



OxLEP Programme Sub Group Meeting
21st May 2019
16.00 – 18.00
OxLEP Office, Oxpens, Oxford

DRAFT MINUTES

Programme Board Members Present:	Penny Rinta-Suksi (PRS), James Mills (JM), Giles Orr (GO), Richard Venables (RV)	
Programme Board Members Apologies:	Adrian Lockwood (AL)	
Minutes:	Sarah Watson	
In attendance:	Nigel Tipple (NT), Katy Jurczynszyn (KJ), Sarah Watson (SW) Rosanna Sheehan (RS)	
Item		Action
Item 01 – Welcome, Introductions and Governance		
<p>Declarations of Interest</p> <ul style="list-style-type: none"> • Councillor James Mills declared that <ul style="list-style-type: none"> ○ He has a son who is a student at Abingdon and Witney College ○ He has a brother who works at Abingdon and Witney College ○ He has a charity interest in land owned at Abingdon and Witney College ○ The chair noted the declarations and confirmed that they will be a standing item, the chair was content for him to stay in the meeting but not participate in relevant parts of the agenda/reports • Giles Orr declared that <ul style="list-style-type: none"> ○ Oxford Brookes University have submitted a bid for the Skills Call. The chair confirmed that Giles would need to leave the meeting for the relevant agenda item. <p>Apologies for absence</p> <ul style="list-style-type: none"> • Adrian Lockwood <p>Minutes of previous meeting</p> <ul style="list-style-type: none"> • The minutes were agreed <p>Updated Terms of Reference</p> <ul style="list-style-type: none"> • The updated Terms of Reference were agreed by the Board in March 2019 <p>Membership review</p> <ul style="list-style-type: none"> • The Programme Sub Group has been running for 2 years and is therefore due a membership review. This will be an agenda item in the August 2019 meeting. 		SW
Item 02 – LGF programme reviews and change requests		
<p>The LGF programme review and improvement plan re March 2021 spend deadline</p> <p>The review was discussed, and key observations made.</p> <p>The Programme Sub Group agreed to</p> <ul style="list-style-type: none"> • Allocate the skills funding via written procedures • Recommend to June Board the skills project to be funded 		PSG PSG

<p>The Programme Sub Group noted</p> <ul style="list-style-type: none"> • That the pipeline of projects will be reviewed in the August 2019 meeting • That change requests will be submitted for August 2019 meeting and September Board as required. <p>The Programme Sub Group requested</p> <ul style="list-style-type: none"> • Monthly update emails until the next meeting in August 2019 • County Transport lead to attend the next meeting in August 2019 	<p>SW SW</p>
<p>Item 03 – Skills Call Update</p>	
<p>Giles Orr left the meeting for this item The process is ongoing, the next steps are to assess projects using the EAST framework, following this the Programme Sub Group will review and make recommendations to Board.</p> <p>The Programme Sub Group agreed to</p> <ul style="list-style-type: none"> • Allocate the skills funding via written procedures • Recommend to June Board the skills project to be funded 	<p>PSG PSG</p>
<p>Item 04 – New Delivery Plan</p>	
<p>The new Delivery Plan will sit between the Business Plan and the Operating Plan. It provides useful summaries of progress to the end of March 2019 and forecasts looking forwards. It will be submitted according to Government deadlines at the end of May 2019 and will be published on our website. It will be updated annually.</p> <p>The Programme Sub Group agreed to</p> <ul style="list-style-type: none"> • Review the text for the new Delivery Plan and feedback comments by COP Wednesday 29th May 	<p>PSG</p>
<p>Item 05 – Programme Reports</p>	
<p>The LGF quarterly reporting spreadsheet for Q4</p> <ul style="list-style-type: none"> • The dashboard was discussed and approved for submission <p>The LEP Operating Plan March 2019 was discussed and progress noted</p> <p>The LEP Updated Completed Projects list was discussed and progress noted</p>	<p>SW</p>
<p>Item 06 – AOB</p>	
<ul style="list-style-type: none"> • None 	