

**OxLEP Board Meeting**  
**6<sup>th</sup> March 2018**  
**17.10 – 19.30**

**BBL Stem Centre/The Technology Campus, Cuddesdon Way, Oxford OX4 6HN (Room P101)**

**MINUTES**

<b>Board Directors Present:</b>	Jeremy Long (Chair), Alistair Fitt (AF), Cllr Bob Price (BP), Cllr Ian Hudspeth (IH), Cllr Barry Wood (BW), Bob Bradley (BB), Nigel Tipple(NT), Penny Rinta-Suksi (PRS), Richard Venables (RV), Cllr James Mills (JM), Phil Southall (PS), Sally Dicketts (SD), Adrian Lockwood (AL)
<b>Board Directors Apologies:</b>	Cllr Matthew Barber (MB), Cllr John Cotton (JC), Ian Walmsley (IW), Phil Shadbolt (PSh)
<b>Minutes:</b>	Sadie Patamia (SP)
<b>In attendance:</b>	Phil Clare (PC), Lorna Baxter (LB), Kate Jones (KJ), David Clinton (DC), Andrew Down (AD), Chris Hale (CH), Susan Brown (SB), Rob Granger (RG), Richard Byard (RB), Ahmed Goga (AG)
<b>Item</b>	<b>Action/Responsible</b>
<b>Item 1 - Apologies and Declarations of Interest</b>	
Apologies as noted above. SD declared an interest in the Activate Learning project change item (Item 3d)	
<b>Item 2 - Minutes</b>	
<ul style="list-style-type: none"> <li>• Minutes of Board Meeting 13 (05/12/17)</li> <li>• Nominations and Personnel Committee 15/02/18)</li> <li>• Minutes of the Finance and Audit Committee (27/02/18)</li> </ul>	<b>Approved</b> <b>Approved</b> <b>Approved</b>
<b>Items for Decision</b>	
<b>Item 3 - Papers for approval as detailed (Committee/Sub-Group recommendation*)</b>	
<b>3a - Changes to Non-Executive Board Directors*</b>	
<p>NT presented a paper in respect of future changes to Board NED's noting the need to review organisationally nominated and representative categories. For those directors currently nominated by organisations such as Skills Board, University or Area Based Partnerships the recommendation was to extend appointments by up to 2 years.</p> <p>The FE representative category of Board NED was also considered noting the opportunity to alternate Board representatives between the Skills Board and Board. The approach was considered positive and created an opportunity to embed knowledge and skills across the two Board structures. JM noted that his brother-in-law was an employee of Abingdon and Witney College, though not involved in any way with this proposal.</p> <p><b><u>Recommendation</u></b></p> <p><b>That the Nominations and Personnel Committee recommend the Board:</b></p> <ul style="list-style-type: none"> <li>• <b>Approves the proposal to extend organisationally nominated Non-Exec Board Directors for a period of up to 2 years.</b></li> <li>• <b>And, to work with these organisations to review their nominations over this period</b></li> </ul>	<b>Approved</b>

<ul style="list-style-type: none"> <li>• Approves the appointment of Mrs Batchelor (Abingdon and Witney College) as FE Sector Non-Exec Director effective from the 1<sup>st</sup> April 2018.</li> </ul> <p>And, notes the change of role for Ms Dicketts (Activate Learning Group) who will now serve on the Skills Board effective from the 1<sup>st</sup> April 2018</p>	
<b>3b- CEO's Report (NT)</b> <ul style="list-style-type: none"> <li>○ Annex 1 Operating Plan* (PR-S)</li> <li>○ Annex 2 Finance Update* (RG)</li> <li>○ Annex 3 Q3 LGF Data reporting* (PR-S)</li> <li>○ Annex 4 Communications Update (NT)</li> </ul>	
<p>NT presented the paper and reviewed the detailed annex documents 1-4 noting the recommendations in each case.</p> <p>In reviewing progress and activity attention was drawn to the progress made in respect of the Oxford Flood Alleviation scheme and that significant progress had been made across the programme. As detailed in the paper.</p> <p>NT also drew attention to the recently approved ISfB programme which is anticipated to deliver significant private sector income. As such, the Board were asked to consider ring fencing capital programme reserves to underwrite the income risk subject to regular review.</p> <p>NT also noted the recent launch of the new company website, he noted feedback had been positive across stakeholder groups and put on record his thanks to Rob Panting and the Team for supporting the development phase.</p> <p><b><u>Recommendation</u></b></p> <p><b>That the Board:</b>  <b>Notes the report and,</b></p> <ul style="list-style-type: none"> <li>• Annex 1 -Operating Plan update 2017/18</li> <li>• Annex 2 - Finance</li> <li>• Annex 4 – Communications Update</li> </ul> <p><b>Approves</b></p> <ul style="list-style-type: none"> <li>• The Finance and Audit Committee written procedures recommendation to use a proportion of the Growing Places Fund (GPF) capital reserves to underwrite the potential £288k risk as detailed in paragraph 5.</li> <li>• Annex 3 Q3 LGF data reporting</li> </ul>	<p style="text-align: center;"><b>Approved</b></p>
<b>Confidential Papers for approval as detailed (Exempt Information<sup>1</sup>)</b>	
<b>3c - Budget Forecast and Operating Plan 2018/19* (JL/RG)</b>	
<p><b>That the Finance and Audit Committee recommend the Board:</b></p> <ul style="list-style-type: none"> <li>• Approve the attached budget forecasts at Annex 1 and 2 and,</li> <li>• Approve the 2018/19 Operating Plan</li> <li>• Notes the budget forecasts are subject to confirmation of whether the timing of the OCC staff secondment agreement is to run until March 2019 or be terminated earlier due to operational pressures.</li> </ul>	<p style="text-align: center;"><b>Approved</b></p>

