



OxLEP Programme Sub Group Meeting
19th November 2019
16.00 – 18.00
Board Room, OxLEP

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:	Sarah Watson	
In attendance:	Ahmed Goga (AG), Lyn Davies (LD), Hannah Doney (HD), Bill Evershed (BE), Sarah Watson (SW) Paul Fermer (PF) (part)	
Item	Action	
Item 01 – Welcome, Introductions and Governance		
Declarations of Interest <ul style="list-style-type: none"> • Councillor James Mills reminded the meeting of the occupations of his wife and his brother. • 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 <ul style="list-style-type: none"> • None Minutes of the previous meeting (Item 1) <ul style="list-style-type: none"> • The minutes were agreed MHCLG Mid-Year Review (MYR) & Annual Performance Review (APR) <ul style="list-style-type: none"> • An update was provided. • The MYR meeting was on 17th September. The meeting went well. • The APR meeting will be in January or February 2020. We are awaiting the guidance. Evaluation Plan <ul style="list-style-type: none"> • We are preparing an Evaluation Plan for the LGF programme. It is due to be completed in December. The plan will be included on the next meeting agenda. 		SW
Item 02 – LIS Programme Development		
AG presented the next steps of the LIS Programme Development. An update will be included on the next meeting agenda.		SW
Item 03 – Programme Reviews and Change Requests		

<p>OCC Transport schemes update</p> <ul style="list-style-type: none"> • PF provided a verbal update on the progress of the OFAS capital swap schemes. It was agreed that the renewals schemes should have a local business focus. The full list will be available for the next meeting. • SW provided an update on the progress of the Retained Scheme. 	<p>SW</p>
<p>Item 04 – Programme Reports</p>	
<p>Introduction to capital programmes outturn report</p> <ul style="list-style-type: none"> • LD explained that in future the LGF, City Deal and GPF sections of this report would come to Programme Sub Group in advance of the Board meeting. This will be twice a year. <p>LGF data capture Q2 (Item 3)</p> <ul style="list-style-type: none"> • The dashboard was discussed and approved for submission <p>The LEP Operating Plan September 2019 (Item 4)</p> <ul style="list-style-type: none"> • The plan was discussed, and progress noted. 	<p>SW</p>
<p>Item 05 – AOB</p>	
<p>RV queried whether projects that are receiving public criticism could have an evaluation requested by a member of the Programme Sub Group. It was agreed that this would be appropriate, and the process will be included in the Evaluation Plan.</p>	<p>SW</p>