

Hampshire Prosperity Partnership Board (HPPB)

Date Tuesday 11 June 2024
Time 1400-1600
Location Chute Room, Hampshire County Council, Ell Court,
 Winchester

Agenda

Item no	Agenda item	<i>Action</i>
1	Welcome and Introductions <ul style="list-style-type: none"> - Each HPPB member to introduce themselves, and how they hope to contribute to the Board 	<i>Chair</i>
2	HPPB Purpose and Terms of Reference <ul style="list-style-type: none"> - Discuss and agree the purpose and aims of the HPPB - Consider what success looks like for the HPPB - Agree the Terms of Reference <p><i>Paper – HPPB Draft Terms of Reference</i></p>	<i>GW</i>
3	HPPB Forward Plan for 2024 <ul style="list-style-type: none"> - Discuss and agree the proposed high-level plan for the HPPB during 2024 - Propose any other agenda items for meetings of the Board in 2024 <p><i>Paper – HPPB Forward Plan for 2024</i></p>	<i>NW</i>
4	Governance Arrangements for Economy and Skills <ul style="list-style-type: none"> - Consider the proposed governance arrangements for economy and skills in Hampshire, including the Joint Leaders Board, the Business Forum and the Skills Partnership, and how they will work together 	<i>NW</i>

	<ul style="list-style-type: none"> - Discuss how best to ensure a strong and diverse business voice within the governance arrangements, and consider the options for the Business Forum set out in the paper <p><i>Paper – Overview of Governance Arrangements and Options for the Hampshire Business Forum</i></p>	
5	Dates of Future Meetings <ul style="list-style-type: none"> - 29 August 2024 14:00 – 16:00 - 11 October 2023 09:00 – 11:00 - 21 November 2024 10:00 – 12:00 	<i>Chair</i>
6	Any Other Business	<i>Chair</i>



Hampshire Prosperity Partnership Board Terms of Reference | **2024-2025**

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It may be necessary for these Terms of Reference to be amended as the Board becomes established and the role of Upper Tier Authorities in the delivery of functions in support of economic development becomes clearer over time. Therefore, it is proposed that these Terms of Reference are reviewed at every meeting of the Board for the first 12 months to ensure they remain fit for purpose.

Purpose and scope

Hampshire's Prosperity Partnership is a strategic partnership that brings together the stakeholders with an ability to influence and drive a sustainable and resilient economy, along with the associated development of skills to increase the well-being of people and communities across Hampshire.

The Prosperity Partnership will include activities to support a sustainable and resilient economy in relation to:

1. Provision of strategic infrastructure
2. Local based regeneration and place-based strategies
3. Use of strategic assets to unlock investment opportunities
4. Sector support and business development
5. Skills, recruitment, and retention
6. Research, development and innovation
7. Net zero and net environmental gain

Vision – Hampshire Prosperity Partnership

To create an environment that enables sustainable and long-term economic success which in turn increases the prosperity and opportunity for the people of Hampshire now and in the future.

Values

- This board shall have a strong business focus with an over-arching socio-economic purpose.
- The board shall be persistently objective and non-partisan. Collaboration and constructive consideration of issues will be at its heart.
- Its intention is to serve the best interests of the Hampshire, its citizens, and its communities.

Behaviours

- Integrity – always act with integrity, putting the prosperity of Hampshire at the centre of all decisions,
- Collaborative – recognise the strengths of other sectors and how we can achieve more by working together,
- Respectful – be respectful of others’ views, opinions and backgrounds,
- Curiosity – to be excited by looking for new opportunities and solving problems,
- Openness – be open to exploring new ideas and to challenge traditional ideas and solutions.

Aims of the Partnership

This Board will drive the economic growth agenda captured in the Economic Strategy and the Hampshire 2050 strategy. Where possible, its goals and performance are to be defined by outcomes. This Board shall:

1. Support new and existing businesses to grow,
2. Ensure better provision of education and skills,
3. Support inward investment and attract businesses,
4. Support the deployment of innovation and new technology.

