

Oxford Business Voice

Proposed Terms of Reference (June 2015)

- Purpose:
- To represent the businesses of Oxford and the greater Oxford area and to distil the key messages from employers and businesses in Oxford and to ensure that these are fed back through the Oxfordshire Local Enterprise Partnership (LEP), the local authorities and national government;
 - To represent the interests of Oxford’s businesses and provide a board member for the Oxfordshire Local Enterprise Partnership (LEP) and involve businesses in other key organisations including Oxford Strategic Partnership (OSP) and Oxford Economic Growth Group ;
 - To advice and update Oxford’s businesses on key strategic plans and projects.

- Role:
- Informing business of key policy and strategic matters affecting the local economic area.
 - Taking key messages from business and supporting and lobbying organisations including the OSP, LEP, local authorities and central government based on the messages from employers and businesses in and around the city
 - To feed into the Oxford Economic Growth Strategy Action Plan
 - To identifying opportunities and initiatives that will enhance the Oxford economy;
 - To offer challenge where appropriate;

Membership: A core executive membership made up as follows:

Representative(s)	As at September 2014
Oxford Business representative on the Oxfordshire LEP	Richard Venables, VSL & Partners,
Businesses (minimum of six in addition to business rep on the LEP)	Simon Cox, Centrica Richard Rosser, The In Oxford Group / B4 Jonathan Riggall, Peter Brett Associates Scott Harkness, Carter Jonas David Fletcher, White October Robyn Bourne, Federation of Small Businesses Oxford Biomedica Oxfam AC Neilson Nominet
Universities and Colleges (three)	A representative of Oxford University/ Oxford Brookes and an Oxford College

Tourism Sector (one)	Representative from Experience Oxfordshire
Health Sector (one)	Nick Scott-Ram, Oxford Academic Health Science Network
Retail sector (one)	Invitation to be made via the Town Team
Oxfordshire LEP Chief Executive	Nigel Tipple or representative from LEP

In addition to this core membership any business either based in Oxford or doing business in the Oxford area is invited to join Oxford Business Voice. Initially membership will be free but core founding companies may wish to donate some initial funds to help support web site development and other media initiatives.

Chair: The Chair will be the Oxford Business Representative on the LEP. The Chair will lead on reporting to the Oxford Strategic Partnership Steering Group up to twice a year.

Meeting dates: Quarterly – March, June, September and December each year. Meetings will be no longer than two hours in duration

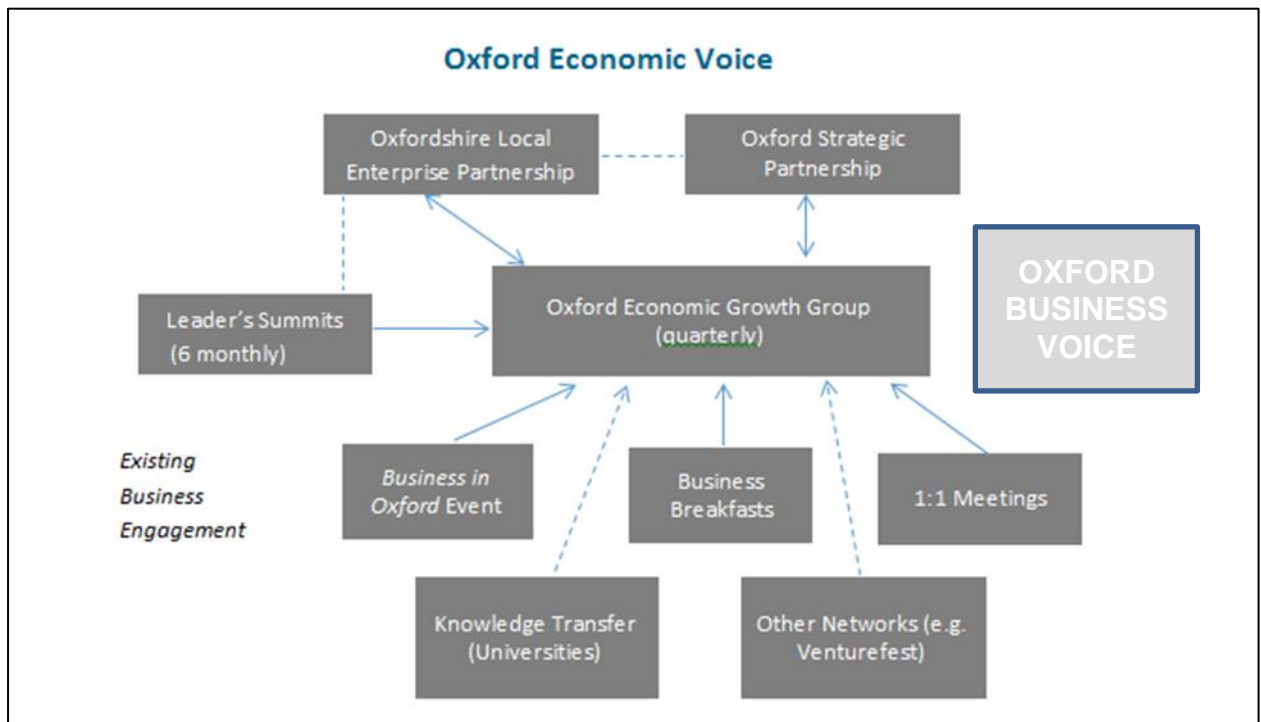
Attendance: An appropriate substitute may be sent if a Steering Group member is unable to attend. Other attendees will be invited to attend as appropriate based on the agenda and key focus of discussions.

Governance and Structure: Exact status of organisation to be agreed.

Any declarations of interest will be declared at the start of the meeting.

Meetings are held in public but are not public meetings.

Structure Chart of the Oxford Economic Voice and the Oxford Economic Growth Steering Group



Forward Plan: Small steering group to be established to fine tune initiatives and organisational structure. And to establish core founding group.

Oxford Business Voice to be officially launched at Business in Oxford 2015 on Tuesday 30th June with exhibition stand provided in main foyer to stimulate interest in membership.