



**OxLEP Programme Sub Group Meeting**  
**15<sup>th</sup> August 2019**  
**16.00 – 18.00**  
**RACE Centre, Culham Science Centre, Culham**

**DRAFT MINUTES**

<b>Programme Board Members Present:</b>	Penny Rinta-Suksi (PRS), James Mills (JM), Giles Orr (GO)	
<b>Programme Board Members Apologies:</b>	Adrian Lockwood (AL), Richard Venables (RV)	
<b>Minutes:</b>	Sarah Watson	
<b>In attendance:</b>	Nigel Tipple (NT), Katy Jurczynszyn (KJ), Sarah Watson (SW) Rosanna Sheehan (RS), Varinder Raulia (VR) (part)	
<b>Item</b>		<b>Action</b>
<b>Item 01 – Welcome, Introductions and Governance</b>		
<p>Declarations of Interest</p> <ul style="list-style-type: none"> <li>• Councillor James Mills declared that <ul style="list-style-type: none"> <li>○ He has a son who is a student at Abingdon and Witney College</li> <li>○ He has a brother who works at Abingdon and Witney College</li> <li>○ He has a charity interest in land owned at Abingdon and Witney College</li> <li>○ The chair noted the declarations and confirmed that they will be a standing item, the chair was content for him to stay in the meeting but not participate in relevant parts of the agenda/reports</li> </ul> </li> <li>• Giles Orr declared that <ul style="list-style-type: none"> <li>○ Oxford Brookes University have two bids being considered for funding. The chair was content for him to stay in the meeting but not participate in relevant parts of the agenda/reports.</li> </ul> </li> </ul> <p>Apologies for absence</p> <ul style="list-style-type: none"> <li>• Adrian Lockwood</li> <li>• Richard Venables</li> </ul> <p>Minutes of the previous meeting (Item 1)</p> <ul style="list-style-type: none"> <li>• The minutes were agreed</li> </ul> <p>Membership review (Item 2)</p> <ul style="list-style-type: none"> <li>• The Programme Sub Group discussed the paper and approved the recommendations.</li> </ul> <p>MHCLG Mid-Year Review</p> <ul style="list-style-type: none"> <li>• An update was provided. The meeting will be on 17<sup>th</sup> September.</li> </ul> <p>Spend Improvement Plan update</p> <ul style="list-style-type: none"> <li>• An update was provided. The plan will be updated quarterly after each Board meeting and sent out by email.</li> </ul>		SW

<b>Item 02 – LGF programme reviews and change requests</b>	
<p>OCC Transport schemes update</p> <ul style="list-style-type: none"> <li>VR &amp; SW provided a verbal update on progress on all Oxfordshire County Council transport projects</li> </ul> <p>Oxford City Public Transport Improvements Change Request (Item 3)</p> <ul style="list-style-type: none"> <li>The Programme Sub Group discussed the paper and approved the recommendations</li> </ul> <p>Oxford Flood Alleviation Scheme Formal Capital Swap Request (Item 4)</p> <ul style="list-style-type: none"> <li>The Programme Sub Group discussed the paper and agreed to make the recommendation to Board</li> </ul> <p>LGF Change Request – Oxford Station (Item 5)</p> <ul style="list-style-type: none"> <li>The Programme Sub Group discussed the paper and agreed to make the recommendations to Board</li> </ul> <p>Pipeline Review</p> <ul style="list-style-type: none"> <li>A verbal update was provided on progress to date</li> <li>The final review will be available for the November meeting</li> </ul>	SW
<b>Item 03 – Programme Reports</b>	
<p>LGF data capture Q1 (Item 6)</p> <ul style="list-style-type: none"> <li>The dashboard was discussed and approved for submission</li> </ul> <p>The LEP Operating Plan June 2019 (Item 7)</p> <ul style="list-style-type: none"> <li>The plan was discussed, and progress noted</li> </ul>	SW
<b>Item 06 – AOB</b>	
<ul style="list-style-type: none"> <li>None</li> </ul>	