3d - LGF 3 Programme – Project Change Request* (PRS/NT)	
<p><b>That the Board:</b></p> <ul style="list-style-type: none"> <li>a) Approve the change request.</li> <li>b) Delegate responsibility for completion of the revised contract to the Chief Executive and Accountable Body S151 officer.</li> </ul>	<b>Approved</b>
<p><b>That the Board:</b></p> <ul style="list-style-type: none"> <li>c.) Note the project proposal and,</li> <li>d.) Request the team review the project with input from the Skills Board and the Visitor Economy Sub Group and report back to Board in June 2018</li> </ul>	<b>Approved</b>
Item 4 - Confidential Paper (Exempt Information1) Didcot Growth Accelerator Enterprise Zone - Investment Programme (Cllr M Barber/AG)	
<p><b>Recommendation</b> <b>That the Board:</b></p> <ul style="list-style-type: none"> <li>• Approves the proposed programme of infrastructure projects ranked 1-10 only as detailed at annex 1, these to be funded from retained Didcot Growth Accelerator Enterprise Zone (EZ2) business rates income.</li> </ul> <p><b>Notes the following:</b></p> <ul style="list-style-type: none"> <li>• The projects programme from project 11 onwards are subject to review and further Board consideration before considering any further support. All programme changes to projects or their ranking are to be agreed by the Board in advance</li> <li>• That the Board receives regular quarterly reports on the progress of delivering the infrastructure programme</li> <li>• That a proposal to support reasonable management costs from EZ 2 Business Rate Income is developed in conjunction with the Board Sub-Group and Executive Team.</li> </ul>	<p><b>Approved</b></p> <p><b>Noted</b></p>
Items for Discussion	
Item 5 - Local Plan Consultation Statement of Common Ground MOU Requests (NT)	
<ul style="list-style-type: none"> <li>○ Annex 1 Vale of the White Horse</li> <li>○ Annex 2 South Oxfordshire</li> </ul> <p>NT presented the paper and noted the exceptional circumstances associated with this request. Having discussed in detail and after considering alternative approaches, the Board concluded that it was not appropriate to enter into such agreements with respective Local Planning authorities.</p> <p>The Board recognised the need to write to both Councils and advise of the decision.</p> <p><b>Recommendation</b> <b>That the Board noted the request and asked the CEO to write to each Planning Authority advising that we would not be entering into the respective MOU's.</b></p>	<b>Approved</b>

**Item 6 - Housing and Growth Deal Commitments**

**6a -Government Update - MHCLG/BEIS Officials (Verbal update – David Clinton)**

○ **Industrial Strategy – Local Industrial Strategy**

DC addressed the Board supported by KJ and provided an update on the Governments approach to developing the Industrial Strategy and importance of places such as Oxfordshire, identified as a “Trail Blazers” which were being encouraged to bring forward a Local Industrial Strategy (LIS) response by March 2019. He noted that the White Paper is a long-term strategy and that in responding to the LIS challenge it was essential to set out a clear set of priorities. He noted the work undertaken already by the team had demonstrated a clearly differentiated proposition, clarity or purpose and potential to make a significant difference.