Outputs and actions from the Board will include:

1. An **Economic Strategy** for Hampshire- in the first instance gaining agreement between Hampshire’s key stakeholders on the delivery of a long-term Economic Strategy aligned with the Hampshire 2050 strategy,
2. Clear and succinct **priorities**, based on robust **evidence** of local needs now and in the future,
3. The development, maintenance and SMART¹ delivery of a **Hampshire Economic Plan** to drive delivery of the Strategy,
4. **Decisions** on investments and resources
5. **Lobbying** external decision makers and those with influence, such as MPs and Civil Servants to support investments and other decisions that will deliver increased prosperity in Hampshire,
6. **Convening** the key players locally who play a role in delivering a prosperous Hampshire, to **facilitate** a joined up, partnership led approach to economic growth.

¹ SMART = Specific, Measurable, Achievable, Realistic, Time-bound

Structure

This board is business focused with over half of the places on the board taken by businesses or business representative organisations. The representatives on the board provide an appropriate geographical and sectoral balance across Hampshire. In addition to the business members, the Board will include representatives from the Education sector (University and FE level), the Freeport, and Local Government.

The Chair of the Board will be the leader of Hampshire County Council; reflecting the accountability of this Board to the Upper Tier Authority and the need for decisions to be made formally in accordance with Hampshire County Council's Constitution.

The Board shall comprise:

Role	Representative of:		Seats	Note
	Sector	Organisation		
Chair	Public	Hampshire County Council	1	Leader of Hampshire County Council
Vice-Chair	Independent	Business	1	Independent senior stakeholder with business credentials
Member	Private	Business organisations	2	Leaders of organisations such as Hampshire Chamber of Commerce and the Federation of Small Businesses
Member	Private/ Independent	Businesses/ Independent	8	Formal recruitment of senior business representatives from a range of businesses (sector, size, type) and independent people with significant regional and national influence
Member	Education	Colleges (HE / FE) University	2	Principals/Vice Chancellors representing further and higher education establishments across Hampshire
Member	Public	Local Authority	3	Proposed by the District Councils as their representatives on the Board
Member	Public	Freeport	1	Senior representative from the Freeport

Attendee roles and responsibilities

Chair

- The Chair will be responsible for ensuring efficient, constructive discussion and capturing clear, relevant outputs from meetings,
- The Chair will lead meetings and be responsible for running to time,
- The Chair will review documentation prepared by officers and other contributors prior to distribution to the members,
- The Chair represents the accountable body and has responsibility for ensuring alignment with overarching policy,
- The Chair has delegated authority to make decisions in accordance with the delegations granted to them via their role as an Executive Member of Hampshire County Council.

Vice-Chair

- Shares responsibility with the Chair for ensuring efficient, constructive discussion and capturing clear, relevant outputs from meetings,
- In the absence of the Chair, the Vice-Chair will lead meetings and be responsible for running to time,
- The Vice-Chair will be focused on the economic growth agenda and brings an independent, objective perspective which balances the short- and medium-term goals of the public and private sectors.

Members

1. The Chair and all Members of the Board will read and prepare to comment upon and discuss inputs to the meeting,
2. All Members of the Board will share responsibility for constructive and timely execution of meetings,
3. All Members of the Board will draw upon insights from their own sectors and geographic areas, but will be focused on achieving sustainable prosperity for Hampshire,
4. All Members of the Board must act in accordance with the Terms of Reference and must make decisions in accordance with their position on the Board, and not in relation to outside factors such as other roles they may hold,
5. Chairs of the committees/working groups will be drawn from the Members of the Board or from the Place Board, Business Forum or Education Partnership that sit below the main Board. These will be responsible for reporting on committee activities and for briefing committee members on Board discussions and decisions.

