

**Meeting:** Enterprise Board

**Date:** 5 May 2009

**Report Title:** Confirmation of Membership and Terms of Reference: 2009/10

**Report of:** Karen Galey – Head of Economic Regeneration

### Summary

The first meeting of the municipal year provides a timely opportunity for the Board to confirm its membership and update its Terms of Reference for the forthcoming year.

The full Terms of Reference are attached as Appendix 1.

Attached at Appendix 2 is the membership including details of the individuals appointed to sit on the Board. Each partner organisation should formerly confirm the names of the individuals appointed to the Board.

The Enterprise Board is asked to consider inviting Reed in Partnership, the local Pathways to Work provider, to become a full member of the Board to reflect the importance of this provision in meeting local employment and skills outcomes.

### Recommendations

1. That the Board confirms its Terms of Reference for the new Municipal Year.
2. That the Board confirms its membership for the new Municipal Year.
3. That the Board agrees to invite Reed in Partnership to become a full Board member.

### Financial/Legal Comments

N/A.

### For more information contact:

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## Appendix 1: Enterprise Board Terms of Reference 2009/10

### Rationale

The Enterprise Board is a strategic body forming part of the Haringey Strategic Partnership (HSP). Together with the other five thematic partnerships<sup>1</sup> the Enterprise Board will deliver the priorities set out in the Haringey Sustainable Community Strategy (SCS) 2007 to 2016:

- People at the heart of change
- An environmentally sustainable future
- Economic vitality and prosperity shared by all
- Safer for all
- Healthier people with a better quality of life
- People and customer focused

The vehicle for delivering the SCS priorities will be the Local Area Agreement (LAA), which is operational for the three years 2008/09 to 2010/11. The Enterprise Board will have specific responsibility for delivering the enterprise and employment and skills related targets contained in the LAA.

The Enterprise Board will also have an integral role in delivering the Haringey Regeneration Strategy, which has the following priorities:

- **People:** To unlock the potential of Haringey residents through increasing skill levels and raising employment so that they can contribute to and benefit from being part of one of the most successful cities in the world.
- **Places:** To transform Haringey into a place in which more people want to live and invest by using the opportunity of major sites and key locations to create positive change
- **Prosperity:** To develop a 21<sup>st</sup> century business economy that offers opportunities for sustainable employment and enterprise, to help make Haringey a place people want to work, visit and invest in.

### Aims

- Develop and implement enterprise and employment and skills strategies and initiatives in line with the priorities set out in the SCS, LAA and Regeneration Strategy.

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<sup>1</sup> The other five thematic partnerships are: Safer Communities, Better Place, Wellbeing, Children and Young People and Integrated Housing

## Objectives

- To deliver the priorities, projects and targets set out in the SCS and LAA, on behalf of the HSP.
- To contribute to the delivery of the priorities, projects and targets set out in the Haringey Regeneration Strategy.
- To monitor and evaluate the effectiveness of strategies and initiatives relating to enterprise and employment and skills.
- To ensure that the agreed vision and priorities of the Enterprise Board are reflected in the business plans of partner organisations.
- To disseminate decisions and actions to the Haringey Employment Partnership Board and the Haringey Business Board.
- To ensure that the Enterprise Board receives regular updates on the activities of the Haringey Employment Partnership Board and the Haringey Business Board.
- To conduct financial and performance monitoring on a quarterly basis.
- To conduct risk monitoring and analysis on a quarterly basis.
- To ensure that information about the work of the Enterprise Board is disseminated to the main HSP board and the remaining five thematic partnerships.

## Actions

Deliver the LAA enterprise related National Indicators (NIs):

- NI 153: Working age people claiming out of work benefits<sup>2</sup> in the worst performing neighbourhoods – a reduction of 4.7 percentage points.
- NI 171: New business registration rate – reduction in the gap with the London average from 19.5% to 18%

Deliver the LAA enterprise related stretch targets:

- Number of people from priority neighbourhoods<sup>3</sup> helped into sustained work<sup>4</sup>
  - 120 long-term (6 months or more) Job Seekers Allowance claimants
  - 110 lone parents and adult carers
- Number of residents on incapacity related benefits for 6 months or more helped into work of 16 hours per week or more for at least 13 weeks.

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<sup>2</sup> Out of work benefits include: Job Seeker Allowance, Incapacity Benefit/Severe Disablement Allowance, Income and Support and Pension Credit

<sup>3</sup> The priority neighbourhoods are the 12 Haringey wards with the worst initial labour market position.

<sup>4</sup> The definition of sustained work is 16 hours or more a week for at least 13 weeks.

