

**County Durham Economic Partnership
Business and Enterprise Working Group**

**24 April 2007, 8.30am
Riverside, County Durham Cricket Club, (CDDC Box)**

MINUTES

1. Attendees

Linda Edworthy (Acting chair)	Secretariat, CDEP
Tarryn Lloyd Payne	Secretariat, CDEP
Joanne Willey	Secretariat, CDEP
Bob Hope	Wear Valley District Council
Melanie Sensicle	County Durham Tourism Partnership
Dorothy Kelly	ONE
Ginny Williams	Durham County Council
Nick James	Learning and Skills Council
Joanna Tait	Bishop Auckland College
Rachel Spence	North East Chamber of Commerce
Rachel Orange	Durham University

Apologies

Stewart Watkins	County Durham Development Company
Sue Parkinson (Chair)	Business Support Network/Enterprise Agency

Linda Edworthy welcomed the group to the first business and enterprise working group and noted she would be chairing the meeting in the absence of Sue Parkinson. Linda does not normally sit on the group but in this instance was asked to chair due to unforeseen circumstances.

2. Minutes of the CDEP Board of 25 January 2007

Linda led a discussion centered on the CDEP minutes circulated previous to the meeting. The minutes outlined the key priorities and future vision, which Ken Jarrold spoke about at the Board meeting. They also gave a sense of why this working group exists, and Linda noted the word 'working' group as being one of Sue's main aims to ensure that everyone on the group works and is not just the secretariat that is given actions.

3. Terms of Reference as agreed by the CDEP Board.

A paper for this item was circulated previous to the meeting and the group were referred to page 3 which listed the working groups remit, membership, meetings and responsibilities.

Remit – LE felt quite confident that Sue will ensure that the remit is stuck to.

Membership – It was identified that ONE had been missed off the list. Linda proposed that the group elected a vice chair and nominated Rachel Spence. The group **agreed** that Rachel Spence would be vice chair. Because of Sue's role as chair, it was felt that it may be difficult for her to also represent the enterprise agency side. The group were in consensus that in other meetings this had not been the case, however felt that there should not be any pressure on Sue. The group proposed to suggest to Sue about adding another rep to the group.

ACTION: Secretariat

Meetings – Linda noted that it is now procedure that papers are sent out 10 working days before any meeting, and that the minutes are circulated 3 days after the meeting. Working group minutes will not go to the Board meetings. If any big issues arise, it is the role of the chair to report this to the Board. Minutes of the Board will be published on the CDEP website www.countydurhampartnership.co.uk/cdep this website also holds a lot of other useful information about enterprise. Ginny Williams requested that the Advocates final reports are added to the website.

ACTION: Secretariat

Responsibilities – Linda asked the group if they were comfortable with the responsibilities set out. Nick James asked what we saw as being different from the previous arrangement. Linda noted that this time around there was no money on the table. We now need to be in an influencing role within the sub region. A discussion then took place about a leadership role and specific actions of the group. The outcome was that the group's role was to influence and be a voice for the sub region.

4. Protocols of Representation as agreed by CDEP Board.

“Where an individual is representing a group of organisations they will be required to:

- Seek the views of the organisations that they represent on the matters being discussed at Partnership meetings to enable them to:
 - Present the views of the group of organisations that they represent rather than purely the views of their own organisation
 - Regularly update the organisations that they represent on the Partnership's activities.

This item was discussed in relation to the group's workload and potential conflicts of interests. The group agreed on the appropriateness of the protocols.

5. Conflicts of Interest

This statement will be put on all agendas at the start of the meeting.

Declarations of interest, if any – If partners are aware of a private or personal conflict of interest in relation to any items on the Agenda, this should be disclosed at this stage or when the conflict of interest arises during consideration of an item in accordance with the Partnership's Conflict of Interest Procedures.

6. Work Programme 2007/08

A discussion took place regarding a work programme for presentation to the CDEP Board as required by our terms of reference.

Two key documents would be circulated to the group. It was agreed the group would read the documents to help refine the work programme at the next meeting

- BSN Final Project Evaluation - EKOS
- LAA – Vat Registration - EKOS

ACTION: Secretariat to circulate to the group

Other areas for inclusion into the work programme:

- Revise the Enterprise Strategy
- Advocacy – 2 posts (1 enterprise and 1 education) have or will be soon coming to an end. Need discussion around finding resources to continue posts.
- LEGI – The group was keen to avoid just updates but look at sharing best practice on delivery with the rest of County Durham.
- New BLNE – the group needs a better understanding of it's role
- Programme 1, innovation, design and science – The responsibility for this has been transferred from the Knowledge Economy Working group to this group. A progress report was requested for the next meeting.
- Private Sector engagement
- Social Enterprise
- Business Support Simplification Programme
- ATP Business and Skills
- Need support for Economic Development in enterprise education

The group agreed that this work programme should be presented to the board. However, the understanding was for the programme to be adaptable and appropriate.

Linda Edworthy noted that this work programme was just a starting off point and should be explored further at the next meeting. This will have to be continually updated.

It was agreed that TLP draw up a report of these work ideas and take to the next working group.

ACTION: Secretariat

7 Private sector involvement. As tasked by the Board, to begin to develop a proposal to look at how to include SME perspective in the group and also consider the issue of a private sector chair.

LE stated that Ken Jarrold would like to set up a dinner with members from the private sector to see how we can best engage. This will be decided at the next Board meeting on 26 April.

Private Sector engagement was also considered very important to the development of the work programme. The group agreed to bring in private sector representatives as appropriate to the work programme.

ACTION: Secretariat to update at next meeting

8. Any other business

Melanie Sensicle informed the group that she is having other discussions with business support and skills relating to Tourism and agreed to report back to the group as and when necessary.

TLP agreed to speak to Sue about setting the agenda. LE suggested having items for consideration and items for decision on future agendas. TLP suggested having a chart to show who sits on which groups other than in the CDEP.

9. Date and time of next meeting

23 May 2007, 8.30am. Digital Factory, Newton Aycliffe

TLP to liase with Sue Parkinson for a forward programme of future dates.

ACTION: Secretariat