

**OxLEP Programme Sub Group Meeting**  
**27<sup>th</sup> February 2018**  
**16.00 – 18.00**  
**OxLEP Office, City of Oxford College**

**DRAFT MINUTES**

<b>Programme Board Members Present:</b>	Penny Rinta-Suksi (PRS), Adrian Lockwood (AL), James Mills (JM)	
<b>Programme Board Members Apologies:</b>	None	
<b>Minutes:</b>	Sarah Watson	
<b>In attendance:</b>	Ahmed Goga (AG), Katy Jurczynszyn (KJ), Sarah Watson (SW)	
<b>Item</b>		<b>Action</b>
<b>Item 01 – Welcome and Introductions</b>		
<p>Declarations of Interest</p> <ul style="list-style-type: none"> <li>Councillor James Mills declared that he has a brother that works at Abingdon and Witney College – The chair was content for him to stay in the meeting</li> </ul> <p>Register of Interests</p> <ul style="list-style-type: none"> <li>No new interests</li> </ul> <p>Apologies for absence</p> <ul style="list-style-type: none"> <li>None</li> </ul> <p>Minutes of previous meeting</p> <ul style="list-style-type: none"> <li>The minutes were agreed</li> </ul> <p>Governance Update</p> <ul style="list-style-type: none"> <li>An update was provided on recruitment of new members – AG will continue to work on this</li> <li>An update was provided on new requirements for Sub Group meeting documents including minutes on the OxLEP website following the Mary Nay review – OxLEP is in a strong position and will meet these requirements</li> </ul>		<b>AG to action</b>
<b>Item 02 – Confidential LGF3 Change Requests (exempt information<sup>1</sup>)</b>		
<p>Satellite Applications Catapult – Disruptive Innovation for Space Centre</p> <ul style="list-style-type: none"> <li>The change request was discussed</li> <li>The recommendations were agreed</li> </ul> <p>Activate Learning – City Centre Conferencing and Hospitality Training</p> <ul style="list-style-type: none"> <li>The change request was discussed</li> <li>The recommendations were not agreed</li> <li>OxLEP programme team to review with input from the Skills Board and the Visitor Economy Sub Group to report back in May/June 2018</li> </ul> <p>Oxfordshire County Council – Access to Headington</p> <ul style="list-style-type: none"> <li>The change request was discussed</li> <li>The recommendations were not agreed</li> <li>OxLEP programme team to review with input from Oxfordshire County Council transport team to report back in May/June 2018</li> </ul>		<b>SW to action</b>

1. Exempt information – Under Schedule 12A of the Local Government Act 1972 as amended

<b>Item 03 – Programme Reports</b>	
<p>The LGF quarterly reporting spreadsheet (exempt information<sup>1</sup>)</p> <ul style="list-style-type: none"> <li>• The dashboard was discussed</li> </ul> <p>The LEP Operating Plan – January 2018</p> <ul style="list-style-type: none"> <li>• Relevant Amber RAG status projects were discussed</li> <li>• Good news items were discussed</li> <li>• The Advanced Engineering and Technology Skills Centre completed in December 2017 and has changed from Green to Blue RAG status. The centre opened to students in January 2018.</li> <li>• The Oxford Flood Alleviation Scheme has changed from Amber to Green RAG status due to their funding gap being closed</li> <li>• QUAD1 (was the Harwell Innovation Centre) completed in October 2017 and has changed from Green to Blue RAG status. Several occupiers are in place with others under offer.</li> <li>• The first of the LGF3 projects, Disruptive Innovation for Space Centre, has been added following completion of their legal agreement.</li> <li>• The Innovation Support for Business project has been added, this is an ERDF funded project.</li> </ul> <p>The LEP Operating Plan – 2018/19 (exempt information<sup>1</sup>)</p> <ul style="list-style-type: none"> <li>• The plan was introduced and discussed</li> </ul> <p>The LGF3 Update (exempt information<sup>1</sup>)</p> <ul style="list-style-type: none"> <li>• The update was discussed</li> <li>• One project has completed contracting</li> <li>• The remaining projects are progressing well through to contracting</li> </ul>	
<b>Item 04 - AOB</b>	
None	

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