

Oxford Strategic Partnership Steering Group

Draft Minutes of the meeting held on 19th September 2013, 10.00am The Old Library, Oxford Town Hall

Attendees:

Richard Adams, Oxford Community Safety Partnership
Alison Baxter, Oxfordshire Community and Voluntary Action (Chair)
Christian Bunt, Thames Valley Police
Phil Clare, University of Oxford
Rachel Coney, Oxfordshire Clinical Commissioning Group
Debbie Dance, Oxford Preservation Trust
Cllr Jean Fooks, Oxford City Council
Ian Francis, Oxford and Cherwell Valley College
Robert Hetherington, Oxford City Council
Giles Ingram, Experience Oxfordshire
Sebastian Johnson, Oxford City Council
Val Johnson, Oxford City Council
Mary Keenan, Oxfordshire Clinical Commissioning Group
Margaret Ounsley, University of Oxford
Cllr Bob Price, Oxford City Council
Maggie Scott, Oxfordshire County Council
Peter Sloman, Oxford City Council
Bill Sturman, Oxford Brookes University (for Anne Gwinnett)
Cllr John Tanner, Oxford City Council

Apologies:

Michael Crofton-Briggs, Oxford City Council
David Edwards, Oxford City Council
Anne Gwinnett, Oxford Brookes University
Cllr Ian Hudspeth, Oxfordshire County Council
Robert Kirtland, Critchleys and ProOxford Group
Sadie Paige, Oxford City Council
Cllr Rodney Rose, Oxfordshire County Council
Michael Sibly, University of Oxford
Joanna Simons, Oxfordshire County Council
Jackie Wilderspin, Public Health Oxfordshire County Council
Anna Wright, Oxford City Council

1. Minutes of the last meeting held on 18th July 2013

Ian Francis requested clarification under section 8 (Forward Plan and future agenda items) of the minutes where it stated "Information, Advice and Guidance strategy – Ian Francis to lead". Sebastian Johnson clarified that this followed a discussion focussed on skills at the last meeting where Ian had expressed an interest in leading a discussion on Information, Advice and Guidance at a future meeting. Sebastian and Ian to discuss further and agree the action.

Other than this, the minutes were agreed as a correct record.

2. Matters arising/ short updates

2.1 Local Enterprise Partnership (LEP) - update

A note on the current activities of the LEP had been circulated with papers. The following key points were made in discussion:

- Jean Fooks noted the lack of emphasis on the low carbon economy in the work of the LEP
- Val Johnson reported that both she and Alison Baxter are members of the Steering Group overseeing the development of the European Union Structural Investment Strategy and will include a significant emphasis on low carbon and sustainability. Timescales are tight for the development of the Strategy with a first draft being required by early January 2014.
- Rachel Coney requested clarification on the changes to Section 106 (planning gain) funding and the introduction of the Community Infrastructure Levy (CIL) and Bob gave a brief explanation. CIL is likely to be introduced in October 2013.

2.2 Broadband and Wireless (Oxford Super Connected Cities Project) - update

Sebastian Johnson provided a short update on the project and reported that the Project Board had met earlier in the week. Key points are:

- The voucher scheme is being market tested in 5 cities and the results of the test will be published and shared with the other cities in October/November. Take up of vouchers has been low according to initial results
- Broadband Delivery UK (BDUK) have produced an Assurance Process with key checkpoints that all cities must meet against projects between now and March 2015 – concerns raised about how resource intensive it appears to be despite being described as “light touch”
- Oxford City Council is looking to procure project management and delivery services to deliver the voucher and wireless projects
- An additional request for funding to develop wireless hotspots in public areas with a focus on museums and galleries is being discussed with BDUK and the LEP has been approached and asked to transfer the £300k capital grant originally committed to the fixed broadband project which had to be dropped due to the State Aid challenges.

Bill Sturman commented as a member of the Project Board stating that pressure exists to spend the money by March 2015. The voucher scheme seems onerous and long and representation had been made to BDUK at the Project Board meeting that it might be simpler and faster process if Government worked directly with suppliers rather than each city working in isolation with suppliers. Bill thanked Sebastian for his work on the project and commented that he is having to negotiate through a very tricky and tight space.

