

OxLEP Board Meeting
20th June 2023
5.00pm – 8.00pm

VENUE
Quad 2, Harwell Campus

MINUTES

Board Directors Present:	Alistair Fitt (Chair - AF), Nigel Tipple (NT), Penny Rinta-Suksi (PRS), Phil Southall (PSo), Patrick Grant (PG), Cllr Susan Brown (SB), Ariana Adjani (AA), Cllr David Rouane (DR), Cllr Andy Graham (AG), Cllr Bethia Thomas (BT), Angus Horner (AH) Stephen Gifford (SG), Alexander Reip (AR), Jennifer Schivas (JS), Rachel White (RW) and Jayne Norris (JN)
Board Directors Apologies:	Wendy Hart (WH), Miranda Markham (MM), Cllr Liz Leffman (LL), Cllr Barry Wood (BW), Peter Nolan (PN), Jacqui Canton (JC), Jayne Norris (JN)
Minutes:	Sadie Patamia (SP)
In attendance:	Richard Byard (RB), Sebastian Johnson (SJ), Lyn Davies (LD), Lorna Baxter (LB), Sarah Watson (SW), and Christine Doel (CD, <i>present for part of meeting</i>)
Item	Action/Responsible
Item 1 – Welcome, Apologies and Declarations of Interest	
Item 2 – Minutes	
To approve <ul style="list-style-type: none"> Minutes of Board Meeting 34 (21st March 2023) 	Approved
To note <ul style="list-style-type: none"> Finance and Audit Committee minutes (February and May 2023) Nominations and Personnel Committee minutes (March and May 2023) 	Noted
Items for Decision – Confidential Papers for approval as detailed Committee/Sub-Group recommendation (Exempt Information¹)	
Item 3 - Capital Programme Update (LB/SW)¹ <ul style="list-style-type: none"> a) Progress update presentation (SW) b) Output and Outcomes progress presentation (SW) c) S151 Capital programmes report - 2022/23 year-end (LB) 	
Item 4 – SEP Update Presentation (NT/SQW)	
Item 5 – Corporate Governance (LD) ¹ <ul style="list-style-type: none"> a) Board succession and annual reviews – LAF, Board Effectiveness survey b) Forward workplan 	
Item 6 - Financial (LD) ¹ <ul style="list-style-type: none"> a) Outturn report and outcome of annual internal controls review b) Carry Forward Budget approval 	
Public Invited to Join the Meeting	
Board Meeting Part Two – Items for Decision/Information	
Item 7 – 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 8 – Chief Executives Report (NT)	
<ul style="list-style-type: none"> Annex A -Team Updates presentation 	
<p>NT presented the paper alongside a slide deck.</p> <p>This showed the highlights and breadth of work currently being undertaken. It also shows how the KPIs set are being consistently met.</p> <p>NT drew attention to the questionnaire sent by HMG as laid out in the paper. AG stated he felt the work carried out by the LEP was helpful and that the questionnaire answers were a fair reflection.</p> <p>AG also referred to the current ongoing work regarding Destination Management. He stated that as the Cotswolds were a cross county feature it was important to work closely and that greater co-operation between the relevant DMOs was needed. NT stated there was a desire to work within a framework.</p> <p>AG also stated that although he liked the look of the proposed new website it was vital that the characters represented showed the full diversity of Oxfordshire. NT stated he agreed and the images shown were very early stages.</p> <p>AA asked about the figures on FDI. NT stated these would be fully published when HMG gave permission but that they were excellent. AA reminded the Board that the FT had ranked OxLEP the top LEP in the Country for FDI. It was agreed that this was excellent.</p> <p><u>Recommendation</u></p> <p>That the Board notes:</p> <ul style="list-style-type: none"> The operational progress outlined in this report and supporting documents: <ul style="list-style-type: none"> - Annex A -Team Updates presentation 	Noted
Item 11	
The meeting closed at 7.40pm	