

Oxford Economic Growth Steering Group

Proposed Terms of Reference (revised September 2014)

- Purpose:
- To report on business engagement and 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 review progress on all elements of the Oxford Economic Growth Strategy Action Plan;
 - To explore new opportunities for economic development and growth in Oxford; and
 - To update on key strategic plans and projects.

- Role:
- Taking key messages back to their organisations and supporting the lobbying of the Oxford Strategic Partnership (OSP), LEP, local authorities and central government based on the messages from employers and businesses in and around the city
 - To support the delivery of the Economic Growth Strategy Action Plan and the projects contained in the Action Plan.
 - To identifying opportunities and initiatives that will enhance the Oxford economy;
 - To identifying resources from partners and solutions that can support economic development and growth;
 - To ensure links are maintained with inter-related projects and priorities of the OSP (Low Carbon, Safer Communities and Stronger Communities)
 - To offer challenge where appropriate;

Membership: A core membership made up as follows:

Representative(s)	As at September 2014
Oxford Business representative on the Oxfordshire LEP	Richard Venables, VSL & Partners, and ProOxford Group
Oxford City Council representative on the Oxfordshire LEP	Cllr Bob Price, Leader of Oxford City Council
Businesses (minimum of three in addition to business rep on the LEP)	Simon Cox, Centrica Richard Rosser, The In Oxford Group / B4 Jonathan Riggall, Peter Brett Associates Robyn Bourne, Federation of Small Businesses
Universities and Colleges (three)	Dr Phil Clare, University of Oxford Prof Alistair Fitt, Oxford Brookes University Ian Francis, City of Oxford College

Tourism Sector (one)	Giles Ingram, Experience Oxfordshire
Health Sector (one)	Nick Scott-Ram, Oxford Academic Health Science Network
Retail sector (one)	Invitation to be made via the Town Team
Social Enterprise (one)	Invitation to be made via Oxfordshire Social Enterprise Partnership
Local Authorities (two)	David Edwards, Executive Director Regeneration and Housing, Oxford City Council Dr Tom Flanagan, Oxfordshire County Council
Oxfordshire LEP Chief Executive	Nigel Tipple

In addition to this core membership, other relevant representatives will be invited to attend meetings as appropriate based on the agenda and key focus of discussions.

Chair: The Chair and Vice Chair will be the Oxford City Council representative on LEP and the Oxford Business Representative on the LEP. *[As at September 2014, these are Cllr Bob Price and Richard Venables]*
The Chair and/or Vice Chair will lead on reporting to the Oxford Strategic Partnership Steering Group up to twice a year.

Executive Support: Executive support will be provided by Oxford City Council's Economic Development Team. This will include the following tasks:

- Convening meetings
- Providing briefing papers as required
- Co-ordinating and reporting on progress against the Economic Growth Strategy Action Plan
- Support and brief members of the Steering Group as required
- Providing an overview report to the OSP Steering Group
- Ensure links to wider OSP work and priorities

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.

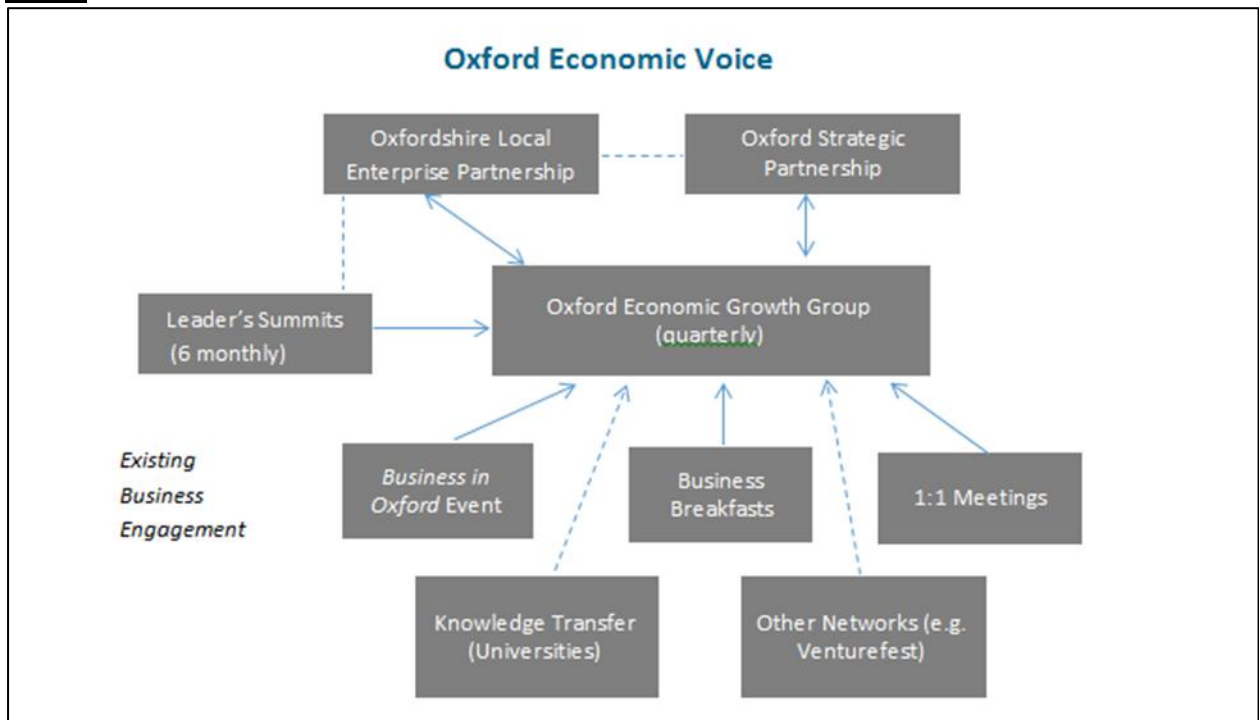
Governance and Structure: The Steering Group sits under the Oxford Strategic Partnership Steering Group and will act as the co-ordinating group for the Oxford Economic Voice ensuring that businesses messages, views and priorities from the city are fed into the LEP, local authorities and central government and any other appropriate policy or funding bodies.

The Oxford Strategic Partnership has adopted a set of principles - based on the Nolan principles for public life - to guide its actions, and promote public confidence in its actions - www.oxfordpartnership.org.uk/guiding_principles.asp. The Steering Group will work to those principles

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: The Steering Group will take up to two items for detailed reporting and discussion at Steering Group meetings. These will either be focussed on an element / action within the Economic Growth Strategy or focussed on a sector or network important to the city and the wider economic area.

The Forward Plan will be agreed by the Steering Group and Steering Group members are encouraged to suggest and facilitate items for discussion and debate.