



**OxLEP Programme Sub Group Meeting**  
**31<sup>st</sup> May 2018**  
**16.00 – 18.00**  
**OxLEP Office, City of Oxford College**

**MINUTES**

<b>Programme Board Members Present:</b>	Penny Rinta-Suksi (PRS), Adrian Lockwood (AL), James Mills (JM), Giles Orr (GO)	
<b>Programme Board Members Apologies:</b>	None	
<b>Minutes:</b>	Sarah Watson	
<b>In attendance:</b>	Nigel Tipple (NT), Bill Evershed (BE), Sarah Watson (SW), Paul Fermer (PF) – item 3 only	
<b>Item</b>		<b>Action</b>
<b>Item 01 – Welcome and Introductions</b>		
<p>Welcome Giles Orr</p> <ul style="list-style-type: none"> <li>• Gilles introduced himself and role at Oxford Brookes University and is joining the Programme Sub Group as a co-opted member.</li> </ul> <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 brother who works at Abingdon and Witney College</li> <li>○ He has a charity interest in land owned on the Abingdon and Witney College site relevant to the Abingdon and Witney College change request</li> <li>○ The chair was content for him to stay in the meeting but not participate in relevant parts of the agenda</li> </ul> </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 – Ahmed Goga will continue to work on this</li> </ul> <p>Updated Terms of Reference - draft</p> <ul style="list-style-type: none"> <li>• The terms of reference have been updated to ensure consistency with other sub group terms of reference</li> <li>• The updated Terms of Reference were agreed</li> </ul>		<b>AG to action</b>
<b>Item 02 – Confidential LGF Change Requests (exempt information<sup>1</sup>)</b>		
<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 agreed</li> </ul>		

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

<p>Activate Learning and Henley College</p> <ul style="list-style-type: none"> <li>• The change request was discussed</li> <li>• The recommendations were agreed</li> </ul> <p>Abingdon and Witney College projects</p> <ul style="list-style-type: none"> <li>• The change request was discussed</li> <li>• The recommendations were agreed</li> </ul>	
<p><b>Item 03 – Oxfordshire County Council - Transport Schemes update</b></p>	
<p>Paul Fermer, Service Manager, Major Infrastructure Delivery, Oxfordshire County Council (OCC) attended this part of the meeting.</p> <ul style="list-style-type: none"> <li>• Progress and issues on OCC transport schemes funded via the Local Growth Fund, the City Deal and the Growing Places fund were discussed</li> <li>• OCC are reviewing several complex schemes currently flagged Red.</li> <li>• These will be reviewed over the next 3 months and reported back to the September Programme Sub Group and Board</li> </ul>	<p><b>PF/SL to action</b></p>
<p><b>Item 04 – Programme Reports</b></p>	
<p>The Annual Conversation LGF spreadsheet (exempt information<sup>1</sup>)</p> <ul style="list-style-type: none"> <li>• The spreadsheet was discussed</li> </ul> <p>The LGF quarterly reporting spreadsheet – draft</p> <ul style="list-style-type: none"> <li>• The dashboard was discussed</li> </ul> <p>The LEP Operating Plan – March 2018 – draft</p> <ul style="list-style-type: none"> <li>• Relevant Amber RAG status projects were discussed</li> <li>• The second of the LGF3 projects, Connected and Autonomous Vehicles at Culham, has been added following completion of their legal agreement.</li> </ul> <p>The LGF3 Update (exempt information<sup>1</sup>)</p> <ul style="list-style-type: none"> <li>• The sub-group reviewed the progress report</li> <li>• Two projects were noted as having completed contracting</li> <li>• The remaining projects are progressing well through to contracting</li> </ul>	
<p><b>Item 05 - AOB</b></p>	
<p>None</p>	

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