

Appendix 3

H&F Means Business Scrutiny Board March 2012

Table showing targets and evidence required from each recommendation

Performance Monitoring

Year 1 2012-13

Recommendation One: The Economic Development, Learning and Skills Work Programme

| Recommendation | Detail and Targets | Resources | Costs | Achieved by | Total target Year 1 | Evidence/documents to submit |
|---|---|---|-------|-------------|---|------------------------------|
| It is recommended that the Economic Development, Learning and Skills (EDLS) team incorporate key discussion points and actions in its 2012/13 work programme. | Incorporated into EDLS Cabinet paper on economic development priorities and targets | Business Investment team officer - time | 0 | Oct-12 | Cabinet Paper on Economic Development Priorities for October 2012 Cabinet | |
| | Incorporated into appraisal targets of all EDLS Business Investment team officers | Business Investment team officer - time | 0 | Jun-12 | Appraisal extracts showing targets | |
| | Recommended for incorporation into work-plans of the business-led town centre Business Forums | Business Investment team officer - time | 0 | Aug-12 | Action plans and minutes from Business Forums (with agreement and permission of private sector Chairs) | |
| | Recommendations to be developed into a private/business sector facing Business Charter to be developed and inserted into business focussed Council publications | Business Investment team officer - time | 0 | Mar-13 | Business Charter to be published in new 2013 Business Directory due in March 2013 and quarterly e-business newsletters. | |

Recommendation Two: A Businesses Strategy Group

| Recommendation | Detail and Targets | Resources | Costs | Achieved by | Total target Year 1 | Evidence/documents to submit |
|----------------|--------------------|-----------|-------|-------------|---------------------|------------------------------|
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|---|--|---|---|----------------------|---|--------------------------------------|
| It is recommended that a Business Strategy Group (BSG) is formed within the council, made up of council officers from across departments, with the aim of providing enhanced communications and greater harmony of council policy development and services which affect the local business community. | Identify appropriate officers and develop terms of reference for the proposed Business Strategy Group, in consultation with the proposed Business Champion in advance of 26th July Cabinet; in order that the Group can be immediately activated once approval secured. Ensure participation of senior officers whose teams provide a front-line service to businesses, or who are responsible for setting policy that affect the operation of local businesses. | Business Investment team officer - time. Officer time in related disciplines in other departments | 0 | Jul-12 | Draft Terms of Reference developed (for approval at first Business Strategy Group in September 2012). Attendance lists. | |
| | Minimum of one Business Strategy Group meeting per quarter each financial year. | Business Investment team officer - time | 0 | Sept 2012 & Jan 2013 | 2 | Agenda and Minutes from each meeting |
| | Economic development team to establish Business Strategy Group priorities, desired actions and activities and start to identify resources and costs. | Business Investment team officer - time | 0 | Sep-12 | Working papers on a draft Action Plan showing detailed costs and resources | |
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Recommendation Three: A Borough Business Champion

| Recommendation | Detail and Targets | Resources | Costs | Achieved by | Total target Year 1 | Evidence/documents to submit |
|---|--|--|-------|-------------|---------------------|---|
| It is recommended that an elected councillor be nominated as a Borough Business Champion. | Borough Business Champion (BC) identified | Council Member and Business Investment team officer - time | 0 | Jun-12 | | Invitation already submitted to Cllr Iggulden |
| | BC to meet with Economic Development (Business Investment) team members in | Council Member and Business Investment team officer - | 0 | Jun-12 | | Invitation to meet with Economic Development officers already submitted |