Hampshire Prosperity Partnership Governance Structures

The formal decision-making process for the Board is via the Leader of the Hampshire County Council through delegations given by Cabinet to an Executive Member. Where decisions are needed that are outside of these delegations then the decision will be formally made by Hampshire County Council's Cabinet.

Meetings

Inputs:

- Meetings will be held at least two weeks before the HCC Executive Member Decision Day making meeting to enable any Board recommendations to be considered at the next available meeting,
- Papers will be submitted to the board at least five working days before each meeting,
- A 12 month forward plan of meetings will be maintained for this Board.

Outputs:

- Minutes will be distributed within seven days of each meeting,
- Production of an Economic Delivery Plan with progress against plan (dashboard) reported to the Board quarterly,
- Oversight of effective delivery groups and associated governance structures,
- Regular reporting to stakeholders on assets, funding and delivery related to economic growth in Hampshire.

Meetings

- The Board shall meet quarterly from April 2024,
- Meetings shall take place in person by preference, but hybrid options will be made available where deemed appropriate by the Chair to ensure flexibility,
- No meeting shall be deemed to be quorate unless, as a minimum, the following are in attendance:
 - The Chair or Vice Chair
 - 2 public sector representatives
 - 3 private sector representatives
 - 1 education sector representative
- It is not possible to delegate attendance at the Board to another person unless representing one of the sub-groups such as the Place Board, the Business Forum or the Education Partnership where it is possible for the Vice-Chair to deputise.



Hampshire Prosperity Partnership Board
Forward Plan | **2024-2025**

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The Hampshire Prosperity Partnership Board is asked to:

DISCUSS and AGREE the proposed high-level forward plan for the HPPB during 2024 (see Appendix 1)

PROPOSE any other agenda items for meetings of the HPPB in 2024

1. Summary

- 1.1. Three further meetings of the HPPB are provisionally scheduled for the rest of 2024 – on 29 August, 11 October and 21 November. A proposed forward plan for these meetings, with key agenda items for each, is set out in the table in Appendix 1.
- 1.2. The forward plan aims to ensure that by the end of this calendar year, HPPB will have overseen the development of and agreed the following:
 - An updated **Hampshire Economic Strategy**
 - An updated **Hampshire Skills Strategy**
 - An **Economy and Skills Delivery Plan**, with specific priorities, deliverables and success measures, for the period December 2024 to March 2026.

2. Background

- 2.1. In August 2023, the Government confirmed its decision to withdraw central government support (core funding) for Local Enterprise Partnerships (LEPs), and that from 1 April 2024 LEP functions would be transferred to local and combined authorities. Where not already delivered by a combined authority, or in areas where a devolution deal was not yet agreed, the functions would be exercised by upper tier local authorities.
- 2.2. As a result, Hampshire County Council (HCC) is now responsible for former LEP functions across the entire HCC area (previously covered in part by Enterprise M3 LEP and in part by Solent LEP).
- 2.3. Government funding is being provided in 2024/25 to upper tier authorities carrying out former LEP functions, which include the following:
 - a. Embed a strong, independent, and diverse local business voice into local democratic institutions through the creation of an Economic Growth Board made up of local business leaders and relevant representative bodies to (i) provide the view of local businesses as part of regional decision making and (ii) work with local leaders to create a broad economic strategy for the area.
 - b. Carry out strategic economic planning in partnership with local leaders that clearly articulates their area's economic priorities and sectoral strengths. This should involve building and maintaining a robust local evidence base that identifies local strengths and challenges, future opportunities and the actions needed to support priority sectors, aligned to the relevant levelling up missions.
 - c. Continue to deliver a number of functions on behalf of government departments, shaped by the local business voice where relevant. This includes the delivery of Growth Hubs on behalf of the Department for Business and Trade, and Careers Hubs on behalf of the Department for Education.

d. Where appropriate, help broker and support new or deeper devolution deals, where requested by local partners.

