

Herefordshire Business Board (HBB)

Notes / Actions from the Meeting – Tuesday 14 November 2017

Chair: Frank Myers (FM). **Present:** Bill Jackson (BJ), David Harlow (DH), Deborah Gittoes (DG), Doug Barrat (DB), John Jones (JJ), Stephen Eckley (SE).

In attendance: Alexia Heath (AH), Gill Hamer (GH), Rachel Jones (RJ), Nick Webster (NW).

Apologies: Ian Peake (IP), Karen Usher (KU), Mary Thompson (MT), Sharon Smith (SS).

1. Welcome and apologies

FM welcomed everyone to the meeting and apologies were noted. Apologies were given to the HBB for the late notice of the change in meeting location which meant that not all the members were informed in time. No declarations of Interest forms were submitted.

2. Minutes of the last meeting and Actions Arising

The minutes of the last meeting were reviewed and approved. Actions were reviewed as follows:

- 14/03 Action 1: Completed.** Item 5 on the agenda.
- 11/07 Action 3: Completed.**
- 11/07 Action 9: Completed.**
- 12/09 Action 1: Completed.** Item 7 on the agenda.
- 12/09 Action 2: Completed.**
- 12/09 Action 3: Completed.** There has been no official Government consultation as yet; this will be brought to the board when it is available.
- 12/09 Action 4: Completed.** Item 3 on the agenda
- 12/09 Action 6: Completed.**
- 12/09 Action 7 Completed.**

- 17/01 Action 7: Ongoing.** HBB nomination required for the steering group of the Marches Business Improvement Grant.
- 11/07 Action 1: Ongoing.** Copies of Job Description and Person Specification for the support roles to the Business Board will be available before the next meeting **GH**. The Board agreed to delegate approval of the specifications and process to FM.
- 11/07 Action 8: Ongoing.** Business representation on the Marches Skills Board needed. **FM**
- 12/09 Action 5: Ongoing.** Herefordshire has bid in to the Housing Infrastructure Fund for £95m which will open opportunities for 7,500 new houses in Hereford. A decision on the expressions of interest is expected after the budget. The Board supported writing letters of support for the bid to help in the lobbying process. Draft letters will be circulated. **NW**

3. Careers and Enterprise

AH presented information about the new Careers and Enterprise Co-Ordinator role in Herefordshire and their role to facilitate closer working between employers and schools and colleges. There is also a requirement to recruit volunteer advisors from businesses to support the schools involved in the programme. A copy of the presentation attached with the notes, the Gatsby benchmark is available here <http://www.gatsby.org.uk/education/focus-areas/good-career-guidance>. Written updates will be provided to the Business Board as the project progresses. The Board confirmed their support for the project and offered to attend meetings and champion the project as required. Link to Careers and Enterprise Company <https://www.careersandenterprise.co.uk/> **Update since 14/11/17** - it has been agreed to

reduce the number of hours an enterprise adviser is expected to support schools to 3 to 4 hours per month.

14/11 Action 1: Marches LEP Skills Programme Officer to collate learning from other rural areas to help delivery in Herefordshire. **GH**

4. Marches LEP Governance Requirements

The Marches LEP has been reviewing its governance and also that of the three Marches Business Boards which nominate representatives on the LEP Board. When the HBB terms of reference were updated and agreed in 2016 and the Board was re-launched, there was no record of a vote or confirmation of FM as Chair. FM said he had been asked by the LEP Chair to seek the Business Board Members support to continue as Chair for the two year period from December 2016, in line with the HBB terms of reference <http://bit.ly/2AL70s4>, until November 2018 at which point Board membership and Chair are all due for review. The Board confirmed their support and FM was voted in as Chair until November 2018.

5. Sector Champions

FM has agreed with the Marches LEP Chair to recruit eight sector champions in the next twelve months. A champion has already been proposed and accepted by the Sub Group Chairman, David Llewellyn in horticulture; Andrew Henry of Allensmore Nursery. FM proposed Eric Drummond of EC Drummond (Agriculture) Ltd as a representative for agriculture and environment, the board supported this recommendation.

A wider discussion was held discussing the sectors identified by the Marches LEP and the HBB in its terms of reference and the need to liaise with existing sector groups for representation. The board agreed that approaching sector groups to ask for nominations for Herefordshire sector champions was an appropriate way forward. Work is needed to define the role and responsibilities of the champions and how they interact with the Marches LEP and HBB, but it is important that they are business people in their own right. A nominations and recruitment process also has to be agreed. Board members; FM, DG, JJ volunteered to be a nominations committee and this was accepted by the Board.

