

The Role of and Terms of Reference for Herefordshire Business Board

Introduction

The board is an independent board which has a vital role in supporting enterprise and economic growth for Herefordshire by ensuring that collective responsibility exists between partners on the Board and that the Board is a “Herefordshire Voice” in discussions with the Marches LEP.

Herefordshire Business Board aims to:

- Provide a Herefordshire voice on the Marches LEP Board and champion the Herefordshire projects within the Marches LEP business plans and geographical area.
- Aid collaboration and communication within the private sector and to the local authority and other public funding bodies.
- Represent local business views to shape future strategy and influence economic policy relevant to economic growth and business benefit at a Herefordshire, Marches LEP, and National level.

Responsibilities of the Herefordshire Business Board

The key role of the Business Board is to represent the collective interests businesses in Herefordshire by bringing together key local projects into a single forum.

The priorities and projects of Herefordshire Business Board reflect existing local policy frameworks, specifically the Core Strategy and emerging Economic Plan, and the board plays a significant role in contributing to and driving forward these plans and subsequently influencing the Marches LEPs Strategic Economic Plan and projects.

Link to Policy

HBB priorities and projects should reflect the existing local policy frameworks, specifically the Core Strategy and emerging Economic Plan, and the board will play a significant role in contributing to and driving forward these plans and subsequently influence the Marches LEPs Strategic Economic Plan

Composition of the Board

The majority of board members will be from the private sector and will include representatives of the following projects or organisations:

1. Economic Plan
2. Hereford BID
3. Hereford Enterprise Zone
4. Herefordshire Council
5. Herefordshire Growth Hub
6. Major Company Engagement Programme
7. NMITE

In addition to these specific projects it is important to capture views on the themes which have countywide coverage or represent an important element of the Herefordshire economy.

The themes will fit with or expand to cover the priority sectors in the Marches LEP SEP, to include:

1. Advanced Manufacturing
2. Agricultural Technologies
3. Defence and Security
4. Environmental Technologies
5. Food and Drink
6. Skills
7. Tourism

HBB representatives from the thematic priorities and sector groups will contribute to both the HBB and the subgroups of the main Marches LEP Board including the Marches Skills Board. See Appendix 1.

Chair

The Chair of the Board will be a Herefordshire based business person (private company) who has a cross county and sub-regional interest and influence. It is expected that he/she will be a significant local employer who has an impact and use of local, regional and national supply chain. He / she will usually be appointed for a 2 year term having been nominated and voted in by the Board.

Vice Chair (x 2)

The two Vice-Chairs of the Board will be Herefordshire based business people (private companies), appointed in equal roles for a 2 year term, nominated and voted in by the Board. This can be a succeeding role.

All board members will usually serve a 2 year term at the end of which they may end their term or seek reaffirmation by standing for re-nomination. Membership will be opened out to the representative projects, organisations or business sectors as appropriate whenever a place on the board becomes available.

Board Meetings

The board will meet 6 times per year or more frequently with agreement of the Chair. Attendance will be monitored and it is expected that board members make every effort to attend all board meetings, repeated non-attendance may result in a request to step down from the board.

Each member will have 1 vote each with the Chair having the deciding vote. Observers / speakers will be invited by the Chair to attend the Board Meeting or be part of sub-groups as and when required.

Members are required to declare any personal or financial interests in any business of the Board at the commencement of the meeting. The Chair will decide if this will lead to member's exclusion from the item in question, the whole meeting or withdrawal from the Board (temporarily or permanently).

As membership includes an advisory role the board members will be expected to conduct themselves in accordance with the "seven principles of public life" as set out by the Committee Standards in Public Life (Nolan Committee) as outlined in Appendix 3. Within the Board projects and groups will be able to raise concerns, opportunities or ideas which may have an impact on the wider local economy, or which requires action or decision before involvement from the Marches LEP.

HBB will be able to debate and clarify local positions prior to discussion at the Marches LEP providing stronger representation from Herefordshire.

Subgroups may be used to consider matters in depth or particular pieces of work. These subgroups may contain membership from both the Business Board and other groups.

Minutes will be distributed by e-mail as soon after the meeting as possible for comment and will include a record of decisions and actions, not discussion. Minutes will be published on the Herefordshire Business Board website.

Secretariat will be provided by the Economic Development Team of Herefordshire Council.

Communication

The principles of the business board will be to communicate with the wider business community and then represent these views to the board, the local authority and the Marches LEP.

The Chair of the business board will become one of the Herefordshire representatives on the Marches LEP Board with the remit of representing the view of Herefordshire businesses whilst having wider consideration for the economic growth of the Marches area.

It will be the responsibility of the Chair to communicate decisions of the Marches LEP to the business board.

The Chair will be supported in their role by the local authority to review board progress, communications, membership and succession planning. It is expected that this group will meet every four months.