2.4. The HPPB has been established as the Economic Growth Board for Hampshire, meeting the Government's expectation for function a. above.

2.5. In respect of strategic economic planning (see b. above), the Government has set an expectation that upper tier local authorities will publish an economic strategy within six months of receiving funding. This can be an existing, updated or new strategy.

3. Proposed Areas of Focus for HPPB during 2024

(a) Hampshire Economic Strategy

3.1. The current Hampshire Economic Strategy was published in January 2023. This year, rather than producing a new strategy, we are proposing to update the existing strategy, to ensure that it reflects the latest available evidence.

3.2. The updated strategy will set out the vision and ambition for Hampshire's economy. It will also provide the Hampshire Prosperity Partnership with a shared strategic framework that will guide decisions about priorities for investment, partnership initiatives, and other interventions.

(b) Hampshire Skills Strategy

3.3. Hampshire County Council's Skills Strategy was developed in 2018/19 and updated in 2022. Given the fundamental importance of skills to the wider prosperity agenda, we are also proposing to update this strategy, to ensure that it is aligned with the updated Hampshire Economic Strategy.

(c) Delivery Plan

3.4. In the course of updating these two strategies, we are also proposing that the HPPB will lead a dialogue with stakeholders about priorities for delivery. This will inform the development of an Economy and Skills Delivery Plan, setting out specific priorities, deliverables and success measures, for the period December 2024 to March 2026.

3.5. The Delivery Plan will be ambitious but will also need to reflect available resources within HCC and among partners, as well as potential sources of funding/investment.

(d) The relationship between health and wellbeing and economic prosperity

3.6. Hampshire County Council supports the work of a cross-sectoral Hampshire 2050 Partnership, which was established to drive progress towards the Hampshire 2050 vision. Following a summit of the Hampshire 2050 partners in November, during 2024/25 the partnership will be focusing on collaborative action to improve health and wellbeing in Hampshire.

3.7. Obviously, there are very strong links between health and wellbeing and (for example) economic prosperity and labour market participation. We are therefore keen to draw on the expertise of the HPPB to inform this work.

4. **Recommendations**

- 4.1. The HPPB are asked to discuss the possible agenda items set out in the table in Appendix 1 below, propose any other items for the meetings in 2024, and then agree the proposed forward plan.
- 4.2. Note that the plan will be kept under review and is therefore likely to evolve over the course of the year.

Appendix 1

HPPB Forward Plan for Discussion

Meeting Date	Key agenda items	Lead
29 August 2024	Hampshire Economic Strategy – evidence, vision/ambition and potential priorities	<i>TBC</i>
	Hampshire Skills Strategy – evidence, vision/ambition and potential priorities	<i>TBC</i>
11 October 2024	Sign off Hampshire Economic Strategy	<i>TBC</i>
	Sign off Hampshire Skills Strategy	<i>TBC</i>
	Consider resources available across the partnership to support delivery, including potential sources of funding/investment	<i>TBC</i>
	Hampshire 2050 Partnership - Year of Improving Health, Care and Wellbeing	<i>TBC</i>
21 November 2024	Sign off Economy and Skills Delivery Plan for December 2024 to March 2026	<i>TBC</i>
Standing Items	Business Forum Update Skills Partnership Update Joint Leaders Board Update Review of HPPB Forward Plan	



Hampshire Prosperity Partnership Board
Governance Arrangements for Economy and
Skills | **2024-2025**

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The Hampshire Prosperity Partnership Board (HPPB) is asked to:

AGREE: The proposed approach to ensuring that the Hampshire Prosperity Partnership Board (HPPB) works effectively with its associated groups – the Joint Leaders Board, the Hampshire Business Forum, and the Hampshire Skills Partnership. See section 2.

AGREE: HPPB’s preferred approach to the structure and operation of the Hampshire Business Forum. Of the three options set out in section 3, **Option 3 is RECOMMENDED**, but HPPB may wish to consider other models.