SD noted the importance of the Skills agenda in any future response and that as FE Colleges they were well placed to support the development of an integrated response. That was noted as was their commitment to support the operational development of the strategy. NT agreed to review their collective input into the development of an Oxfordshire LIS/

In conclusion DC noted that Government departments and particularly BEIS were very keen to work with Oxfordshire on this early Trail Blazer programme. The Chair thanked DC and KJ for the update, support and ongoing engagement.

**6b- Local Industrial Strategy Response (NT/AG/RB)**

○ **Annex 1 Local Industrial Strategy Response**

AG presented the paper noting the significant emphasis on a collaborative approach. As noted, the strategy needs to be developed and in place by March 2019. Our approach will be to engage a wide range of stakeholders in the development of the Local Industrial Strategy (LIS) and in so doing identify our own strengths and assets ensuring distinctiveness of our proposition. AG also highlighted the importance of “reach” and ensuring intervention in Oxfordshire had impact across the country, developing a proposition that impacts locally, regionally and Nationally therefore all factors of productivity are important particularly Skills.

NT noted that provision has been made in the budget agreed by the Board to progress this exercise whilst negotiating with government for increased resources to support delivery. He also noted that we are the only 1 of 3 LEP’s being promoted as “trailblazer” areas - the other 2 are Mayoral Combined Authorities. DC noted the resourcing point and confirmed they were exploring the position with departments. The Chair commented that it was critical to have clarity in respect of capacity funding if we were to deliver to the governments stated timetable and whether we should be making our case to ministers or other senior officials. DC/KJ confirmed they were progressing discussions and would advise.

BP noted the importance of engaging Oxfordshire Business in the LIS process ensuring we understand their future plans. In response NT confirmed the commitment and

<p>actions already in train to engage the business community including active discussions with representative groups, in particular Advanced Oxford who had confirmed their commitment to support the work and potentially support some of the research costs. BW sought reassurance regarding the alignment of this work and the previous refreshed SEP, NT confirmed the LIS would build upon this work, was delivery focused and would position Oxfordshire in respect of future Business growth opportunities such as those identified in the Transformative Technologies SIA.</p> <p>AG noted that we were preparing an engagement plan to map activity and align to the development timetable including work to embrace the opportunities of the Ox-Cam Corridor.</p> <p>PC reflected the view that as a County, we had made significant progress in recent years, this was a further opportunity to build on our success though he reinforced the need for appropriate resource allocation to support activity.</p> <p><b><u>Recommendation</u></b></p> <p><b>That the Board:</b></p> <ul style="list-style-type: none"> <li>• <b>Notes the progress made in discussions with HMG on the development of the Oxfordshire Local Industrial Strategy</b></li> <li>• <b>Notes the engagement with neighbouring LEPs and stakeholders on the emerging Oxford -Cambridge corridor</b></li> </ul>	<p>Approved</p>
<p><b>6c- Productivity Stream Progress to date (AG/RB)</b></p>	
<p>AG presented the report setting out an overview of progress to date and its importance and alignment with the Local Industrial Strategy (LIS) work, a point reaffirmed by both DC and KJ in respect of the detailed work streams. He also reflected the need to maintain a focus on delivering the deal components whilst progressing the LIS. AF asked how will the governance of the Deal was being managed, IH confirmed that the Growth Board had responsibility for the decision making, attention was drawn to the Governance diagram. KJ noted that this was helpful in setting out a clear relationship between the LEP and Growth Board. BP left the meeting at 7pm</p> <p><b><u>Recommendation</u></b></p> <p><b>That the Board:</b></p> <ul style="list-style-type: none"> <li>• <b>Notes the progress being made with HMG in progressing the commitments within the Productivity stream, set out in the Oxfordshire Housing &amp; Growth Deal</b></li> </ul>	<p>Approved</p>
<p><b>Item 7 - Governance and Transparency Review (NT/RG/JL)</b> <b>Annex 1 - Assurance Framework 2018</b></p>	
<p>NT presented the paper noting the changes made in response to the Mary Ney Review and subsequent recommendations.</p> <p>He advised the Board that the changes made fully embedded the governance requirements and reinforce the cultural change sought through the review process.</p>	

