

**OxLEP Board Meeting
29th September 2020
5:00pm – 7:45pm**

Via Microsoft Teams Platform

MINUTES

Board Directors Present:	Jeremy Long (Chair), Nigel Tipple (NT), Adrian Lockwood (AL – Deputy Chair), Alistair Fitt (AF), Cllr Ian Hudspeth (IH), Angus Horner (AH), Penny Rinta-Suksi (PRS), Phil Southall (PSo), Miranda Markham (MM), Peter Nolan (PN), Cllr Susan Brown (SB), Jacqui Canton(JC), Patrick Grant (PG), Cllr Sue Roberts (SR), Jayne Norris (JN), Cllr Emily Smith (ES) Bindu Varkey (BV), Peter Nolan (PN), Wendy Hart (WH), Cllr Barry Wood (BW), Cllr James Mills (JM),	
Board Directors Apologies:	None	
Minutes:	Sadie Patamia (SP)	
In attendance:	Ahmed Goga (AG), Josh Fedder (JF), Richard Byard (RB), Sebastian Johnson (SJ), Rob Panting (RP), Sarah Watson (SW), Lyn Davies (LD), Lorna Baxter (LB) – present for part of meeting, Hannah Doney (HD), Jody Tableporter (JT), Simon Pringle (SP), Alex Frost (AF), Robert Macnee (RM), Andrew Baud (AB)	
Item	Action/Responsible	
Item 1 - Welcome, Apologies and Declarations of Interest		
There were no apologies. AF and WH were stated as having an interest in Item 5.		
Item 2 – Minutes		
To approve	Approved Noted Noted Noted Noted	
To note		
<ul style="list-style-type: none"> • Minutes of Board Meeting 23 (23/06/20) 		
<ul style="list-style-type: none"> • Finance and Audit Committee minutes Approved (04/06/20)¹ • Nominations and Personnel Committee minutes Approved (12/06/20)¹ • Finance and Audit Committee minutes Draft (16/09/20)¹ • Nominations and Personnel Committee minutes Draft (10/09/20)¹ 		
Items for Decision – Confidential Papers for approval as detailed Committee/Sub-Group recommendation (Exempt Information¹)		
Item 3 – Michael Charlton - Managing Director & Chief Investment Officer, DIT (HMG Senior Sponsor)		
<ul style="list-style-type: none"> • HMG Update - UK Investment and Export Strategies and CSR 		
Item 4 - Operational Budget Proposal¹		
Item 5 - Finance and Governance Reports (LD)¹		
<ul style="list-style-type: none"> a. Board Appointments b. Approval of Statutory Accounts 2019/20 c. Q1 Outturn 2020/21 		
Item 6 - Programme Change Request (PRS)¹		
<ul style="list-style-type: none"> • Oxfordshire Flood Alleviation Scheme (OFAS) • Wantage Eastern Link Road (WELR) 		

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 - Economic Recovery Plan – Progress Update (Presentation)

- Board Q&A

AG and the Steer ED Team (SP, JT, AF and RM) provided a detailed update on the development of the Economic Delivery Plan (ERP), findings to date and next steps on the path to final sign off at Board in December. The Board were then encouraged to reflect on the presentation and progress to date.

PS stated that he was surprised by the assessment that Oxfordshire had not been hit as badly by Covid 19 as other areas of the UK. He also drew attention to his local evidence of public transport impact, stating that the figures appeared to understate the impact on public transport use. He asked how we would engage with the sectors identified as struggling in the analysis to date? SP detailed the process adopted to date to bring the evidence together, this date was supported by a programme of sectoral insight calls to test initial findings and validate data findings. He stated that if PS or industry bodies were lobbying government about the impact and there was more granular local data available it would be helpful to build that into the modelling work. PS also asked whether the Chamber of Commerce had been consulted, AG suggested a follow up with PS to ensure we capture validated data and to reflect upon the engagement of the Chamber to date and going forward.

