

OxLEP Programme Sub Group Meeting
21st November 2017
16.00 – 18.00
OxLEP Office, City of Oxford College

MINUTES

Programme Board Members Present:	Penny Rinta-Suksi (PRS), Adrian Lockwood (AL), James Mills (JM)	
Programme Board Members Apologies:	None	
Minutes:	Sarah Watson	
In attendance:	Nigel Tipple (NT), Katy Jurczynszyn (KJ), Sarah Watson (SW), Hugo Terry (HT) – part, Joanna Lamour (JL) - part, Emma Formoy (EF) - part	
Item	Action	
Item 01 – Welcome and Introductions		
<p>Declarations of Interest</p> <ul style="list-style-type: none"> • No new declaration of interest <p>Register of Interests</p> <ul style="list-style-type: none"> • No new interests <p>Apologies for absence</p> <ul style="list-style-type: none"> • Ahmed Goga (AG) – Nigel Tipple deputising <p>Minutes of previous meeting</p> <ul style="list-style-type: none"> • The minutes were agreed <p>Governance Update</p> <ul style="list-style-type: none"> • An update was provided on recruitment of new members – AG will continue to work on this • An update was provided on two recent reviews of LEPs including the Daily Mail newspaper review and the Mary Ney report incl the changes recommended in the Mary Ney report. OxLEP is in a strong position and will make necessary changes as required. • It was agreed that the new name for the Programme Board will be the Programme Sub Group. 	AG to action	
Item 02 – Transport Update		
<p>Hugo Terry (Principle Project Sponsor – Major Transport Projects from Oxfordshire County Council) attended the meeting for this item</p> <ul style="list-style-type: none"> • HT provided an update on delays and issues effecting County Council transport schemes and responded to questions, the schemes included <ul style="list-style-type: none"> ○ Didcot Science Bridge ○ Featherbed Lane – Part of Access to Enterprise Zone ○ Science Vale Cycle Routes ○ Queen Street • The sub-group noted changes to programme with a further update at next meeting 	SW to liaise with HT on progress	

Item 03 – Oxford Flood Alleviation Scheme (OFAS) Update	
<p>Joanna Lamour (Project Director from the Environment Agency) and Emma Formoy (Benefits and Realisation Manager from the Environment Agency) attended the meeting for this item</p> <ul style="list-style-type: none"> • JL and EF provided an update on issues effecting OFAS and responded to questions, this included <ul style="list-style-type: none"> ○ Funding rules and issues ○ The funding gap and approaches to close this ○ The strong economic case for the scheme • It was agreed that the RAG status on the OxLEP Operating Plan for OFAS would change from Red to Amber as the LEP funding is not at risk, the scheme will remain under review with clear review dates. 	SW will liaise with the EA re this change
Item 04 – Programme Reports	
<p>The new government LGF quarterly reporting spreadsheet was introduced</p> <ul style="list-style-type: none"> • The dashboard which provides a high level summary of the detail in the spreadsheet will need to be signed off by the Board every quarter starting from Q2 2017 in the 5 December 2017 meeting • So far only LGF1&2 projects are included but LGF3 projects will be added once their legal agreements are in place and signed. • Once signed off the dashboard will be added to the OxLEP website along with the Operating Plan for transparency purposes • An issue was raised regarding housing target figures – the original housing target figures included leveraged housing but according to government guidelines only direct houses should be included – it was agreed the leveraged housing target figures should be removed. <p>Remaining Operating Plan projects with Amber RAG status were reviewed</p> <ul style="list-style-type: none"> • The group asked if review dates could be added to the report <p>The LGF3 Update was discussed and queries clarified</p> <ul style="list-style-type: none"> • Projects are progressing well through to contracting • City Centre Conferencing Project subject to further review 	<p>SW to action</p> <p>SW to action</p> <p>SW to action</p>
Item 05 - AOB	
None	