<p>He noted that in effect we have sought to go beyond the requirements and seek to future proof where possible the adoption of best practice. He further confirmed that we had met all the necessary requirements of the Review recommendations by the 28<sup>th</sup> February and we were therefore fully compliant. The final stage of the governance review will be to ensure all Sub-Groups meet the same rigorous Board standards of transparency by the 31<sup>st</sup> March, we are on track to achieve this.</p> <p>NT also wanted to note and record his thanks to the team who had fully embraced the changes and supported the implementation of the Ney Review whilst maintaining operational delivery focus.</p> <p>KJ confirmed that Government are taking compliance very seriously and that there will be ongoing monitoring, reflecting the commitments made by government including further ongoing reviews and spot checks to confirm compliance.</p>	
<p><b>Item 8 - Sub-Group Briefing</b></p>	
<p><b>8a - Skills Board – Adrian Lockwood Chair</b></p>	
<p>AL provided an update on the work of the Skills Board and its role as a formal Sub-Group of the Board which was agreed in December 2017. Reflecting the importance placed on skills by the Board he noted that this remained a key priority and one of our 4 Thematic Objectives identified in the SEP though sometimes Government appear not to place as much weight behind this as they do Housing. He reiterated the importance of adult skills development and retraining as vital to Oxfordshire’s economy, though government appeared to focus little funding in this area at present. AL further explained the breadth of work the Skills Board had undertaken, highlighting a recent Skills roundtable event as part of a programme being rolled out across the county. He also highlighted Careers Fest which attracted some 2000 pupils, 58 businesses and organisations promoting careers and that for the first time we had held a “twilight” session which attracted some 300 children and parents noting this was the most successful event to date.</p> <p>The Chair asked how we could further support the work of the Skills Board, AL noted the fact they were represented on the Board, had the active support of the team and was now embedded in the work of the organisation this would help strengthen the reach into government particularly with the Department for Education. KJ agreed that dialogue was important and would continue to support that approach.</p> <p>In conclusion the Chair noted the critical role skills plays and how vital the work is to ensure an inclusive economy</p> <p>The Board Noted the update.</p>	<p><b>Noted</b></p>
<p><b>8b - Transport – Phil Southall Chair (Verbal Update)</b></p>	
<p>PS provided a verbal update on the work of the Transport Sub Group, noting it was the only forum which brings together all the different transport stakeholders and modes of transport. He noted the importance of the group being able to influence and make a difference, the Mary Ney review has required the group to review its role and purpose resulting in the agreement of a clear set of objectives.</p> <p>PS reflected his contribution to the England’s Economic Heartland (EEH) partnership, noting its ambition to become a sub national transport body. The importance of</p>	

<p>OxLEP having a voice in this forum was important and he was therefore representing the Board at the transport group meetings. It was noted the Chair and CEO are also represented at the EEH meetings. PS also noted the importance of having a broad range of business input to the work of the group and therefore they were engaging with business park owners, NHS, University etc.</p> <p>PS confirmed the group had agreed update Terms of Reference which were now guiding the operation of the group. BB reinforced the importance of Business representation on the group and the active engagement of Business in the development of solutions.</p> <p>In response to the question of Business engagement, NT explained that for sub-groups to maintain focus, representative membership was proposed, keeping the group tight helps this but that co-opting members or the establishment of working “task and finish” groups would ensure active engagement in the agenda.</p> <p>The Chair stated he felt the work of the group was valuable and that the refreshed approach would help encourage active engagement.</p>	
<p><b>Item 9 - AOB</b></p>	
<p>NT noted a recent request from Experience Oxfordshire to become an Ambassador organisation, with a membership fee of £20,000/annum. RV declared an interest as a Board Director of Experience Oxfordshire and as an Ambassador organisation. He reminded the Board that EO has limited partner funding and no core support from government. Responding JM stated that there was more than one Destination Management Organisation in Oxfordshire and that there should be greater alignment in their work and resourcing.</p> <p>Given the significant pressure on operational budgets as highlighted when setting the forward budget, that we would not be able to pay a membership fee of £20,000 to become an EO Ambassador Organisation but that the Executive Team would continue to explore ways to support this important sector through the work of the Visitor Economy Sub- Group and potential Sector Deal negotiations.</p> <p>The Chair then formally thanked the outgoing Board Directors, Richard Venables, Bob Bradley, Andrew Harrison and Bob Price for their contribution, expertise and commitment to the work of the Board. In response RV stated it was an honour and a privilege to have served on the Board and that he would continue to support the work of the Sub-Groups where time commitments permit.</p> <p>The meeting closed at 19.38</p>	<p><b>NT to write to Experience Oxfordshire</b></p>