

Herefordshire Business Board (HBB)
Notes/Actions from the meeting held on
Monday 3 June 2024, 4.30 – 6.00 pm
Held at Hereford College of Arts, College Road Campus, HR1 1EB

Attendees:

Chair: Frank Myers MBE (FM) **Present:** Abigail Appleton (AA); Christian Dangerfield (CD); David Williams (DW); Cllr Graham Biggs (GB); Helen Bowden (HB), James Newby (JN); Sharon Smith (SS); Stephen Eckley (SE)

In attendance: David Wright (DWr)

Apologies: John Reed, Mark Pearce; Nic Millington; Paul Stevens, Roger Allonby (RA)

Absent: Christine Snell, Gareth Williams

Minutes: Jan Bailey

Action Log

Minute	Action	Responsibility
5.3	GB to liaise with Cllr Powell regarding the Corporate Parenting Board.	GB
6.4	SS to share processes used at the Chamber for recruitment of new members to their Area Council.	SS
6.5	Develop advertisement for new Board members and circulate to members for comment and feedback.	HB/JN
6.7	GB to check if the Chair can attend next EPB as an observer.	GB
6.8	GB to advise the Chair how the Board Members on the EPB were selected.	GB
7.2	DWr to check if EPB minutes are published and report back.	DWr
8.1	DWr to provide a written summary of current status of Shared Prosperity Fund and Rural England Prosperity Fund plus recirculation of UKSPF Terms of Reference.	DWr/JB
8.3	SS to send DWr details of proposal for funding from UKSPF skills element for advice on potential eligibility.	SS
8.4	DWr to send details of forthcoming business roadshows to JB for circulation to members.	DWr/JB

1. Welcome

The Chair welcomed everyone to the meeting.

2. Apologies for Absence and Declarations of Interest

2.1 Apologies and absences are as noted above.

2.2 The Chair referred to recent communication from John Reed in which John advised that he would be retiring from Avara Foods shortly and hence would also be stepping down from Herefordshire Business Board. The Chair placed on record his thanks to John for the significant contribution he had made to the Herefordshire Business Board over the years.

2.3 There were no new declarations of interest.

3. Minutes of the Last Meeting

3.1 The minutes of the meeting held on 18 March 2024 were agreed as a correct record.

4. Matters Arising (not covered elsewhere on the agenda)

None – all actions completed.

5. Corporate Parenting

5.1 The Chair informed attendees about a body called the Corporate Parenting Board. This body is responsible for taking parental responsibility for children and young people who have no parents or legal guardians or have been removed from the care of their parents.

5.2 The Chair said he felt that the business world could get more closely involved with this group. He advised that he had invited Cllr Powell to attend the meeting today, but he had not so far received a reply.

5.3 Members agreed that they would like to hear more about this Board. GB said he would liaise with Cllr Powell on this topic. **Post meeting note:** Cllr Powell contacted the Chair to apologise for not having responded earlier. He advised: "Internally we need to do a little more work yet before we are ready to engage with businesses ...".

5.4 DW requested that HBB link in with educational partners before taking any further steps. This is because colleges are

already actively engaging with these young people and have support systems in place.

6. The Future of Herefordshire Business Board

6.1 The Chair referred to the draft revised Terms of Reference for Herefordshire Business Board (see Appendix A). He advised that these had been sent to GB prior to today's meeting. GB said he had shared these revised ToRs with the Economy and Place Board (EPB) and they were content that they met required guidelines.

6.2 The Chair asked for an indication of the financial commitment Herefordshire Council would be making to Herefordshire Business Board. GB responded that this had not been discussed but confirmed previous assurances that the local authority would support secretariat costs and help with recruitment of new members. He reminded members that Herefordshire Business Board was an advisory body to the EPB.

6.3 Members discussed the process that would be put in place for the recruitment of new Board members. GB suggested existing members could form part of the recruitment panel if they did not wish to be members of the newly constituted HBB. If existing members wished to be considered as members of the new HBB, GB suggested it would not be appropriate for them to be part of the recruitment panel. The Board accepted this in principle.

6.4 Members agreed that they should design the recruitment process, with the local authority in support. SS offered to share the processes used at the Chamber for recruitment to their Area Council, which was welcomed.

