

Minutes of the Oxford Economic Growth Steering Group
29th March 2018, 10:00 – 12:00
St Aldates Room
Oxford City Town Hall

Attendees/apologies

Name	Organisation	Status
Councillor Bob Price	Oxford City Council (Chair)	Attended
David Hartley	Oxford Brookes University	Attended
Peter Nolan	Oxford BioMedica	Attended
Peter Reynolds	City of Oxford College	Attended
Richard Venables	VSL & Partners	Attended
Grant Hayward	Collaborent	Attended
Jonathan Riggall	Peter Brett Associates	Attended
Lynn Sheppard	Venturefest	Attended
Hayley Beer-Gamage	Experience Oxfordshire	Attended
Nick Scott-Ram	Oxford Academic Health Science Network	Attended
Richard Rosser	The In Oxford group / B4	Attended
Matt Peachey	Oxford City Council	Attended
Samuel Kabiswa	Oxford City Council	Attended
Alina Withers	Oxford City Council	Attended
Apologies		
Ahmed Goga	OxLEP	Apologies
Phil Clare	Oxford University	Apologies
Stuart Wilkinson	University of Oxford	Apologies
Neil Edwards	City of Oxford College	Apologies
Anthony Mtitimila	Oxford County Council/OxLEP	Apologies
Llewelyn Morgan	Oxfordshire County Council	Apologies
Ian Gray	Oxford City Council	Apologies
Laurie Taylor	Oxford City Council	Apologies

Key points raised and actions

Agenda Item	Key discussion points	Actions
1. Welcome and apologies	See list of attendees above	N/A
2. Minutes of the last meeting, matters arising and brief updates	<p>Start-up, Grow on and Innovation space pipeline:</p> <ul style="list-style-type: none"> • Innovation and office space increasingly being designed and delivered as collaborative space. • High demand and occupation levels for serviced innovation office space across the city with no shortage of companies who want to set up serviced innovation office space. • Strong demand is pushing up rent levels though landlords are still achieving the asking prices. • Potential for converting any retail space being freed up by the opening of the Westgate centre to be turned into serviced innovation office space. • To explore different models which have worked elsewhere i.e. combining working and living space; releasing public estate to fill the gap; co working hub as delivered in Westminster; pop up innovation office space as in Abingdon. 	
	<p>Regeneration programme update (for information)</p> <ul style="list-style-type: none"> • Station Site redevelopment progressing though there is a number of funding and design issues still to be resolved. Important that considerations set out/identified in the SPD are satisfied by the scheme design and delivery. • Oxpens - Currently in the process of choosing development partner. It will be important to ensure that this scheme takes into account and complements the Station development proposals. • Blackbird Leys district centre – the city council are in the process of selecting a development partner. • Northern Gateway – slow progress being made through pre-app discussions. Issues around infrastructure and viability still to be resolved before planning submission. 	
3. Next phase of local/regional economic planning	<p>Driving forward Oxford City's Economy –Housing and Growth deal</p> <ul style="list-style-type: none"> • This is the first year of the programme. The aim is to open up key employment and housing sites. £30M earmarked to be spent on transport schemes in year 1 including £3m access to Headington, Botley Rd corridor (West link improvements), rail design, cycling works and A40, SE road corridor improvements, feasibility study for rapid transport. • Opportunity to consider adding social value clauses 	<ul style="list-style-type: none"> • GH.MP/SK to draw up paper for EGS looking at opportunities and options for including social value clauses in procurement framework. • GH to meet with Bev Hindle and Sue Halliwell re weaving social value into the procurement

	<p>into the procurement frameworks and contracts to benefit local residents.</p> <ul style="list-style-type: none"> • There's a productivity strand to the Growth Deal which may offer an opportunity to draw in additional funding into Harwell campus for further remediation, boost business advice and support within the growth hub including engaging with the SFA to devolve some skills funding to the county council. 	<p>programme for infrastructure</p>
	<p>Local Industrial Strategy (LIS) and Oxford Economic Strategy</p> <ul style="list-style-type: none"> • Oxfordshire one of three areas officially trialling the LIS alongside Birmingham and Manchester. LIS to be submitted and signed off by government by March 2019. LIS must cover areas set out by government. Selecting Oxfordshire as one of the test areas is a reflection of area's strength and positive economic contribution to UK plc. • The vision aims to set up Oxfordshire as one of the top 3 technology clusters in the World. There are already some clear links with the current industrial strategy within the four main grand challenges: <ul style="list-style-type: none"> ○ aging population ○ artificial intelligence, data ○ clean growth ○ future of mobility • OxLEP currently in the process of appointing consultants to support the production of the LIS. Winning contractor to be appointed by 25th April with a view to having a first draft by October. • The Business Forum event being organised for 25 April 2018 will focus on the LIS and what it means for Oxfordshire. • EGSG to be main link to LEP on behalf of the city also ensuring the whole breadth of the economy is reflected in the wider LEP plans. • Agreed to update the local growth strategy. However timetable for producing the LIS poses challenges for plans to update our own local growth strategy and poses questions of how to best engage with businesses. There also questions about what the local strategy should focus on. • The local strategy should cover the full breadth of the local economy while the LIS should focus on the high impact areas i.e. it should complement the LIS and tackle not addressed in the Governments' white paper and by the LIS. Both need to articulate how they will benefit local businesses and communities. • The Oxford Economic Profile (formerly narrative) 	<ul style="list-style-type: none"> • SK to draw up an action plan for updating the local growth strategy and EGSG input into the LIS. • SK to share Economic profile with the Board.

