

**Reference Number – DQNV 115**

**Specification – Part-time support officer for the Chair of Herefordshire Business Board**

The Herefordshire Business Board is a private sector led Board which has 16 Members.  
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 of 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 Council's Core Strategy and 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.
- Promote the activities of the Marches Growth Hub to their respective business communities

The Board meets once every two months and the Chair of the Business Board, who is elected by the Business Board Members, has a seat on the Marches LEP Board

On behalf of the Chair of the Business Board, the Marches LEP is seeking the services of an experienced executive support officer to: -

- Develop the agendas and take the minutes of the bi monthly business boards
- Identify external speakers with the Chair and ensure presentation equipment – laptop and projector are set-up etc
- Book the venues and manage any catering
- Support the Chair in the review and recruitment of new Business Board members to ensure a good sectoral and gender balance
- To ensure any actions agreed at the Business Boards are implemented
- To update and maintain the Business Board website
- As appropriate to meet with Business Board members who are Chairs of any sub-committees or act as sector champions to ensure they have appropriate support to deliver any actions or projects on behalf of the Business Board
- To liaise with the Head of Economic Development at Herefordshire Council and the Director of the Marches LEP on a forward programme of issues the Board might wish to consider in advance of key LEP and Council events and meetings

**The contract shall run from 1 October 2019 - 30 September 2020 and the supplier will be available for 30 hours per month, delivered flexibly. The supplier should have access to transport for travel in and around Herefordshire.**

Subject to performance and available funding, the contract may be extended. This contract will be administered subject to Shropshire Council's General Terms and Conditions, a copy of which are attached.

During the contract period, the Contractor will be expected to liaise regularly with Marches LEP Team, which is based at Cameron House, Knights Court, Archers Way, Battlefield Enterprise Park, Shrewsbury SY1 3GA and will submit monthly time sheets and invoices to the Business Board Chair for onward submission to the LEP Director.

The Chair of the Business Board will agree a forward work programme with the Contractor and the contractor will be required to undertake quarterly work progress reviews with the Business Board Chair.

### ***The Quotation***

The quotation should cover the following points:

- Your hourly rate and the numbers of 7.5hr working days equivalent you would provide/ month and whether you will charge for expenses separately. N.B. the LEP will set a cap / month on expenses
- Previous experience in providing policy advice and guidance to a Board Chair, implementing actions as directed by a Board and briefing guest speakers
- Knowledge and experience of communicating with business owners and managers in Herefordshire
- Knowledge of the Herefordshire economy and the work of the Marches LEP and Herefordshire Council

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Please can you provide this information by noon on August 26 2019 to [gill.hamer@marcheslep.org.uk](mailto:gill.hamer@marcheslep.org.uk)

### **Evaluation Criteria**

Following the receipt of the proposed responses, the evaluation panel will score the proposals against the criteria as set out below. This evaluation process will enable the Business Board Chair with the support of the Marches LEP to identify the proposal which provides the best value for money. **However, the Marches LEP will not be bound to accept the lowest or any cost proposal.**

The Proposals will be scored as follows:

Scored Criteria		Weighting
Mandatory Information		Pass/Fail
Total Cost of the Service	<ul style="list-style-type: none"><li>• Day rate (including expenses)</li></ul>	30%
Quality: Split between:	<ul style="list-style-type: none"><li>• Previous experience in providing a Board Chair with support and guidance</li><li>• Knowledge and experience of working with business owners and managers in Herefordshire</li></ul>	70%

	• Knowledge of the Herefordshire economy	
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We are aiming to appoint a provider to deliver the service by the end of September 2019.