SB commented upon the relative performance of Oxford to London, noting that Centre for Cities had done some work recently mapping impact. She stated that Oxford was now viewed to be in a worse position than London. But also, that it was important to remember that although the core City centre had been hit hard, evidence suggested many district centres/ local neighbourhoods were doing better. Again, the position was noted and would be followed up to establish whether there was validated data that could help to shape the ERP interventions.

MM stated she felt town centres deserved more focus. She also reflected a personal view that the evidence presented in respect of the rural economy and specifically farming was incorrect and that the statement made that 'farming had come out unscathed' generally was misleading. She went on to advise that crop yields were down dramatically due to adverse weather conditions over the growing season despite the farming community continuing to work throughout the pandemic. In responding the SED team noted the data related to Covid impacts specifically not environmental. MM also noted Covid had impacted on many diversified activities such as farm shops, holiday accommodation and associated facilities. MM also highlighted the significant impact of Covid on international tourism and the fact that was wide ranging across the entire visitor economy, we must not underestimate the knock-on impact of reduced international tourism on the Oxfordshire economy

AH stated that he felt it was worth bearing in mind there were no quick fixes and that recovery was going to take quite some time, that our work provided a solid platform

from which to plan and was an authoritative basis to position future communications. Indeed, he wanted to ensure that we continued to be visible in our work and active advocates for economic recovery within the county and wider arc communications.

SR stated there was a strong public appetite for a green recovery as highlighted. She asked if the newly proposed skills funding for adults would be going into green jobs?

AG stated that a lot of work was being put into developing skills programmes to respond to economic restructuring and opportunity, including “green skills”, noting the investments being made into Constructions Skills development through our existing programmes. He encouraged active engagement from the Board and that any further comments should be sent to him direct so that they can be reflected in future drafting. AG highlighted that both impact of covid and recovery/renewal response would be monitored particularly as the impact of the end of the current Furlough Scheme from November onwards.

The Board noted the progress to date and welcomed the direction of travel.

Item 9 - Chief Executives Report (NT)

- **Annex 1 Communications Update**
- **Annex 2 OxLEP Prospectus**
- **Annex 3 Delivery Plan 2020/21**
- **Annex 4 GBF Programme**
- **Annex 5 Inward Investment Dashboard 2019/20**

NT presented the paper noting progress to the end of quarter 2, the detailed updates from each team and drew specific attention to the supporting annexes.

In particular the paper highlighted the work to date on both an “Prospectus” (annex 2) which sets out the impact of the work undertaken since establishment and the scale of programme and delivery the team has brought forward over the last 7-8 years since formation in 2012. He also highlighted the work to host a digital/video conference to replace our usual Annual Review event and progress towards publication of our Annual report, again utilising a digital platform.

He then directed the board to consider the approval of the 2020/21 delivery Plan (annex 3), prior to our Mid-Year review and the final Getting Building Fund delivery programme (Annex 4) as previously presented at our Board Briefing in August.

NT confirmed the Mid-Year Review would take place on 2nd October this year, it was intended to gauge progress against the last annual Review, sense check impacts on the current years delivery programme of Covid and chart a course towards the formal Annual Performance review towards the end of the calendar year.

Finally, NT highlighted the work of the Investment team and the FDI dashboard (annex 5) which highlighted the validated outturn investment figures noting the positive trajectory over the previous 12 months and the excellent work of the team with the Department for International Trade in driving investment and trade successes.

Recommendation

That the Board:

- **Notes the report and activity supported to date;**
- **Approves the Delivery Plan 2020/21 detailed in Annex 3**
- **Approves:**
 - **the Getting Building Fund (GBF) programme detailed at Annex 4 and;**

**Noted
Approved
Approved**

<ul style="list-style-type: none"> ○ delegates responsibility to the Chief Executive and Accountable Body S151 Officer to enter into the funding agreements for each project; 	
AOB	
<p>JL expressed thanks on behalf of the Board to JM who was attending his last meeting before stepping down as Leader of west Oxfordshire DC due to relocation. He noted the substantial contribution he had made to the work of the Board, support for sub-groups, his advocacy and leadership over the last 4 years</p>	
Item 10	
The meeting closed at 7.50pm	

DRAFT