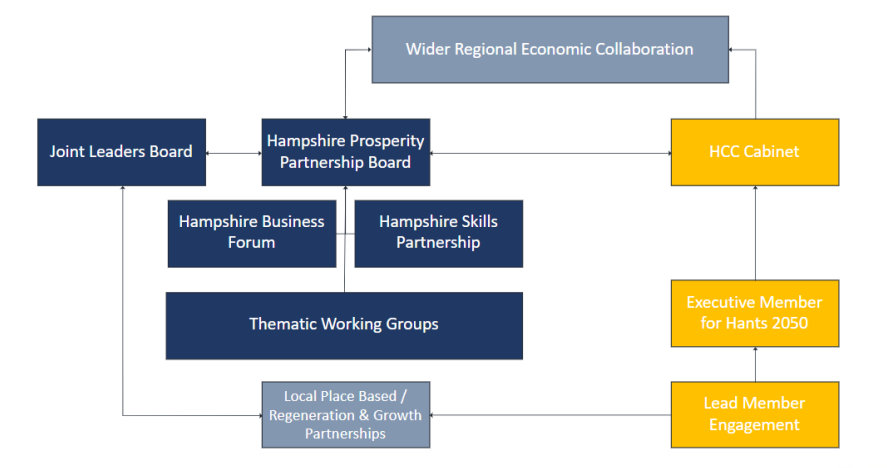
NOTE: The terms of reference of the Joint Leaders Board (Appendix 1).

1 Overview

1.1 The Hampshire Prosperity Partnership Board (HPPB) will be supported by three other key groups, each of which will contribute to the vision, values, aims and outcomes of the Hampshire Prosperity Partnership:

- **The Joint Leaders Board.** This brings together the Leaders of the eleven Hampshire districts/boroughs and will ensure that all of our local authorities are fully engaged in the work of the Hampshire Prosperity Partnership.
- **The Hampshire Business Forum.** This will strengthen the voice of Hampshire’s business community within the Hampshire Prosperity Partnership, by involving a wider range of businesses, beyond the business membership of the HPPB.
- **The Hampshire Skills Partnership.** This will bring together skills stakeholders, with a shared ambition to ensure that all agencies are working together to provide the skills and opportunities needed to drive forward an inclusive and prosperous economy. It will also advise the HPPB on skills and employment issues.

1.2 The relationship between the HPPB and these groups is illustrated in the following diagram:



- 1.3 The Joint Leaders Board is chaired by Test Valley Leader Phil North and vice chaired by Winchester Leader Martin Tod. Both are HPPB members. The terms of reference of the Joint Leaders Board are at Appendix 1. The secretariat is provided by Test Valley Borough Council.
- 1.4 Hampshire County Council officers have held two meetings with a range of skills stakeholders to discuss the proposed Skills Partnership, and draft terms of reference are currently being developed.
- 1.5 Development of the Hampshire Business Forum is at a much earlier stage, and we would particularly welcome the views of HPPB members on how to make this a success. See section 3 below.

2 How these groups will work together

- 2.1 It will be vital to ensure that the work of the HPPB and the three groups described above is joined up and complementary. To ensure some consistency of approach, it is proposed that all four groups should adopt a common approach with the following features:
 - HPPB meetings will be held at least two weeks prior to a Hampshire County Council Executive Decision Day, to enable any HPPB recommendations to be considered at the next available meeting. Initially the HPPB will meet on an approximately six-weekly basis, and we anticipate that this will reduce to quarterly in due course. The frequency of meetings will remain under review and be adjusted as appropriate to meet future needs.
 - The three associated groups should meet at least two weeks prior to an HPPB meeting to ensure that their discussions, including any key recommendations or proposed actions, can be fed into the next HPPB meeting.
 - Whilst the HPPB meetings will be tabled for two hours, and will usually take place in person, the associated groups will set their own meeting duration and method based on need.
 - At least one of the Chair and Vice Chair of each of the associated groups will be drawn from the members of the HPPB, and will be responsible for providing the HPPB with a verbal report on the work of the group, and ensuring effective communication between the group and the HPPB.
 - Papers for the HPPB and associated groups will be circulated to members at least five working days before each meeting. Draft minutes will be circulated within seven days of each meeting.
 - Minutes and papers of the HPPB will be published on the Hampshire County Council website within 14 days of each meeting.
 - The HPPB and the associated groups will each maintain a forward programme for at least a rolling six-month period.

