

**MINUTES: Steering Group**

**Tuesday 28<sup>th</sup> April 2009**

**KC Stadium, Hull**



**PRESENT**

Tony Cosgrove (Chair)  
Richard Tuplin  
Peter Duffield  
Frnacesca Devine  
Jonathan Leafe  
Richard Brough  
Sue Dobbs  
John Sharp  
Paul Burnley  
Paul Cowell  
Barry Schofield  
Ian Kelly  
Nick Pontone

**Agenda Item 1: Welcome and Apologies for Absence**

770. Apologies were received from David Burnby, Paul Litten, Tony Anson and Gordon Shields.

**Agenda Item 2: Minutes**

771. The minutes of the meeting held on Monday 2<sup>nd</sup> March 2009 were agreed as a true and correct record.

**Agenda Item 3: Matters Arising**

772. Forum Elections – it was agreed to defer Steering Group elections to the Quarterly Business Forum in July. The reason to delay to elections was to ensure there was sufficient time at the Forum meeting and to link to the broader election/selection of representatives to the ONE HULL partnerships.

773. Comprehensive Area Assessment (CAA) – Nick Pontone reported on the progress of the CAA and set out the ways in which the Business Forum would be supported the process. This included the possibility of a focus group and business survey as well as various inputs through the Earning Partnership which was responsible for the 'How Strong is the Local Economy?' section of the storyboard.

**Agenda Item 4: Business Forum Work Plan**

774. Nick Pontone reported that the Forum was developing a work plan for the coming year which would be agreed with ONE HULL as part of the delivery of the Service Level Agreement. He reviewed the key sections of the plan which included the Quarterly Forums, Business Advisory Group, Enterprise Network, Learning Lunches, representation on ONE HULL, Inside Track, Connect, support for the Earning Partnership etc.

775. Steering Group members were invited to provide their thoughts on the activities they felt the Forum should be undertaking to successfully deliver the type of organisation that was actively engaging businesses in the LSP agenda. Jonathan Leafe suggested further work to raise awareness and involve local businesses in the roll out of the new diplomas and the wider 14-19 agenda. Members agreed that the Forum should become further involved in this work including by refreshing the work previously done on business-education links, such as the 'top ten ways to be involved'.
776. Richard Brough commented on the links between the Earning Partnership and wider Forum. He felt that better links could be developed with the Business Advisory Group to ensure businesses were really influencing the work of the Earning Partnership.
777. The Steering Group discussed the wide of training and business support products available to businesses, many in response to the recession. Paul Burnley described what would be on offer through the 'Hull Deal' and Richard Brough highlighted the Train to Gain Enhancement Fund and Local Work Guarantee. Ian Kelly commented on the excellent support the Hull Skills Fund had provided to many workers who had recently been made redundant. It was agreed that the Forum could help to raise awareness of these various initiatives and it was agreed to consider how best the Forum meetings, website and publications could be used to do this.

#### **Agenda Item 5: Business Forum Issues**

778. Preparation for 22<sup>nd</sup> Quarterly Forum – Nick Pontone reviewed the agenda for the 22<sup>nd</sup> Quarterly Business Forum which would follow the Steering Group. He indicated the venue had been switched at short notice following a very disappointing late cancelling by Hull Truck Theatre. Suggestions for the agendas for the July and October Forum meetings were invited.
779. Learning Lunch Programme – the Forum would be running a Learning Lunch programme with Hull City Council over the coming months. The first session was held on licensing with future meetings covering topics such as equalities, procurement and Hull Forward. The programme was noted.
780. Refresh of Forum website – Nick Pontone reported that the Forum website now had a number of sections that were out of date and the Steering Group considered options. It was noted that the Forum had not budgeted for a new site this year although it was felt quite extensive work was now needed to bring the site up to date. It was agreed that Nick Pontone would explore the options to take forward the site either with the support of a local web design company or by using in house expertise.

#### **Agenda Item 6: Reports**

781. i) ONE HULL Executive Group – Tony Cosgrove and Richard Tuplin updated on the work of the Executive Group. This included the role of ONE HULL and various other agencies in the 2009 Clipper Race for which Richard Tuplin was considering take on a leadership role on behalf of the partnership. Tony Cosgrove also reported that there was a bidding process underway for WNF funding and that an additional meeting on 'place-shielding' would be held shortly.
782. ii) Earning Partnership – Richard Brough reported that the partnerships Investment Planning sub-group had considered and endorsed some of the bids for WNF funding which would go to the Executive Group soon.

783. iii) Business Advisory Group – Nick Pontone reported that last meeting featured a presentation on the City Centre Area Action Plan and had also discussed the options for Castle Street on which the Highways Agency were currently consulting. It was noted Nicola Yates, Deputy Chief Executive at Hull City Council, and John Holmes from Hull Forward had agreed to be the guests at future meetings.

**Agenda Item 7: Managers Report**

784. The report was noted.

**Agenda Item 8: Any Other Business**

785. The Chair asked that it be noted that PFH Productions had thanked the Forum for the opportunity to raise awareness of their St George's Day activities at the last Business Forum.

**Agenda Item 9: Dates of future meetings**

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| 786. Steering Group: | Tuesday 19 <sup>th</sup> May 2009 at 12 noon<br>Tuesday 14 <sup>th</sup> July 2009 at 3.00pm |
| Business Forum:      | Tuesday 14 <sup>th</sup> July 2009 at 4.30pm   |