2.3 ESOL (English for Speakers of Other Languages)

Alison Baxter reported that £20,000 has now been allocated to the project and thanked Val Johnson for her excellent and sterling work in taking this forward. Progress will be reported through the Stronger Communities Sub Group.

2.4 City Deal Update

Peter Sloman provided a short verbal update on City Deal, with the following key points:

- Number of schemes is getting less as feedback from Government recommends a more focussed approach with greater financial commitment from local partners
- As part of the City Deal, the City Council is asking for permission to borrow £121 million from the Housing Revenue Account to support accelerated housing growth in the city
- The Deal is using existing plans that include the Northern Gateway development in the City
- The Strategic Housing Market Assessment (SHMA) report will be available in approximately six weeks. The report will identify future housing needs and where they should be located.
- Peter commented that the partnership working between the City, County, LEP, Universities and others had been a positive element of the process
- Jean Fooks commented that she would like to see more detail on the bid and expressed concern about the limited inclusion of low carbon initiatives and the relatively short term nature of the deal.
- Mary Keenan expressed an interest in seeing the SHMA report when it is ready.

2.5 Economic Growth Strategy Action Plan Update

Sebastian Johnson gave a brief verbal update with the following key points:

- The Steering Group met at the end of August and reviewed and agreed action plans on the retail, tourism, education and skills and housing development elements of the Growth Strategy
- The Steering Group also reviewed plans being developed by Invest in Oxfordshire colleagues about account management and business engagement
- Opportunities for an event in Spring 2014 targeted at showcasing and highlighting support for SMEs in and around Oxford is being explored in partnership with B4 (The In Oxford Group)
- Work is taking place to develop a Business Voice group for Oxford
- The Magnet has secured funding through the Regional Growth Fund
- The Oxfordshire High Tech Cluster Report (compiled by SQW) will be launched by David Willetts on 3rd October
- Robert Hetherington, new Economic Development Manager at Oxford City Council was introduced

The finalised Action Plan and an update will be brought to the next meeting in November.

3. Participation and Engagement – Update and Recommendations

Val Johnson presented the paper that had been circulated and outlined the framework and recommendations. Val reported on the great deal of work undertaken to get to this point that included a conference, focus groups and researching best practice elsewhere. The following key points were made in discussion:

- It was agreed that each delivery group will update on work they are doing around participation and engagement
- Focus needs to be on engagement rather than communication – e.g. more engagement required with the business community rather than communication. Val agreed to strengthen that in the paper

- Peter Sloman suggested that we think through the likely steps and actions that we can take to make groups better at this – e.g. use of the Talkback survey. Val reported that there are plans to make the OSP website a better tool for engagement

Val was thanked for her work on this and the following recommendations listed in the paper were agreed:

- A) 'Participation and Engagement' Framework is adopted by the OSP. A Draft Framework, setting out roles and responsibilities was provided in Annex 2 of the paper
- B) The OSP will have an overview of the participation and engagement work and will act as a conduit for information. Presentations and papers coming to the OSP will be required to include participation and engagement work.
- C) Each OSP Working Group will develop their own communication and participation, plan vision and commitment (this can be a stand- alone plan or as a part of their existing action plan).
- D) Each OSP Working Group will map their principle databases, networks and opportunities for participation and engagement and make these available on the OSP website, so that other groups can use them (subject to data protection considerations).
- E) The Stronger Communities Steering Group will oversee and support the implementation of the Participation and Engagement Framework across the Working Groups and keep the OSP informed of any cross cutting developments.