3 Options for the Hampshire Business Forum

- 3.1 The HPPB is itself designed to provide a strong business voice within the economic governance arrangements for Hampshire, with a majority of HPPB members being drawn from the Hampshire business community.
- 3.2 To ensure that the Hampshire Business Forum adds value, it will need to engage a substantially wider range of businesses, beyond the HPPB membership. Also, it will need to have a different role, with clearly defined objectives and activities, in order to avoid duplication.
- 3.3 We have identified a number of potential models, three of which are briefly described in the following table.

Option 1 – Conventional board structure, with a specific work programme agreed with the HPPB
<ul style="list-style-type: none">• A Chair and Vice Chair would take responsibility for leading the forum, with a defined membership appointed for fixed terms.• Up to (say) 20 members would be drawn from a range of businesses across sizes and sectors.• A work programme with a number of areas of focus would be agreed between the forum and the HPPB. These would enable a wider group of businesses to input into selected issues and to explore them in more detail.
Option 2 – Small core membership, with a number of working groups
<ul style="list-style-type: none">• The forum would have a small core membership, including as a minimum a Chair and Vice Chair.• A number of key areas of focus would be identified by the HPPB. These could include sectors or clusters of particular strategic importance to the Hampshire economy, or key challenges such as the transition to the green economy.• The core membership of the forum would convene a working group for each area of focus, consisting of businesses with a particular interest in contributing to that theme. Other business members of the HPPB would also be involved in these working groups as appropriate.• A maximum of (say) four working groups would be in operation at any one time. Each working group would operate for an agreed period, work to deliver agreed objectives, and feed back to the HPPB via the core membership.• Once an area of focus had been fully explored and objectives had been achieved, the working group would disband, and another working group on another agreed topic could be convened.

Option 3 – Open sessions, with business members invited to sessions on particular themes

- As with option 2, the forum would have a small core membership, including as a minimum a Chair and Vice Chair.
- The Chair and Vice Chair would work with the HPPB and Hampshire County Council officers to develop a programme of Business Forum sessions, each focused on a particular theme or issue relevant to the work of the Hampshire Prosperity Partnership. Other business members of the HPPB would also be involved as appropriate.
- The opportunity to participate in sessions would be communicated proactively to a database of business contacts, which would build up over time. Sessions would be expected to attract businesses with a particular interest or specialism in the theme or issue. The Business Forum would not have a defined membership, however.
- Each session would produce a concise report to the HPPB or other agreed output.

3.4 Option 3 is recommended, because:

- It has the potential to reach the larger number and broader range of businesses.
- It is the most flexible approach, enabling sessions to be tailored to the requirements of different issues and types of conversation.
- It most clearly differentiates the Business Forum from the role of the business members of the HPPB.

3.5 However, HPPB may wish to consider whether other approaches of which they have experience may be more effective.

3.6 As a next step, and subject to any steers from the HPPB, Hampshire County Council officers will ask the business members of the HPPB whether they would be willing to help establish the Business Forum over the coming months, and to ask whether they would be potentially interested in chairing or vice chairing.

