



**OxLEP Programme Sub Group Meeting**  
**3 September 2020**  
**16.00 – 18.00**  
**By Microsoft Teams**

**DRAFT MINUTES**

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| <b>Programme Board Members Present:</b>  | Penny Rinta-Suksi (PRS), Giles Orr (GO), Richard Venables (RV), Phil Southall (PS), Jayne Norris (JN) James Mills (JM)                                   |
| <b>Programme Board Members Apologies:</b>  | None   |
| <b>Minutes:</b>  | Jennifer Meakin (JJM)  |
| <b>In attendance:</b>  | OxLEP: Lyn Davies (LD), Sarah Watson (SW), Jen Meakin (JJM), Ian Cribbes (IC)<br>OCC: Owen Jenkins (OJ), and Hannah Doney (HD)<br>CLGU: Amzie Atwal (AA) |
| <b>Action</b>  |  |
| <b>1 – Welcome, Introductions and Governance</b>   |  |
| <ul style="list-style-type: none"> <li>• Declarations of Interest <ul style="list-style-type: none"> <li>○ The company for which JN works is representing the University with the cycle and footpath links through Osney Mead and Bikesafe, the charity that's promoting the cycle link running between Botley and Eynsham.</li> <li>○ Note: when going through the LEP Operating Report, JN added that she has acted for an owner around Lodge Hill.</li> <li>○ Councillor JM confirmed that his brother's employments remain as per the last meeting.</li> </ul> </li> <li>• Apologies for Absence <ul style="list-style-type: none"> <li>○ None</li> </ul> </li> <li>• Actions &amp; Minutes of previous meeting (Item 1) <ul style="list-style-type: none"> <li>○ Approved</li> <li>○ RV waiting for Ahmed Goga (AG) to respond to comments about retail.</li> </ul> </li> <li>• Matters arising <ul style="list-style-type: none"> <li>○ It was recorded that the WELR change request was approved by Board via written procedure on 24/8/20 and that the LGF Data Capture 2020/21 Q1 was approved by PSG via written procedure and submitted 14/8/20.</li> </ul> </li> </ul> | AG   |
| <b>2 – Programme Updates</b>   |  |
| <ul style="list-style-type: none"> <li>• SW introduced OJ, Director of Growth and Economy at OCC, who oversees most OCC transport schemes and IC who is contracting with OxLEP until Christmas to support with Getting Building Fund (GBF) and other programmes where relevant.</li> <li>• SW presented updates on <ul style="list-style-type: none"> <li>○ LGF review update <ul style="list-style-type: none"> <li>▪ There were no comments when SW shared the updates.</li> </ul> </li> <li>○ GBF programme update</li> </ul> </li> </ul>   |  |

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| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>▪ SW highlighted that the GBF Programme needs to be signed off by Board in September but that work with Delivery Partners on Funding Agreements etc will be conducted in parallel because of time constraints.</li> <li>▪ ACTION: SW to ensure that GBF Programme is submitted to Board in a timely fashion.</li> </ul> </li> <li>○ LGF updates <ul style="list-style-type: none"> <li>▪ There were no comments when SW shared the updates.</li> </ul> </li> <li>○ Pipeline update <ul style="list-style-type: none"> <li>▪ SW shared plans for updating the pipeline.</li> <li>▪ SW suggested presenting the pipeline in a high-level grid which PRS confirmed would be useful.</li> <li>▪ LD highlighted that the LIS Investment Plan is now published. ACTION: JM to share the media link.</li> <li>▪ PS noted that there are no public transport schemes in the pipeline.</li> <li>▪ OJ said transport schemes should be informed by OXIS and LTP4, both of which are going through changes currently.</li> <li>▪ ACTION: SW to develop the pipeline grid in line with feedback from the meeting.</li> </ul> </li> <li>○ LGF evaluation plan <ul style="list-style-type: none"> <li>▪ SW ran through the LGF Projects ready for evaluation in 2020/21.</li> <li>▪ PSG agreed with the plan.</li> <li>▪ SW reminded the PSG that its role in evaluations is part of the PSG's terms of reference. OxLEP has a Monitoring and Evaluation Framework in place, as requested by government and signed off by PSG.</li> </ul> </li> </ul> | <p>SW</p> <p>JM</p> <p>SW</p> <p>PSG</p> |
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### 3 – Change Requests and Updates

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| <ul style="list-style-type: none"> <li>• Change request updates <ul style="list-style-type: none"> <li>○ PSG agreed with the proposal to update the change request from May 2020 for additional funding for The Construction Skills Academy, the City Centre Hospitality Training and The Earth Lab. ACTION: SW to take this forward.</li> </ul> </li> <li>• WELR change request re remaining funds (Item 3) (exempt information<sup>1</sup>) <ul style="list-style-type: none"> <li>○ OJ gave an update on WELR which was discussed.</li> <li>○ ACTION: SW to update the change request to take into account the discussion before it goes to Board.</li> </ul> </li> <li>• OFAS review &amp; change request (Item 2) (exempt information<sup>1</sup>) <ul style="list-style-type: none"> <li>○ SW gave an update on the scheme.</li> </ul> </li> <li>• Change request log introduction <ul style="list-style-type: none"> <li>○ SW presented a proposed change request log. It was agreed that it is useful. Suggested format changes were discussed - to group by project and then by date; themes would also be useful; together with dates for when projects were originally approved. ACTION: SW to develop the log in line with PSG feedback.</li> </ul> </li> </ul> | <p>SW</p> <p>SW</p> <p>SW</p> |
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### 4 – Programme Reports

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| <ul style="list-style-type: none"> <li>• LEP Operating Plan – Completed projects from 2019/20 (Item 5) <ul style="list-style-type: none"> <li>○ Fully complete incl outputs and outcomes. Updated once a year.</li> <li>○ No comments.</li> </ul> </li> <li>• LEP Operating Plan – June 2020 (Item 4) <ul style="list-style-type: none"> <li>○ SW highlighted changes to RAG status which were discussed.</li> </ul> </li> </ul> |  |
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| <ul style="list-style-type: none"> <li>○ JN queried whether known implications of future cost rises have been worked through for all projects. SW confirmed that each project has been reviewed and the risks are currently low.</li> </ul>  |           |
| <b>5 – Draft Delivery Plan</b>   |           |
| <ul style="list-style-type: none"> <li>• PRS was complementary on the look and feel of the interactive plan and gave some practical feedback for potential changes.</li> <li>• Agreed that PSG members would send additional comments to SW.</li> <li>• SW to pass feedback to Delivery Plan team.</li> </ul>                                | PSG<br>SW |
| <b>6 – AOB</b>   |           |
| <ul style="list-style-type: none"> <li>• JM explained that he is standing down from West Oxfordshire District Council due to a family move to Bristol so this would be his last PSG meeting.</li> <li>• PSG thanked JM for his contributions to West Oxfordshire and the LEP.</li> <li>• PRS thanked PSG for their contributions.</li> </ul> |           |
| <b>Next meeting:</b> <ul style="list-style-type: none"> <li>• Wednesday 18<sup>th</sup> November, 4-6pm, by MS Teams</li> </ul>  |           |