

LIVERPOOL VISION BOARD MEETING
Held on Friday 27 February 2009

Present:

Cllr. Warren Bradley, (WB) Liverpool City Council
Steven Broomhead, (SB) Northwest Development Agency
David Bundred, (DB) Business Angel Investments
Jeanette Kehoe-Perkinson, (JKP)
Deborah McLaughlin, (DMc) HCA
Michael Parker, (MP) (Chair)
Dougal Paver, (DP) Paver Smith
Cllr. Mike Storey (MS), Liverpool City Council
Tony Wilson, (TW) Hill Dickinson

In Attendance

Jim Gill, (JG) Chief Executive, Liverpool Vision
John Kelly, (JK) Executive Director Regeneration, Liverpool City Council
Joanne Lappin, (JL), Government Office North West
Ian McCarthy, (IMcC) Director of Corporate Services, Liverpool Vision (Minutes)
Cllr. Peter Millea, (PM), Liverpool City Council (alternate Board Member)
Lorraine Rogers, (LR) The Mersey Partnership

Apologies

Sir Terry Leahy, (TL) Tesco Plc
John Kelly, (JK) KPMG
Cllr. J Anderson, (JA) Liverpool City Council

1. Minutes of the Meeting on 28th November 2008

The minutes of the meeting held on 28th November 2008 were agreed as an accurate record of the meeting.

2. Matters arising from the meeting on 28th November 2008

There were three matters arising:

Shanghai Expo 2010

Board Members noted the progress which was being made and that new management structures had been put in place.

Image and Brand Development

Brand images were circulated. It was anticipated that the logo would be launched at the Liverpool Strategic Partnership event scheduled for 26th March 2009.

Value Added Tax

The Members had agreed the approach which required the creation of a 'Services Agreement' between Liverpool Vision and Liverpool City Council.

3. Corporate and Administrative Report

Code of Practice for Board Members

Board Members considered a proposed 'Code of Practice' which provided a formal statement of the role and behaviour expected of Board Members of a public company.

The Board agreed the Code of Practice which will be placed on the Company's website.

Reimbursement of Board Member Expenses

A note which formalised the entitlement to expenses for Board Members and which explained arrangements for Board Members to claim reimbursement of costs incurred on company business was endorsed.

Terms of Reference for the HR Committee

The Board agreed the revised Terms of Reference for the HR Committee and requested that minutes of Board Committees should be provided to the Board.

Bank Mandates

The Board agreed a revised list of signatories for the Bank Mandate for both Liverpool Vision and Liverpool Land Development Company.

Decisions under Delegated Authority

The Board noted the decisions made under Delegated Authority.

4. Prospectus and Business Plan

Business Plan

The Plan had been presented to the City Council's Regeneration Select Committee and would be presented for approval to the Executive Board in April. The Board agreed that the Plan should be published on the Company's web site once it had been considered by the Executive Board of the City Council.

The Board noted the position on resource allocation and pending finalisation of the resource position, endorsed the Plan.

Prospectus

Design and copywriting of the Prospectus was underway. Initial designs for the front cover were circulated and well received. It was intended to arrange a press/public launch of the Prospectus.

5. Establishment of Terms and Conditions of Employment, Salary Bands and HR Policies

A paper was provided which set out the position which had been reached regarding introduction of a single set of Terms and Conditions.

The Board agreed the proposed Terms and Condition of Employment, the proposed Salary Bands and the proposed Performance Related Bonus scheme, and delegated agreement of final details to the HR Committee.

6. Liverpool Vision Response to the Credit Crunch

The Board considered a report which described two pilot programmes to support improved 'business planning' in small businesses. They also noted the content of a Monitoring Report prepared by the City Council, which summarised the competitive performance of the City and City Region economy during the recession.

The Board noted the establishment of a pilot programme of support for small business.

7. Financial Assistance to Business (FAB Scheme)

A report was provided which described the purpose and background of the FAB scheme.

The Board agreed to the establishment of a fund in principle. A full proposal, including confirmation of resources would be provided to the Board meeting on 1st May 2009.

8. Business and Development Programme: Monitoring Report

The Board noted the report.

9. Funding Overview and Management Accounts 2008/09

The Board noted the financial position for the period to 31 December 2008 and the forecast outturn for the eleven months to 31 March 2009.

10. Any Other Business

It was noted that the first anniversary of the establishment of the Company was due around 1st May 2009 and suggested that a staff development event should be organised to mark the occasion.

The 2008 edition of the Liverpool Office Market Review was provided to Board Members and Liverpool's success in winning four awards at the recent Property Week Regional Awards dinner in Manchester was noted.

The Chairman announced the resignation of Dougal Paver from the Board of Liverpool Vision due to increasing business and family commitments. Board Members thanked Dougal for his valuable contribution to the establishment of the Company over the past twelve months.