6.5 Following discussion, an outline recruitment process was agreed:

- Advertisement and supporting paperwork (about HBB, the role, etc) to be developed and circulated to Task and Finish Group members for comment and sign off.
- Following Task and Finish Group sign off, the advertisement will be circulated and publicised via media outlets (eg Hereford Times, Your Herefordshire, Chamber mailing list, Herefordshire Means Business, Herefordshire Council business database and business roadshow, HBID database etc) and Social Media channels (particularly Linked In).
- Applications to be received and logged through the Herefordshire Business Board mailbox.

SS

HB/JN

TBC – All??

- Advertisement to be open for applications for three-four weeks.
- Shortlisting panel to review applications (August)
- Interviews to take place (September)

6.6	SS asked for clarification regarding the resignation process for current members. The Chair said that as members would be needed to support the recruitment process, he would not be seeking their immediate resignations.	
6.7	In this interim period, HB asked if the Chair could attend EPB as an observer. GB advised the next meeting is taking place in two weeks' time and he will seek members' views on this. Future dates for the EPB have not yet been set, but he thought that the next would take place in September, after which he hoped the new HBB would be in place.	GB
6.8	The Chair queried how other representatives on the EPB are selected, particularly the Climate and Nature Partnership representative. GB said he would find this out and report back to the Chair.	GB
6.9	CD indicated that he wished to resign from HBB with immediate effect.	
7.	Economy and Place Board Update	
7.1	GB advised that the EPB had met. The main outcome of the meeting was to ask attendees to come back with data that would help to decide immediate priorities towards achievement of the Big Economic Plan.	
7.2	The Chair asked if the minutes of the meeting are published. DWr said he would check with RA and report back.	DWr
8.	Horizon Scan	
8.1	DWr provided an update on the UK Shared Prosperity Fund. He will provide a written summary for circulation to members. The Chair asked also for the UKSPF Terms of Reference to be recirculated.	DWr/JB
8.2	The Chair asked whether funding might be available from the UKSPF to support the Recovery and Wellbeing College (whose budget had recently been withdrawn from the Integrated Care Board). DWr advised that this could not be funded from UKSPF.	

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| 8.3 | SS asked for an update on the 3 rd year people and skills element of the fund. DWr responded that this is still being progressed. He asked SS to contact him with details of her request so he can advise whether or not this appeared to meet the criteria. | SS |
| 8.4 | DWr advised that a series of business roadshows will be taking place from 9-23 July. Details will be circulated to Board members. Following a query from the Chair, GB advised that he currently decides the content of these roadshows. The Chair suggested that the future HBB could get involved with these decisions. | DWr/JB |
| 9. | Any Other Business | |
| | None | |
| 10. | Date of Next Meeting | |
| | Scheduled for Monday 22 July from 4.00 – 6.00pm. Further details and venue tbc. | |

DRAFT

Appendix A – Revised Terms of Reference

Herefordshire Business Board Updated Terms of Reference - April 2024

Purpose

Following the government decision to cease funding to LEP's, the Herefordshire Business Board (HBB) will amend its remit and constitution, in line with the government's plan to channel support through local authorities to *'empower democratically elected local leaders to work with the private sector to support local businesses and drive local economic growth'*.

The primary goal is to be the strong and independent voice of business for Herefordshire in driving forward a high growth and inclusive economy. Its primary function is to advocate for and represent the shared interests of the local business community, promoting sustainable business growth and attracting inward investment.

The HBB will include business leaders, possessing expertise across various sectors and a diverse skill set that aligns with the county's demographics, geography, challenges and opportunities. The Chair (or nominated alternative) will represent the HBB on the Economy and Place Board of Herefordshire Council.

This Terms of Reference outlines the proposed scope and remit of a newly constituted Herefordshire Business Board.

Objectives

Drawing from national guidance and local prerequisites, the primary focus of the new board would encompass the following areas

- Represent private sector and employer perspectives on development of and implementation of local economic strategies and interventions, representing key local sectors, varying business size, and geography.
- Support and influence development and delivery of business support services, such as the Herefordshire Growth Hub and grants delivered through the UK Shared Prosperity Fund and Rural Prosperity Fund.
- Provide challenge and insight on business impacts of public sector initiatives.
- Provide delivery expertise and market credibility and a vehicle for leveraging match funding for public sector programmes.
- Identify opportunities for inward investment.
- Influence and help shape initiatives to foster growth, while also highlighting the importance of a robust business perspective, to support funding opportunities.
- Promote the visibility of HBB within the business community and establish platforms and venues for businesses to actively contribute to idea generation and innovative thinking.

