

**Minutes of the Oxford Economic Growth Steering Group**  
**18 Sept 2018, 10:00 – 12:00**  
**Ploughman Room**  
**Oxford City Town Hall**

**Attendees**

<b>Name</b>	<b>Organisation</b>	<b>Comment</b>
Peter Nolan	Oxford BioMedica (Chair)	
David Hartley	Oxford Brookes University	
Dr Stuart Wilkinson	University of Oxford	
Richard Venables	VSL & Partners	
Grant Hayward	Collaborent	
Lynn Sheppard	Venturefest	
Thomas Edwards (Representing Jonathan Riggall)	Peter Brett Associates	
Laurie-Jane Taylor	Oxford City Council	
Matt Peachey	Oxford City Council	
Samuel Kabiswa	Oxford City Council	
Patsy Dell	Oxford City Council	
Ahmed Goga	OxLEP	
<b>Apologies</b>		
Ian Gray	Oxford City Council	
Jason Kingsley	Rebellion	
Hayley Beer-Gamage	Experience Oxfordshire	
Alina Withers	Oxford City Council	
Anthony Mtitimila	Oxford County Council/OxLEP	
Llewelyn Morgan	Oxfordshire County Council	
Jonathan Riggall	Peter Bret	
Nick Scott-Ram	Sensyne Health	
Phil Clare	Oxford University	
Rachel Goode	Oxford University Press	
Tony Hart	Oxford City Council	

## Key points raised and actions

Agenda Item	Key discussion points	Actions
1. Welcome and apologies	See list of attendees and apologies above	N/A
2. Minutes of the last meeting, matters arising and actions	<ul style="list-style-type: none"> <li>• Next business forum scheduled for 17<sup>th</sup> October and will focus on Transport</li> </ul>	This was postponed to Dec 5 <sup>th</sup> and focused on international trade. It also discussed the financial priorities for the City, County and LEP for the next reporting year.
3. Key Updates	<p><b>Local Industrial Strategy</b></p> <ul style="list-style-type: none"> <li>• Summary brochure setting out suggested approach has been shared with partners and stakeholders and a number of partner consultation events have now taken place.</li> <li>• PWC has undertaken a baseline review identifying the challenges and issues, and comparative analysis setting out where we currently are in relation to where we want to be.</li> <li>• Held a meeting with HMG analysts to review the emerging evidence.</li> <li>• PWC will be producing a number of documents - economic baseline review, challenges and issues (the first two will inform the strategy) and an investment prospectus which will be shared with international markets and investors.</li> <li>• 1<sup>st</sup> draft of the strategy will be ready for review 20<sup>th</sup> Sept with a view to having a final draft by the end of the calendar year. Further testing of the strategy amongst partners will be undertaken during November.</li> <li>• Will reflect the work currently going on around the OxCam corridor;</li> <li>• Emerging evidence points to a number of issues and themes;               <ul style="list-style-type: none"> <li>○ Our economy is heavily reliant on the skills level of the workers – Level 4 and above;</li> <li>○ There is a disconnect between availability of apprenticeships and take up;</li> <li>○ Productivity still an issue in the mature sectors where there is underutilisation</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Advanced Oxford and Skills Board to review what can be done to improve performance in this area.</li> </ul>

	<p>of technology;</p> <ul style="list-style-type: none"> <li>○ Lack of employment/business sites;</li> <li>○ Lack of leadership and management skills holding back businesses;</li> </ul> <ul style="list-style-type: none"> <li>● There may be an opportunity for EGSB to have an hour's session to review the strategy ahead of formal submission.</li> </ul>	
	<p><b>Oxfordshire international prospectus and approach to hosting foreign delegations</b></p> <p>The LEP has commissioned the production of a brochure and enhanced marketing materials, in a bid to stimulate a greater number of high value trade visits from China and other high value FDI markets. This is being done in conjunction with DIT and we are invited to support this work.</p>	<ul style="list-style-type: none"> <li>● SK to engage with the LEP lead on this work and feedback to board as and when necessary including when the board should be engaged.</li> </ul>
	<p><b>Growth deal update</b></p> <ul style="list-style-type: none"> <li>● Joint Spatial Strategic Plan for the county now being developed. Important to ensure this consistent with the emerging local plans. Includes curve out for planning freedoms and flexibilities – 3 year housing land supply plans.</li> <li>● Setting up a new governance structure. May need to review structure and composition of Growth Board.</li> <li>● Recruiting a GD director to increase capacity as delivery timescales are very challenging.</li> <li>● Now at the mobilisation and crystallisation stage of the delivery arrangements.</li> <li>● Expressway corridor – still some details to be agreed on position of final route.</li> </ul>	
	<p><b>Convention centre feasibility study</b></p> <ul style="list-style-type: none"> <li>● All funding pledges now in place</li> <li>● Brookes has created a research team to undertake the study.</li> <li>● Initial scope drawn up.</li> <li>● Will be done in three phases; <ul style="list-style-type: none"> <li>○ Assessment of what is currently available.</li> <li>○ Developing and synthesising options.</li> <li>○ Decision to proceed to feasibility.</li> </ul> </li> </ul>	To be discussed further at next meeting
<b>4. Business Engagement</b>	<b>Review of Venturefest 2018</b>	Deferred to next meeting
	<p><b>Business engagement – Oxfordshire Voice</b></p> <ul style="list-style-type: none"> <li>● Support of this group on setting up and for the work of OV welcome</li> <li>● OV will enable LA to sense check views of businesses in relation to emerging proposals</li> <li>● Four themes/forums being proposed which will drive surveys, discussions and reports.</li> </ul>	

	<ul style="list-style-type: none"> <li>Themes reflect the ones in the LIS</li> </ul>	
<b>5. Task and Finish Groups Update</b>	<p><b>Inclusive economy update</b></p> <ul style="list-style-type: none"> <li>Three areas of being taken forward <ul style="list-style-type: none"> <li>Accreditation as 1<sup>st</sup> living wage city</li> <li>Inclusive recruitment charter led by Aspire</li> <li>Delivering social value through the LA's procurement</li> </ul> </li> <li>Living Wage week in November with a number of events planned across the city</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from the living wage week and event (MP)</li> </ul>
	<p><b>City Centre management update</b></p> <ul style="list-style-type: none"> <li>First meeting of the group to be held 15<sup>th</sup> October</li> <li>Agree terms of reference and deliverables/priorities and chair – the chair may join EGSB on a occasions</li> <li>Key priorities include managing voids, BID, how we promote the city as a destination or place to work and do business</li> </ul>	
<b>6. AOB, future meeting Items for next meeting</b>	<p><b>Attendance at High Level Forum – Grenoble</b></p> <ul style="list-style-type: none"> <li>We have received an invitation to attend the High Level Forum at Grenoble (as set out in the paper)</li> <li>STFC attended last year but no other attendees from the Oxfordshire ecosystem</li> <li>In view of the LIS and wider county aspirations it is important for us to have a presence</li> <li>We need a coordinated county wide approach if we are to effectively compete with other global innovation ecosystems</li> </ul>	<ul style="list-style-type: none"> <li>Recommend that this is discussed at the forthcoming LEP board with a recommendation to attend</li> <li>Feedback from event at next meeting</li> </ul>
<b>7. Date of next meeting</b>	<b>Dec 11<sup>th</sup> 10.00 to 12.00</b>	

### Action Log and Progress

Action	Lead	Update
Oxford Business Forum	SK	Rescheduled and will now be held on Dec 11 at the Said Business School. The theme will be international trade.
Advanced Oxford and Skills Board to review what can be done to improve performance in this area	SK/OxLEP	The recent meeting of the LEP skill subgroup agreed to explore a different approach that sought additional skills investment outside of hypothecated apprenticeship levy and test this with HMG as part of the wider LIS freedoms and flexibilities discussions.
Oxfordshire International	SK	Consultants in the process of consulting with a number of stakeholders on the patch. Met with the LEP and consultants

Trade prospectus - SK to engage with the LEP lead on this work and feedback to board as and when necessary including when the board should be engaged.		developing the prospectus and agreed a n approach. Agreed for the LEP lead to engage with EGSB when the prospectus in more developed and seek their input.
Review of Venturefest	LS	LS attending and will give feedback and what's planned for next year.
Feedback from the living wage week and event	MP/GH	MP and GH to give feedback and next steps.
Attendance at High Level Forum – Grenoble	TH	Tony hart to provide read out.