diversity of the ecosystem. MM commented that it looked fantastic and would be a real asset for the county. Reflecting on the range of businesses highlighted, she asked if the start-ups included in the mapping exercise had to be Oxfordshire based, given the propensity now for companies to have a virtual presence, rather than physical. AG stated that initially we would be looking to highlight Oxfordshire based businesses, but that we would look to evolve the platform as we develop the sectoral representation as we move forward. PN said he thought it was a very encouraging approach but that the balance still focussed too much on early-stage companies. AG stated that the list was currently being cleansed to ensure it was accurate and that the breadth of company representation would look to highlight all company capability from start-up to Large Unicorns.	

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AH commented that the initiative should be fully supported and that where possible we should ensure maximum commitment to funding the programme as this would leverage significant investment and capability. He felt this toll should be something which DIT should invest in alongside other national assets. JL agreed with AH's comments. AG agreed this was a huge opportunity that promoted the assets in Oxford. He stated that as soon as the site is ready for interaction the link will be sent to the Board. **<u>Recommendation</u>** **That the Board:** • **endorses the progress being made by the Innovation Sub-Group in the development of the Connecting Global programme and details provided in the pitch book, (as annex one); and** • **notes and provides comments on the Oxford Calling platform, to be presented at the Board meeting, to inform final beta testing and design work ahead of its launch in February 2022**	**Endorsed** **Noted**
Item 10 - Chief Executives Report (NT) • **Annex 1 Communications Update** • **Annex 2 Government/Government Departmental Updates**	
NT highlighted the key points covered in the paper including . • The Communication plan and progress as detailed at annex 1. • Noted the recent Annual Event which had taken place as a virtual event once again. • Highlighted the Skills team work to implement the HIP programme which works with teachers to ensure they understand the skills needed by employers and can direct our future workforce to the resources available to help them navigate future career options. • Highlighted the 6th Annual Apprenticeship Awards programme had now launched and encouraged the Board to champion this through their networks. • Drew attention to the work being carried out by Inward Investment and recent COP26 activity which aligned well with the Connecting Global programme. • Finally and by no means least highlighted the recent Marketplace event which had been well attended as the first "in person" event for the team since the Covid lockdown restriction were eased. **<u>Recommendation</u>** **That the Board:** • **Notes the report, annexes 1-2 and activity supported to date** JL wished to thank AG for his work over the lasat 4 ½ years as this was his last Board meeting. This sentiment was echoed by all.	**Noted**
Item 12	
The meeting closed at 7.50pm	

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