

**OxLEP Board Meeting  
17<sup>th</sup> September 2024  
5.00pm – 8.00pm**

**VENUE  
MS Teams**

**MINUTES**

<b>Board Directors Present:</b>	Alistair Fitt (Chair - AF), Nigel Tipple (NT), Ariana Adjani (AA), Angus Horner (AH) (arrived at 1720), Alexander Reip (AR) (arrived at 1751), Cllr David Hingley (DH), Peter Nolan (PN), Miranda Markham (MM), Stephen Gifford (SG), Jacqui Canton (JC), Jenifer Schivas (JS), Cllr Liz Leffman (LL), Cllr Andy Graham (AG) (left at 1853) and Cllr Susan Brown (SB)
<b>Board Directors Apologies:</b>	Cllr David Rouane (DR), Cllr Bethia Thomas (BT) Lorna Baxter (LB), and Jayne Norris, (JN)
<b>Minutes:</b>	Sadie Patamia (SP)
<b>In attendance:</b>	Richard Byard (RB), Lyn Davies (LD), Helen Brind (HB), Sally Andreou (SA), James Ives (JI), Helen Ryan Wallis (HRW), Kathy Wilcox (KW)
<b>Item</b>	<b>Action/Responsible</b>
<b>Item 1 – Welcome, Apologies and Declarations of Interest</b>	
<b>Item 2 – Minutes</b>	
<b>To approve</b>	<b>Approved</b>
<ul style="list-style-type: none"> <li>• Board meeting dated 11th June 2024</li> </ul>	
<b>To note</b>	
<ul style="list-style-type: none"> <li>• Nominations and Personnel Committee Written Procedures (September 2024)</li> <li>• Finance and Audit Committee approved minutes (August 2024)</li> </ul>	<b>Noted</b>
<b>Items for Decision – Confidential Papers for approval as detailed Committee/Sub-Group recommendation (Exempt Information1)</b>	
<b>Item 3a - Financial outturn report (for approval)</b>	
<b>Item 3b – Forward Workplan (for approval)</b>	
<b>Item 3c – Enterprise Zone Business Rate Forecast (for noting)</b>	
<b>Item 3d – Company Secretary Appointment (for approval)</b>	
<b>Item 4 - Transition Plan Update</b>	
<b>Item 5 - Questions from the public arising from the agenda (Max 3mins per question – notified in advance in writing)</b>	
There were no members of the public present	
<b>Item 6- Chief Executive’s Report</b>	
NT presented his paper which reviewed progress throughout the last quarter.	
He discussed various activities and initiatives undertaken by the teams, emphasizing collaboration with local authorities and government programs.	

He confirmed that the teams are working collaboratively with local authority partners and government programs to enhance service delivery and align with existing and new local initiatives.

He drew attention to the success of the business support toolkit, available on the refreshed website, acts as a 'live business survey', constantly updated and reviewed to reflect business intelligence and challenges

NT commented on the work undertaken by the Skills Team including Community Employment Plans which are crucial for creating connections with local communities and businesses, especially in areas with significant developments. He also highlighted the importance of Skills Boot Camps in various fields such as health, engineering, and sustainability, with plans for further opportunities in the next financial year

He drew attention to the efforts being made to support the Visitor Economy through the Renaissance programme, utilizing funds to aid recovery from COVID-19 and work with Local Authority partners.

NT confirmed the significant foreign direct investment successes and expansion in manufacturing capabilities, particularly in electric drive trains for Earth moving equipment.

NT moved on to the presentation.

He discussed various initiatives and performance metrics related to communications, business support, skills development, and strategic planning.

NT confirmed the Comms team continue their podcast series and is seeing increased engagement on social media, with a cost per click significantly below the national average

He highlighted the Business Support Programs with key business support initiatives include startup boot camps, women in business networking, mentoring, and investment readiness programs, which have shown positive outcomes and increased engagement.

The work of the Skills Team Social Contract was discussed confirming their impact and efforts to get people back into work which have significant multiplier effects on health and well-being.

**The Careers Hub team** are working with 61 schools and colleges to meet Gatsby benchmarks, involving businesses and cornerstone employers to support a broad reach.

NT commented on the ongoing success of The Apprenticeship Awards which aim to celebrate and promote the value of apprenticeships, with plans to potentially hold the next event at Blenheim.

NT drew attention to the Strategy Team who are focused on delivering the strategic economic plan, visitor economy work, and developing a Green Investment prospectus. They are also working on The Oxford Calling initiative which aims to create a dynamic business community platform that serves as a calling card for the

region. The Strategy Team also make efforts to build strong commercial relationships with investors, developers and land owners and ensure that investments also benefit local communities through initiatives like Community Employment Plans.

NT moved on to the KPI presentation.

He provided an update on various KPIs, and performance metrics related to business activities, apprenticeship levies, job creation, foreign direct investments, and social media engagement.

- **Gatsby Benchmarks and Apprenticeship Levy:** The team is tracking above the target of five for Gatsby benchmarks and has significant headroom for more work around the apprenticeship levy.
- **Job Creation and Programme Outcomes:** The original target of 80 jobs created has been significantly exceeded, indicating that the programme outcomes are much lower than what has been achieved.
- **Satisfaction Rates and Industry Benchmarks:** The team consistently tracks above industry benchmarks in satisfaction rates, reflecting positive engagement and value for money in programme delivery
- **Foreign Direct Investments:** The current target for foreign direct investments is 34, with two already secured and a pipeline of 25. Last year's performance was 46 investments, and the investment value for last year was around £750 million.
- **Social Media Engagement:** The two-year target for social media engagement is 27,500, with current tracking at 26,100. The cost per click is significantly lower than the industry standard, indicating effective engagement strategies.
- **Podcast and YouTube Content:** There is a focus on improving podcast and YouTube content, with efforts to meet the target of 50 podcasts in the first 90 days and increase YouTube click-through rates as new content is introduced

NT closed by stating that the breadth of work and achievement the OxLEP team produced was impressive given the regular changes and reviews they are subject to. Despite this, performance remains exceptionally high.

AF thanked the Board for their involvement and wisdom.

**Recommendation**

**That the Board notes:**

- **The latest paper provides updates on key operational progress up to the end of Q1 2024/25 and is support by the following documents:**
  - **Annex A -Team Updates presentation**
  - **Annex B – KPI Reporting Summary Q1 reporting**

**Noted**

**The meeting closed at 7:30pm**