	<p>has been updated and is now been published on the council website (insert link). The profile will underpin the refreshed strategy with the local strategy being a more focused document. The local strategy will also have an implementation (delivery) plan which will be reviewed and updated on a regular basis.</p>	
<p>4. Revised terms of reference and focus for the Economic Growth Steering group</p>	<ul style="list-style-type: none"> • The refreshed Terms of Reference for the Oxford Economic Growth Board (note change in name) were agreed by the group • It was agreed to seek additional members for the group from areas of expertise (sectors) currently not represented/covered i.e. retail, hospitality, transport as well as some professional services like accounting/legal. • In line with the steer from OSP, EGSG will be adopting a task and finish approach with two distinctive groups which will examine issues on a task and finish basis. The groups will have a core set of members but will be able to co-opt in members on a temporary basis depending on the issue being addressed. One of the task groups will focus on city centre management issues and will report both to EGSG and other OSP subgroups. Will be important to avoid duplication between the two groups. Need to identify other areas for consideration for the task group. Important to manage expectations, articulate a clear message and be realistic of what is deliverable within a year. 	<ul style="list-style-type: none"> • Members to put forward several names of individual they are aware of to be considered for membership (All). • SK to extend invite to new members to join the Board following discussion with the Chair. • MP/LT to set up new Task & Finish Groups
<p>5. Business Engagement – Events and Activities</p>	<p>Business in Oxford Event – plans for 2018</p> <ul style="list-style-type: none"> • Preparations for BIO 2018 progressing well • 500 people already booked tickets • We should use multiple channels to promote the event. <p>Venturefest 2018</p> <ul style="list-style-type: none"> • Scheduled for 12th Sept. • Will be an opportunity to showcase what’s going on in Oxfordshire. • Should reference the LIS and science audit. • Will be an opportunity for business networking. <p>Oxford Business Forum Events</p> <ul style="list-style-type: none"> • The next event is scheduled or 25th April. • Will focus on the LIS. • Should be led by speakers from businesses/organisations that are knowledgeable about this and should be interactive. • Try and reference/link to emerging industry sector deals to the LIS – how would these complement each other (health, construction, creative, 	<ul style="list-style-type: none"> • Use Business forum to promote BIO 2018. SK to get publicity material from RR. • To approach John Bell or Phil xxx to see if they could lead on some of the items (tba of diary commitments). • Share future business forum event dates with the group (SK).

	<p>tourism)?</p> <ul style="list-style-type: none"> Engage people from a wide range of sectors including those who may not necessarily be reflected in the LIS (links to approach agreed for refreshing the strategy). Set it within the context of the global competitiveness i.e. Oxfordshire being the top three innovation clusters in the world. How do we currently compare and what do we need to do to get there? 	
6. AOB, future meeting dates, Items for next meeting	<ul style="list-style-type: none"> This will be Bob's last meeting as chair. The groups thanked him for his work and efforts which had resulted in raising the profile of economic development and issues within the city and county. He handed over to Peter Nolan who has agreed to chair as the LEP's new Oxford Business representative. Next meeting is scheduled for 5th June 2018 10.00 to 12.00 with the venue still to be confirmed. 	<ul style="list-style-type: none"> Secretariat to provide a schedule of forward meeting dates for the rest of the year (SK after consulting with the Chair).

Action Log update

Date	Action	Update	Status (Open/Closed)
29/03/18	<ul style="list-style-type: none"> To draw up paper looking at opportunities and options for including social value clauses in procurement framework. Explore how we could weave social value into the procurement programme for infrastructure elements of the Growth Deal. 	MP met with colleagues from the county council and has agreed to take a paper to the Oxfordshire Growth Board. Paper to be shared with EGSB once completed for comment.	In progress
29/03/18	<ul style="list-style-type: none"> Draw up an action plan for updating the local growth strategy and EGSB input into the LIS. Share refreshed Economic Profile document with the Board. 	<ul style="list-style-type: none"> A paper (including an action plan) on taking forward the economic strategy refresh is being drawn up for the Corporate Management team and will be shared with EGSB once agreed/cleared. Refreshed profile included with the papers for the meeting. 	In progress
29/03/18	<ul style="list-style-type: none"> Members invited to propose potential names of individual they are aware of to be considered for membership. MP/LT to set up new Task & Finish Groups 	<ul style="list-style-type: none"> Jason Kingsley of Rebellion has agreed to join the board. MP in the process approaching other potential candidates. 	In progress
29/03/18	<ul style="list-style-type: none"> Share future business forum event dates with 	<ul style="list-style-type: none"> Next business forum is scheduled for 19/26 Sept and 	In progress/completed

	<ul style="list-style-type: none"> the group (SK). Use Business forum to promote BIO 2018. SK to get publicity material from RR. 	<p>may be on the theme of “Delivering an inclusive economy”. Venue and timings to be confirmed.</p>	
	<ul style="list-style-type: none"> Secretariat to provide a schedule of forward meeting dates for the rest of the year (SK after consulting with the Chair). 	<p>Future meeting dates</p> <ul style="list-style-type: none"> 13th September 6th December 	Completed