

ONE HULL EARNING Strategic Delivery Partnership ENTERPRISE sub-board Terms of Reference

Aim

On behalf of the ONE HULL Earning SDP, the Enterprise sub-board aims to:

- Facilitate new business start-ups including social enterprise.
- Facilitate existing business growth.
- Encourage citizens of Hull to be more enterprising.
- Make Hull an attractive, economically viable and competitive location where businesses want to locate and invest.
- To ensure funding agencies align resources in support of the partnership's objectives and the targets and aspirations set out in Hull's Sustainable Community Strategy and Local Area Agreement.

Purpose

- Develop, approve and own a strategy and delivery plan to include agreed priorities and performance targets
- Ensure consistency with partners' plans and the LAA
- Performance manage the delivery plan and associated Local Area Agreement targets (A full list of Local Area Agreement targets and other key performance indicators is attached at **Appendix 1**)
- Identify resources and ensure agencies align relevant funding
- Hold delivery partners to account
- Identify good practice and champion Enterprise initiatives within the City and the region

Objectives

- To form a strategic overview of the needs and opportunities of the City in relation to Enterprise, based on regular and comprehensive research, analysis and consultation.
- To devise effective mechanisms for joint planning and policy making between partner agencies and organisations involved, based on the creation of a shared strategy/implementation plan relating to Enterprise.
- To performance manage approved projects and ensure that activities relevant to the Enterprise sub-board and contributing to LAA2 are supported, and reported in line with the ONE HULL Performance Management Framework.
- To establish appropriate task groups, as agreed by the Earning SDP, to co-ordinate the formulation and implementation of specific tasks and targets as set out in the strategy/implementation plan.
- To establish appropriate mechanisms for shared funding and resourcing of the partnership's activities, including overseeing and co-ordinating joint bids for external funding, and the creation of pooled budgets, with the agreement of the strategic planning executive of each partner agency.

- To oversee and co-ordinate the arrangements for promoting joint working between all local agencies and groups with an interest in Enterprise, and participation by local communities in joint action initiatives.
- Establish clear and effective working relationships with the City's area partnerships to ensure effective delivery of Enterprise priorities at area level.
- To monitor and report progress on a quarterly basis or more frequently on an exception basis to the Earning SDP.
- To participate in reviews undertaken by the Council's Overview and Scrutiny Commissions, as requested, on specific issues relating to the delivery of the Community Strategy and Local Area Agreement.
- To analyse the implications of external strategic developments on the work of the partnership and ensure effective communication of these, to ensure the City benefits from new opportunities and the partnership responds effectively.

Accountability

- The Enterprise sub-board is accountable to the Earning SDP, and will report regularly on its activities to it.
- Delivery of the initiatives, projects and targets set out in the Enterprise strategy/delivery plan shall be subject to regular formal review by the Council's Corporate Overview and Scrutiny Commission.
- Local delivery of the Enterprise strategy will be subject to regular review through the area partnerships to ensure local needs are met and to ensure that outcomes are achieved at neighbourhood level.
- Members of the Enterprise board may be asked to contribute towards the ONE HULL annual report.

Membership

- The Enterprise board will comprise members across the public, private and voluntary/community sectors.
- The total membership will be **XXXX**, comprising **X** members from each sector .
- Membership will be selected by the Enterprise board based on the focus of activity, and the membership shall reflect the characteristics and aspirations of the area and the opportunities for development identified in the Enterprise board strategy/delivery plan. Full membership of the Enterprise board as agreed at March 2010 is detailed in **appendix 2**.
- Individual members will be chosen according to the relevance of their interest, experience, and expertise to the work of the Enterprise board.
- The EARNING partnership will draw on the expertise of advisers when required.
- Membership will be reviewed annually.

Frequency of Meetings

- Enterprise partnership meetings will take place every six weeks.

Quorum

- The Quorum for meetings will be one third of the representatives of the partnership.
- For a meeting to be quorate, all three sectors must be represented.

Chair and Deputy Chair

- The Chair and Deputy Chair will be elected by the Enterprise partnership at its first meeting each year, unless this is specified in statute.

Changes to these Terms of Reference

- The terms of reference will require the approval of The Earning SDP.
- The terms of reference will be reviewed annually.

APPENDIX 1 – Local Area Agreement targets and other key performance indicators for the Enterprise board:

LAA targets:

Indicator	Improvement target			Partners committed to target and those acting as lead partners (shown with a *)
	2008/9	2009/10	2010/11	
NI 171 – New business registration rate	79.9%	79.9%	79.9%	* Business Link Yorkshire

Other key performance indicators:

Indicator	Improvement target			Partners committed to target and those acting as lead partners (shown with a *)
	2008/9	2009/10	2010/11	
NI 172 – Percentage of small businesses in an area showing employment growth	N/A	N/A	N/A	* ?
Business Link survival rate data	TBC	TBC	TBC	Business Link Yorkshire
Business Link new starts	TBC	TBC	TBC	Business Link Yorkshire

APPENDIX 2 – Full membership of the Enterprise board:

ROLE	MEMBER
CHAIR	Martin Shaw (ONE HULL Business Forum)
DEPUTY CHAIR	TBC
Elected Member and Portfolio Holder with responsibility for EARNING Local Area Agreement targets	Councillor Kalvin Neal (Kingston upon Hull City Council)
(1) KuHCC Regeneration & Economic Development (2) Link to Regeneration Chairs Group	Paul Burnley (Kingston upon Hull City Council)
Business Link Yorkshire	Colin Hanslip (New Enterprise Advisor)
Yorkshire Forward	James Farrar (Enterprise Directorate)
Hull Forward	TBC (Director of Enterprise)
University of Hull	Adrian Allen (Enterprise Manager)
Hull Youth Enterprise Partnership	Charles Cracknell (Kingston upon Hull City Council)
Acorn Fund	Peter Sykes (Fund Manager)
Hull Enterprise Partnership (Citywide ERDF business support project)	Clive Darnell (Goodwin Development Trust)
Government Office for Yorkshire and the Humber (OBSERVER)	Sue Mitchell (Regional Intelligence & Economic Development Team)
Administrative Support	Paul Burnley to confirm (KuHCC)

14-19 partnership?	Richard Stevens (Kingston upon Hull City Council)
ONE HULL Business Forum representative?	TBC
ONE HULL VCS Forum representative?	TBC
Hull College?	TBC
TOTAL	***

* Numbers denote where one member fulfils more than one role