14/11 Action 2: Agree the recruitment process, role and responsibilities of the sector champions with the nominations committee (FM, DG, JJ) and support them in the process of recruiting to the roles. **NW**

6. Marches Growth Hub Evaluations Findings

GH presented the current findings from the evaluation of the Marches Growth Hub, a copy of the presentation attached with the notes. Further comments can be sent directly to GH or via RJ for inclusion in the assessment by 24th November. The Board asked for regular, ideally monthly, data from the Marches Growth Hub to be included as a written report or as part of the Marches LEP update on the agenda.

14/11 Action 3: Set in place a process of monthly reporting from the Growth Hub **NW**

7. Herefordshire Vision

DB updated the Board on the progress of the Herefordshire Investment Partnership, the key issues have been reviewed and the main focus is currently on two projects: Hereford bypass and Model Farm at Ross-on-Wye. There are opportunities for funding which are being worked up and good communication routes have been setup between the Partnership and the Local Authority. A draft of planned LA projects is being drawn up and can be shared with HBB so they are aware of what is planned.

14/11 Action 4: Share information on planned projects with HBB. **NW/DB**

8. NMiTE

The University has been successful in its bid to Government and will receive £15m in funding over the next three years in addition to the £8m already allocated to them by the Marches LEP. There will be a new name for the University in January 2018 and they are expected to begin building before the end of the year.

9. Horizon Scan

NW confirmed that the funding package has been agreed for the development of the Shell Store on the Hereford Enterprise Zone. It will be a fifteen month build and is expected to open in Summer 2019.

Herefordshire Council are planning some research around the impact of Brexit and will work with individual businesses and with a more general survey to understand the impact and potential problems businesses are facing. There will be co-ordination with the Chamber and other partners to ensure a comprehensive overview which can be used to lobby Government. The Board suggested the inclusion of case studies and practical examples would be beneficial.

10. Marches LEP

An invitation to attend the Marches Energy Strategy consultation has been circulated and Board members are encouraged to attend.

A submission has been made for an Institute of Technologies for the Marches specialising in engineering and technology.

Building work on the cyber centre on the Enterprise Zone is due to start imminently. Representing the Marches LEP Mark Pearce from the Enterprise Zone is working with neighbouring LEPs to develop a sector deal for cyber and has been part of a successful delegation to Maryland as part of the Midlands Engine cyber sector.

11. Any other business

FM was at the opening of the new [MCMT](#) in Bridgnorth. He pointed out that this was an excellent facility but one which would have little direct benefit to Herefordshire because of the travel to work distances for possible apprentices and businesses. He suggested that HBB should consider how it might replicate such a facility in partnership with HGTA and also suggested that HBB visit the facility in a future meeting. After discussion it was agreed to ask HWGTA and HLC to host a visit and the next HBB meeting so the Board can see what local investment from the Marches LEP skills fund has meant for those organisations and how this might be built on for the future.

14/11 Action 5: Arrange for next HBB to be held at HWGTA in Hereford. **RJ**

DG is Chairman of the Board of Trustees of the Robert Owen Academy and the Academy is currently looking at different models to secure its future. One option is to become a Multi Academy Trust and they are in discussion with a school in South Gloucestershire and The Education Commissioner. DG wanted to know if there is an appetite from local businesses to consider the proposal. The Board felt that they should encourage the process of exploring the proposal in detail which would provide more information and enable full consideration on the demand and fit of the proposal. This would enable proper evaluation before support could be offered.

14/11 Action 6: Provide further detail to the Board. **DG**

12. Dates of Future Meetings:

- Tuesday 23rd January 2018
 - **Will be held at HWGTA, Holmer Road, Hereford, HR4 9SX** <http://www.hwgta.org/>
- Tuesday 13th March
- Tuesday 15th May
- Tuesday 17th July
- Tuesday 18th September
- Tuesday 20th November

All meetings will be held in the **Seminar Room** (unless stated otherwise) at the Hereford Business Solutions Centre, Skylon Court, Coldnose Road, Rotherwas, Hereford, HR2 6JS

13. Close

Links to Marches strategic boards (ctrl & click to follow the links):

[Hereford Enterprise Zone / Skylon Park](#)

[Herefordshire Business Board](#)

[Marches LEP](#)

[Shropshire Business Board](#)

Telford Business Board – *to be confirmed*