4. Overview of Oxfordshire Clinical Commissioning Group

Dr Mary Keenan, Medical Director for Oxfordshire Clinical Commissioning Group (OCCG) was welcomed to the meeting and gave a presentation on the work and structure of the Clinical Commissioning Group. The presentation had been circulated with papers. The following key points were made:

- The OCCG has 83 GP practices covering 600 GPs. The practices are not directly employed by the NHS, they are all separate businesses. The OCCG is a membership organisation of these practices
- The OCCG is also involved in the Health and Well Being Board and Mary co-chairs the Children and Young People Board.
- The OCCG is accountable to the 83 practices and to NHS England via Area Team and Regional Office. Also accountable to the Health and Well Being Board and the population of Oxfordshire
- Total budget of £650 million to buy health services from Oxford University Hospital, Oxford Health and neighbouring trusts. 2.3% growth against 6-8% inflation per year.
- 4.4% saving this year which equates to £28.9 million
- There are Patient Participation Groups in all six Oxfordshire localities including a recently developed group in Oxford. The Chairs meet regularly
- Mary concluded her presentation by saying it's a massive change, with massive challenges and also massive opportunities to improve quality and efficiency – if it can be done anywhere then it should be done here in Oxfordshire
- Bob Price asked about the bed blocking issue in Oxfordshire and Mary replied that there is no single answer but that colleagues are talking about a significant system change and culture change is being explored

Mary and Rachel were thanked for their presentation and time.

5. Oxford Safer Communities Partnership Report

Christian Bunt and Richard Adams presented a report on the work of the Oxford Safer Communities Partnership. A written report had been circulated with papers and the presentation will be circulated with the minutes of the meeting. The following key points were made:

- Oxford is a safe place for people to live, work and visit and this has a positive impact on the economy and people's quality of life
- Crime levels between 2011/12 and 2012/13 fell overall by 14%.
- Latest crime statistics indicate that there are less than 1.9 house burglaries in the city per day. Cycle crime is the 3rd worst in the country behind London and Cambridge.
- Anti-social behaviour is falling according to police statistics but our local council ASB teams are experiencing a rise in most forms of ASB.
- The partnership has dedicated resources to support victims and prevent exploitation. This includes the Kingfisher Team and a "say something if you see something" mantra.
- Funding from Oxford City Council has been allocated for three years with top up funding from the County Council.
- Giles Ingram reported that in the survey of visitors to the city "a place I feel safe and secure" comes out very well.
- Issues relating to unregistered language schools were highlighted as an important area to look at.

Christian and Richard were thanked for the presentation and for the impressive and wider work of the Oxford Safer Communities Partnership.

6. Forward Plan and future agenda items

Sebastian Johnson presented the future OSP calendar. The next meeting will take place at Oxford Police Station and will include reports on the Economic Growth Strategy (Robert Hetherington); SQW Report (Phil Clare); and City Deal Presentation (David Edwards/Bob Price). Educational Attainment (Anna Wright/Frances Craven) may be delayed until 16/1/14.

Partners were invited to contact Sebastian to discuss any further agenda they would like added and any opportunities to host meetings in the future.

Sebastian also reported that the OSP Annual Event has been set for 5th February, 3-6pm. A venue for 100 people is required with break out rooms. The format will include presentations from champions around our four priorities, a state of the city update and discussion groups on key issues and challenges relating to the priority work areas. All partners were asked to note the date and agreed to help disseminate information and promote through their networks.

7. Any Other Business and Future Meeting Dates

Sebastian circulated copies of the new version of the Oxford Profile and recommended wider circulation. If you require more copies please let Sebastian know.

Future meeting dates are:

- Thursday 14th November 2013, 10.00 – 12.00 **St Aldates Police Station, Oxford**
- Thursday 16th January 2014, 10.00 – 12.00 **Room 2, County Hall, New Road Oxford OX1 1ND**
- Thursday 20th March 2014, 10.00 – 12.00 **Medical Sciences Teaching Centre, South Parks Road**
- Thursday 15th May 2014, 10.00 – 12.00
- Thursday 17th July 2014, 10.00 – 12.00
- Thursday 18th September 2014, 10.00 – 12.00
- Thursday 13th November 2014, 10.00 – 12.00
- Thursday 15th January 2015, 10.00 – 12.00

The meeting closed at 12.10pm