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| | advance of 26th July Cabinet | time | | | |
| | Economic development team to establish BC's priorities, desired actions and activities which can be taken forward to both the Business Strategy Group and the Business Support Network | Council Member and Business Investment team officer - time | 0 | July-August 2012 | Working papers and recommendations and proposed ideas to inform Business Strategy Group and Annual Business Group work-plan |
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Recommendation Four: A H&F Business Support Network

| Recommendation | Detail and Targets | Resources | Costs | Achieved by | Total target Year 1 | Evidence/documents to submit |
|---|---|-----------------------------------|-------|-------------|---------------------|---|
| It is recommended that the council establishes an H&F Business Support Network. | Development of a business-led informal cross-borough Business Support Network where business members from informal and formal business forums, can network and exchange information on free and paid-for services they are providing across the borough | Business Investment team officers | 0 | Oct-12 | | Database list of business partnerships and forums in the borough. Invitation to members of these partnerships and forums to attend networking. Evidence of Information provided on: business support services provided by Council, business partners and private sector (both free and paid for). |
| | Identify a private sector body or individual who will lead on developing an 'H&F Business Support | Business Investment team officers | 0 | Oct-12 | | Action to ensure Business Strategy Group activity is on agenda for presentation at Business Support Network meetings. |
| | Economic development team to communicate the Business Support Network's services and activities through Council networks. | Business Investment team officers | 0 | Oct-12 | | Service provision to be shown to be communicated through H&F's website, e-business newsletter and Business Directory. Evidence of publications to be provided. |
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| Recommendation Five: An Annual Borough Business Partnership | | | | | | |
|--|---|---|--------------|--------------------|----------------------------|---|
| Recommendation | Detail and Targets | Resources | Costs | Achieved by | total target Year 1 | Evidence/documents to submit |
| It is recommended that an annual Borough Business Partnership meeting be held, with an open invitation to all borough businesses | Once a year one of the quarterly H&F Borough Business Forum should be an open and free event for all borough businesses. Council to present Spending Plans as they affect businesses. Demonstrate commitment to provide accessible timely information on Council services and spending to businesses. | Business Investment team officer - time. Officer time in related disciplines in other departments | £2,500 | Mar-13 | 400 business to attend | Agenda, minutes and consultation feedback |
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| Recommendation Six: Businesses Networking | | | | | | |
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| Recommendation | Detail and Targets | Resources | Costs | Achieved by | Total target Year 1 | Evidence/documents to submit |
| The establishment of corporate council mechanisms to ensure timely and appropriate networking, liaison and consultation with local businesses both in written form and face to face | Development of a formal council-led cross-borough Business Networking inviting business members from informal and formal business forums, networks, partnerships whether they be Council-led or Business-led | Business Investment team officers | 0 | Oct-12 | Full list of all business partnerships and forums in the borough. Invitation to members of these partnerships and forums to attend networking. Evidence of information provided on business support services provided by Council (both free and paid for), opportunities to tender, opportunities for profile raising (town centre activities and events), business support services provided by local, regional and sub-regional partners, access to financial services (grants and loans), opportunities to add to consultation on issues that affect businesses (licensing fees, parking restrictions, in short ensure that services | |

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| | | | | | provided by Council are business-friendly as well as resident friendly. |
| Quarterly meetings - post Business Strategy Group. Minimum of one Borough Business Forum meeting per quarter each financial year. | Business Investment team officer - time | 0 | Sept 2012 & Jan 2013 | 2 | Agenda and Minutes from each meeting |
| Ensure that a new working title is provided for this activity to ensure that it's not confused with the business-led Business Support Network | Business Investment team officers | 0 | Immediate | Suggested - H&F Borough Business Forum | |
| Ensure that any work-programme and policy activity emerging from the internal H&F Business Strategy Group are presented or provided to the Businesses Networking; in order that they may comment on, be consulted on, policies and activities that affect both the physical and virtual trading environment in which they operate. | Business Investment team officers | 0 | Oct-12 | Action to ensure Business Strategy Group activity is on agenda for the Business Support Network | |
| Economic development team to translate priorities and desired actions emerging from Businesses Networking into direct activity. | Business Investment team officers | 0 | Oct-12 | Business Networking work-plan | |

Identification of resources and costs. Funds already identified to support activity suggested by this group, and also to support it's administration in a Cabinet Report due to go to October 2012 Cabinet.

Business Investment team officers

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Sep-12

Cabinet Report on Economic Development Priorities