OxLEP Programme Sub Group Meeting
18 February 2020
16.00 – 18.00
Satellite Applications Catapult, Harwell Campus

MINUTES

Programme Board Members Present:	Penny Rinta-Suksi (PRS), Adrian Lockwood (AL), James Mills (JM), Giles Orr (GO), Richard Venables (RV)
Programme Board Members Apologies:	None
Minutes:	Jennifer Meakin (JJM)
In attendance:	Ahmed Goga (AG), Lyn Davies (LD), Sarah Watson (SW) Jennifer Meakin (JJM) Josh Fedder (JF)

	Action
1 – Welcome, Introductions and Governance	
Declarations of Interest • Councillor JM confirmed that his brother and wife's employments remain as per the last meeting. • It was agreed that there was no conflict of interest on the meeting agenda. • There were no other potential conflicts of interest noted. Apologies for absence • Hannah Doney (OCC) Minutes of the previous meeting (Item 1) • The minutes were agreed News • The news was well-received. • RV to write a note on Earth Lab after his meeting there on 19 February 2020 and JJM to share the press release. MHCLG Annual Performance Review (APR) feedback • The APR meeting was on 13 February 2020. • LD reported that the meeting went well and that it gave Government the confidence it was looking for across governance, strategy and delivery. • AG provided an update on the LIS Programme. • SW to share *Emerging LIS Programme – Headline Projects List* document.	RV & JJM SW
2 – Evaluation Plan	
• SW confirmed that the Evaluation Plan (Item 2) incorporated feedback received by email and that, once approved, the paper will be submitted to Government. • The paper was approved.	

3 – Programme Reviews and Change Requests	
City Deal borrowing against EZ future business rates update • LD and SW provided an update, monitoring and updates will be on-going. City Deal Review incl (Item 3) (exempt information[1]) • Science Transit Stage 1 change request: Programme Sub Group recommends that Board approves the change request • Northern Gateway change request: Programme Sub Group recommends that Board approves the change request noting AL's request for continued monitoring.	LD & SW
LGF Change Request – Science Vale Cycle Network (Item 4) • Change Request was approved. LGF OCC Transport schemes updates • SW provided an update on the OFAS capital swap: spending has commenced. • SW provided an update on the DfT Retained scheme: a further update will be provided at the next meeting.	SW
4 – Programme Reports	
LGF Data Capture 2019-20 Q3 (Item 5) • The dashboard was discussed and approved for submission The LEP Operating Plan December 2019 (Item 6) • The plan was discussed, and progress noted. • SW outlined a new process to send non-major capital projects to other directors/sub groups as appropriate for scrutiny. • PRS confirmed the need to clarify what the Programme Sub Group is accountable for. • AL requested an update on skills numbers to share with the skills board.	SW
5 – AOB	
Date for Aug/Sept PSG proposed for Tuesday 8 September. SW to follow up.	SW
Next meeting: 21st May 2020, 4-6pm	
SW to request a visit to The Livestock Technology Centre, near Witney. JJM and JM to work on press releases in relation to this.	SW JJM & JM