Deliver the LAA enterprise related local targets:

- Adults achieving a Skills for Life qualification and entered employment and those gaining a qualification in the workplace (target to be determined pending outcome of internal LSC discussions).
- Adults achieving a full level two qualification and entered employment and those gaining a qualification in the workplace (target to be determined pending outcome of internal LSC discussions).
- Number of registered Haringey Guarantee participants with a completed better off calculation

Assist with delivering other relevant LAA targets:

- NI 79: Achievement of a Level 2 qualification by the age of 19.
- NI 116: Proportion of children in poverty – a reduction of 5.9 percentage points).
- NI 117: 16 to 18 years olds who are not in education, training or employment (NEET) – a reduction of 2.7 percentage points.

Deliver national Public Service Agreements/Floor Targets relevant to enterprise and employment and skills:

- Increase in Haringey's overall employment rate
- Increase the employment rates of:
  - disabled people
  - lone parents
  - ethnic minorities
  - people aged 50 and over
  - people with lowest qualifications
  - people living in the most deprived local authority wards
- Reduction in the number of people claiming working age out of work benefits
- Reduction in the amount of time people spend on out of work benefits
- Increase the number of new business registrations
- Increase the self employment rate

## **Operational Protocol**

### **Membership**

See Appendix i for membership list.

- Members of the partnership will communicate to their organisations decisions made by the Enterprise Board.
- Members will agree to work co-operatively with each other

- Work in the spirit of partnership and be the ambassadors of the Enterprise Board in Haringey and work within the criteria laid down by the HSP.
- Members who are unable to attend an Enterprise Board meeting will send a representative in their place.

### ***Meetings***

- The Chair to ensure meetings are democratic, orderly, start punctually and move in a timely way through the agreed agenda.
- The Chair to ensure members are able to contribute effectively to deliver the aims and objectives of the Enterprise Board.
- Ordinary Meetings will be held four times a year at an appropriate venue within the borough.
- The agendas, papers and notes of Enterprise Board meetings will be made available to members of the public after proceedings.
- Declarations of interest will be a standard item on the Enterprise Board's agendas.
- Additional sub-groups and special meetings will be arranged accordingly.

### ***Decision Making***

- Decisions will be made on the basis of majority vote.
- To make decisions meetings must be quorate. A meeting is quorate if at least 5 members are present.

Secretariat support provided by Economic Regeneration and Committee Services:

- Maintain membership
- Organise and service meetings
- Provide policy support, advice, and reports
- Liaise between agencies
- Liaise between other theme boards
- Other duties that may fall under the remit of the Enterprise Board

All Agendas and reports to be dispatched or circulated 7 working days before the meeting. Additional/late items can be tabled at the discretion of the Chair.

## **Appendix i**

### **Membership**

#### **Chair**

Dr. Ita O'Donovan, Chief Executive, Haringey Council

#### **Vice Chair**

Cllr Kaushika Amin, Cabinet Member for Enterprise and Regeneration, Haringey Council

#### **Members**

Business Link for London

College of North East London (CONEL)

Community Link Forum

Connexions North London

Greater London Enterprise

Haringey Association of Voluntary and Community Organisations (HAVCO)

Haringey Council

NHS Haringey

Job Centre Plus

Learning and Skills Council London North

Mall Management

North London Business

North London Chamber of Commerce

Reed in Partnership (subject to Enterprise Board's approval)

#### **Observers**

London Development Agency

## Appendix 2: Enterprise Board Membership 2009/10

SECTOR GROUP	AGENCY	NO. OF REPS	NAME OF REPRESENTATIVE
Local Authority	Haringey Council	9	<b>Dr Ita O'Donovan (Chair)</b> <b>Councillor Kaushika Amin (Vice Chair)</b> <b>Councillor Pat Egan</b> <b>Marc Dorfman</b> <b>Karen Galey</b> <b>Sean Burke</b> <b>Janette Karklins</b> <b>Clare Kowalska</b> <b>Denise Gandy</b>
Voluntary and Community Sector	Community Representatives	1 1 1	<b>Rod Cullen</b> <b>John Egbo</b> <b>Martha Osamor</b>
	HAVCO	1	<b>Naeem Sheikh</b>
Employment and skills	CONEL	1	<b>Paul Head</b>
	Job Centre Plus	2	<b>Walter Steel</b> <b>Linda Banton</b>
	Learning and Skills Council North London	1	<b>Yolande Burgess</b>
	NHS Haringey	1	<b>Leo Atkins</b>
	Reed in Partnership	1	<b>TBC (subject to Enterprise Board's approval)</b>
Business and Enterprise	Business Link for London	1	<b>Dennis Handel-Sam</b>
	Greater London Enterprise	1	<b>Colin Compton</b>
	Mall Management	1	<b>Michael Thompson</b>
	North London Chamber of Commerce	1	<b>Huw Jones</b>
	North London Business	1	<b>Gary Ince</b>
Others/ Observers	London Development Agency	1	<b>TBC</b>
	<b>TOTAL</b>	<b>25</b>	

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Lead Committee Secretariat Co-ordinator: Xanthe Barker, Principal  
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