Appendix 1

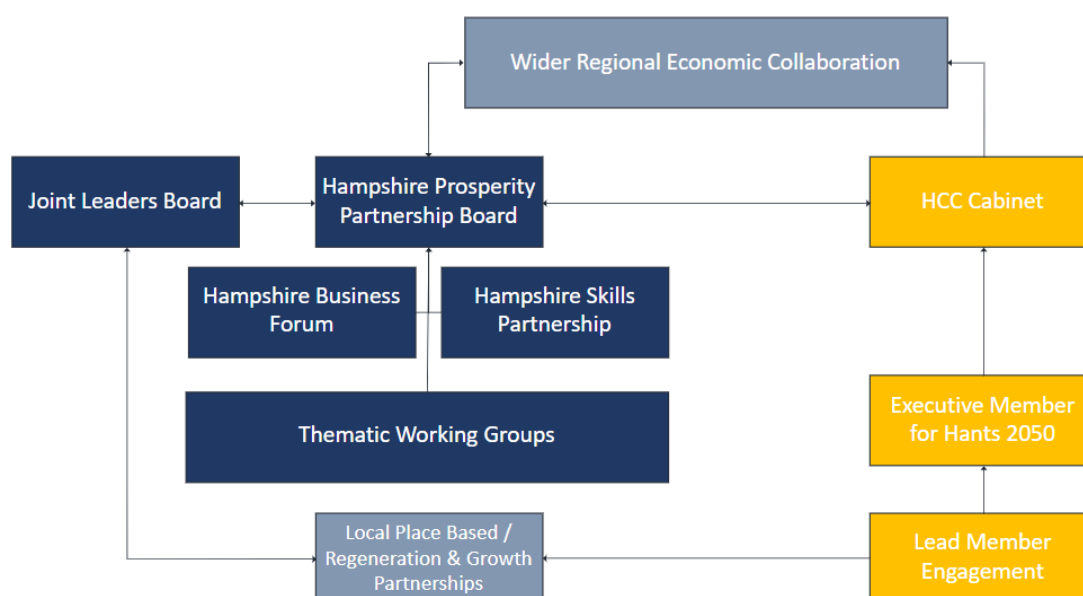
Hampshire Prosperity Partnership Joint Leaders Board

Terms of Reference

Governance Structure

The Hampshire Prosperity Partnership Leaders Board is part of a Governance Structure set up to support economic development and placemaking in Hampshire. The centre point of this governance structure is the Hampshire Prosperity Partnership Board which has the accountability for the delivery of the Hampshire Economic Strategy and the management and allocation of funding dedicated to supporting economic growth.

The Hampshire Leaders Board sits alongside the Hampshire Prosperity Partnership Board, providing democratic challenge to the Board.



Membership

Membership comprises of the Leader (or their representative) of the following organisations:

Hampshire County Council

Basingstoke and Deane Borough Council

East Hampshire District Council

Eastleigh Borough Council

Fareham District Council

Gosport Borough Council

Hart District Council

Havant Borough Council

New Forest District Council

Rushmoor Borough Council
Test Valley Borough Council
Winchester City Council

Chair

The Chair of the Board to be one of the District Council representatives to be nominated by the other members of the Joint Leaders Board and must form one of the nominated three District representatives on the Hampshire Prosperity Partnership Board.

The role of Chair is for two years, after which time the Joint Leaders Board will nominate a successor.

Secretariat and Meeting Planning

The secretariat support for the Joint Leaders Board in relation to setting up meetings and issuing papers to be provided by the same District Council as the current Chair of the Board.

The strategic support for the Joint Leaders Board, including pre-meets with the Chair, agenda setting and the preparation of papers will be provided by Hampshire County Council officers in conjunction with the Chair.

Purpose

- The purpose of the Joint Leaders Board is to bring democratic challenge to the Economy and Skills Board.
- To ensure that priorities of the Board are representative of issues in the different areas of the County
- To nominate three District Leaders to represent the views of District Councils on the Hampshire Prosperity Partnership Board
- To bring forward projects to the Board that will support economic development
- To nominate officer representatives to sit on themed task and finish groups

Frequency of meetings

To meet every 6 weeks within two weeks prior to the Hampshire Prosperity Partnership meeting.