

Business Support Sub Group meeting

13th September 2018, 10:00-12:00

D321, Dorn building, City of Oxford College, Oxpens Road, Oxford, OX1 1SA

Please report to the City of Oxford College Reception on arrival to be issued with a visitor's lanyard.

The meeting is taking place on the third floor of Dorn building (the same building as the main reception area). So once signed in make your way up to the third floor (the stairs are quite steep so feel free to take the lift).

There is no parking available directly on site but there are public car parks at [Westgate Shopping Centre car park](#) next door or the [City Council's Oxpens car park](#) opposite the site.

Attendees:

Name	Initials	Organisation
Phil Shadbolt (Chair)	PS	OxLEP Board and Zeta Specialist Lighting
Steve Clarke (Vice Chair)	SC	Inward Investment Group
Stuart Wilkinson	SW	University of Oxford
David Hartley	DH	Oxford Brookes University
Julia Iball	JI	Institute of Directors
Penny Rinta-Suksi	PRS	Blake Morgan and OxLEP Board Member
Rob Lewtas	RL	DIT - Trade SouthEast
Philip Davies	PD	Federation of Small Business (FSB)
Matthew Williams	MW	Critchleys
Sally Hannah	SH	West Midlands and Oxfordshire CBI
Helen Brind	HB	Officer - OxLEP
Richard Byard	RB	Officer - OxLEP
Simone Hartless	SH	Officer - OxLEP
Sebastian Johnson	SJ	Officer - OxLEP

Apologies:

Name	Initials	Organisation
Peter Smith	PSm	Oxfordshire Chamber of Commerce

Agenda:

1. Welcome & introductions	PS	2 mins
2. Minutes of last meeting (24 th May 2018) – Paper One	PS	3 mins
3. OxLEP update	RB	10 mins
4. Local Industrial Strategy/UK Shared Prosperity Fund update	RB	20 mins
5. Growth Deal Update a) Productivity Strand b) Scale-up Discussion	RB/SJ/HB	15 mins
6. Updates a) Business Support (including National Growth Hub Steering Group) b) Innovation Support for Business c) Invest/Internationalisation	HB / RB SH SJ	40 mins
7. Events – debrief and discussion a) Elevate Market Place event – video /- case studies to events - June 2018 b) Enterprise/BEIS Roundtable – July 2018 c) House of Commons event (Connected & Autonomous Vehicles) - Sept 2018 d) ISfB launch and Venturefest20 – Sept 2018 e) OxLEP AGM – Sept 2018 f) Elevate Bootcamp – Sept 2018 g) Elevate & ISfB Grant workshops – variety	All	15 mins
8. Rural support	HB	5 mins
9. Recruitment of members to the Group and role profile	All	5 mins
10. AOB & future meeting dates	All	5 mins