Tel: 01432 261784

Email: rejones@herefordshire.gov.uk

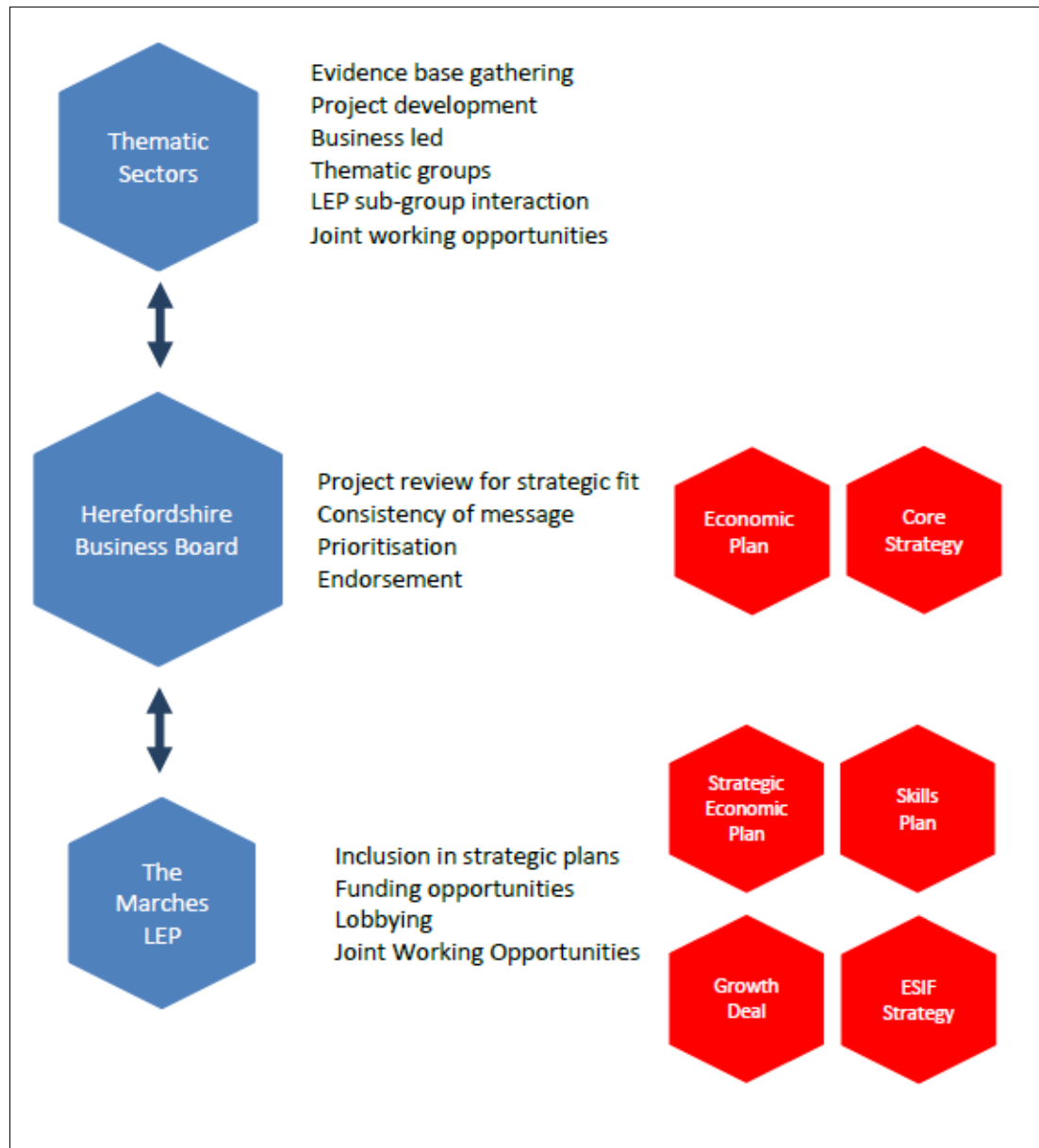
Appendix 1

Herefordshire Business Board Structure and Strategic Relationships



Appendix 2

Pipeline Project Process Diagram



Appendix 3

Membership of Herefordshire Business Board

| | Members of Herefordshire Business Board | | | | | | | |
|---|---|--------------------------|-----------|--------------------------|------------|--------------------|--------------|--------------|
| | HBB Chair | HBID Chair or Vice-Chair | HEZ Chair | Herefordshire Councillor | NMITE Lead | Marches Growth Hub | Business Rep | Business Rep |
| Boards & Committees | | | | | | | | |
| Hereford BID | | | | | | | | |
| Hereford Enterprise Zone | | | | | | | | |
| Herefordshire Council | | | | | | | | |
| Herefordshire Major Companies Programme | | | | | | | | |
| Marches Growth Hub Steering Group | | | | | | | | |
| Marches LEP Board | | | | | | | | |
| NMITE | | | | | | | | |

Sector and Reference Groups informing the Herefordshire Business Board

| Herefordshire Business Sectors |
|--|
| Advanced Manufacturing |
| Food and Drink |
| Environmental Technologies |
| Tourism |
| Major Company Programme |
| Skills |
| Defence and Security |
| Infrastructure |
| Marches Growth Hub / Business Support Partners |
| Agri-Tech |

Appendix 4

Board Code of Conduct

Members are required to declare any personal or financial interests in any of the business of the Board at the commencement of meetings.

The Board Members will be expected to conduct themselves in accordance with the "seven principles of public life" set out by the Committee Standards in Public Life (the Nolan Committee) these are:

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their families or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts or recommending individuals for awards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.