Board Constitution

The board should reflect the interests of those the board seeks to serve. The foremost consideration for ensuring representation and diversity will be;

- Board members will be recruited transparently, with appointments based on merit and skills. The Board will actively solicit expressions of interest to ensure equitable opportunities for participation. Prospective candidates meeting the selection criteria will be presented to the Board for approval. A vote will be taken and positions ratified subject to a two thirds majority from existing board members who will be mindful, but not fully constrained by, the appointment criteria.
- Board members' representation will be assessed every 2 years. At the end of this period, they can either conclude their term or seek reaffirmation by standing for re-nomination. Elected members are eligible to serve a maximum term of 6 years.
- The board will endeavour to achieve representation from key local business sectors outlined in the Herefordshire Economic Plan such as cyber security, sustainability and environmental technologies, food and drink, agriculture, tourism, engineering, manufacturing, defence, and creative industries.
- The Board will make every endeavour to encompass representatives from businesses of all sizes, mirroring the local composition of the business community across the county's geography. Representatives should be actively employed within existing currently trading businesses, located in Herefordshire and aligned with the sector, geography, or specialisation they represent. If a member's business falls into administration the member must resign the Board with immediate effect.
- Liaise closely with business representative organisations, such as a local Chamber of Commerce, the Federation of Small Businesses, Herefordshire Means Business, Hereford Business District, and Herefordshire County BID. Named representatives will be invited to attend HBB meetings as advisors, not voting members.
- Board to include the Cabinet member responsible for Economy and Growth. Meetings to include as an observer a senior member of the Economic Development team.
- Ensure a diversity of voices.

Communication

- The HBB will communicate proactively with the business community, conveying news and information but equally providing a forum for businesses to express views and feedback.
- The Chair of the HBB (or nominated Board member) will represent the HBB on the Economy and Place Board.

Principles

Members of the Board will commit to the following principles of conduct;

- Adopt the Principles of Public Life i.e. accountability, integrity, honesty, selflessness, objectivity, openness, leadership.
- Declare any conflicts of interest.
- Take account of equality and diversity and promote inclusion.
- Operate in a collaborative, open and effective way that views each member as an equal partner.
- Seek to find effective and realistic solutions by reaching consensus.

- Commit to undertake regular formal self-assessment.

Governance Arrangements

- This is an advisory board, the nature of its legal standing and any revision to its TOR's to be reviewed within 3 months of the new board being in place.
- The Chair will be a Herefordshire based business leader who has a cross county interest and influence. The position will be elected on the majority vote of the Board and will be appointed for an initial term of 2 years with a maximum term of 6 years.
- The Chair will be supported by a Vice-Chair, again an experienced business leader in the county.
- The Board will meet 6 times per year or more frequently with agreement of the Chair.
- Members are required to attend meetings regularly. If a member is unable to attend a meeting apologies should be given prior to the meeting. If a member does not attend for 3 consecutive meetings, their membership may be reviewed.
- Members can where necessary send a substitute to attend a meeting but not consecutive meetings, unless by prior agreement with the Chair.
- Voting will be subject to a quorum of one third of Board Members in attendance at the meeting. Decisions will be reached by consensus but where not possible a vote will be taken. In the instance of a tied vote the Chair will have the casting vote
- Subgroups will be used to consider matters in depth or particular pieces of work or sector specific projects. These sub-groups may contain membership from both the HBB and other groups.
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the Board and will be presented at that meeting.
- Board meetings will be open to the public with provision for confidential matters to be discussed privately. Minutes will be published on the HBB website.
- Board members will ensure effective links with other organisations and membership groups as appropriate.
- When considering the appointment of additional members, perceived gaps in knowledge / experience, together with sectoral and geographical coverage should be taken into account.
- Guest speakers will be invited when specific challenges or items of interest are discussed.

Date reviewed and adopted:.....

Signature of Chair of Board:.....

Signature of Herefordshire Council Rep:.....

Signatures of Board Members: