

MINUTES OF THE STEERING GROUP MEETING
Tuesday 29th April 2008, 3pm
Village Hotel, Priory Park, Hull



PRESENT

Tony Cosgrove (Chair)
Barry Schofield
David Burnby
Malcolm Relph
Tony Anson
Jonathan Leafe
Sue Dobbs
Richard Tuplin

Ben Delaney

Agenda Item 1: Welcome and Apologies for Absence

618. Apologies were received from John Sharp, Linda Ellis, Neil Cavil, Paul Cowell, Richard Oldroyd, Richard Brough, Francesca Devine and Ian Kelly.

Agenda Item 2: Minutes

619. It was noted that Tony Cosgrove, not Barry Schofield as indicated in the minutes, was chair of the previous meeting.

620. The minutes of the meeting held on Monday 3rd March 2008 were agreed as a true and correct record.

Agenda Item 3: Matters Arising

621. ONE HULL Executive Group. Ben Delaney reported that Nick Pontone had met with Maria Padmore, LSP Manger, following the previous meeting to confirm the procedure for recruiting for the two available positions. A number of applications had been received but none had met the criteria. The Forum has been asked to liaise with a number of potential candidates.

622. Tony Cosgrove and Richard Tuplin had agreed to put their names forward for the two vacancies. Mark Willett had indicated that he did not want to apply as he had served as a Forum representative for 4.5 years. It was agreed to write and formally thank Mark Willett for his contribution.

Agenda Item 4: Business Forum Funding

623. Tony Cosgrove said that he had attended the Executive Group meeting at which it was agreed that the Forum should continue. He said the exact details of future activity and funding would be agreed shortly when the Service Level Agreement had been signed off although one possible requirement would be to include more big business in Forum activity.

Agenda Item 5: Preparation for 18th Quarterly Forum with John Holmes

624. The agenda for the Quarterly Forum was discussed and possible questions were prepared.

Agenda Item 6: HBF Steering Group Membership and Elections

625. It was agreed to leave plans for Steering Group elections until the next meeting. It was noted that Martin Cuthbert would replace Sue Taylor-Cuthbert as the FSB representative and Paul Burnley would replace Malcolm Relph as the representative from Hull City Council.

Agenda Item 7: HBF Branding and Communications

626. Ben Delaney and Jonathan Leafe had met to discuss plans for new Forum publicity material. It was agreed that a follow up meeting would take place and any changes in the Forum's logo, name or publicity material would be presented to the Steering Group. Sue Dobbs commented that more should be done to raise the profile of the Forum in the local media.

Agenda Item 8:

627. i) ONE HULL - All relevant information and updates had been discussed in the previous agenda items.
- ii) Jobs and Prosperity - The Jobs and Prosperity SDP was due to meet next week.
- iii) Business Advisory Group – It was noted that Cath Holmes of Business Link Yorkshire would join Malcolm Relph and Mark Jones of Hull City Council as guest speakers and the next meeting. Barry Schofield also stated that it was important to recruit new members to the Group from the business community. It was stressed that social enterprises were not eligible.

Agenda Item 9: Managers Report

628. i) Key Performance Indicators and press log - The report was circulated and noted.
- ii) Request for topics for HBF Factsheets - Factsheets on the Local Area Agreement, Hull Forward and Diplomas would be published shortly.

Agenda Item 10: Any Other Business

629. Sue Dobbs suggested that more information on the new Diplomas would be beneficial to members. She also said it would be helpful to have a representative from the education sector brief the Steering Group on what these qualifications meant and how businesses could get involved in their development.

Agenda Item 11: Dates of Future Meetings

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| 630. | Steering Group: | Tuesday 20 th May 2008 at 12 noon
Tuesday 15 th July 2008 at 4.30pm |
| | Hull Business Forum | Tuesday 15 th July 2008 at 4.40pm
Tuesday 21 st October at 4.30pm |