



**Minutes for Main Board meeting held at Petroc on**  
**Thursday 28<sup>th</sup> February 2019 - 1pm**

**Attendees**

Mike Matthews (Chair) (MM)  
Janet Phillips – NDMA (JP)  
Bill Blythe – Vice Principal, Petroc (BB)  
Chris Fuller – TDC (CF)  
Dominie Dunbrook – NDC (DD)  
Trudi Spratt – Barnstaple Chamber of Commerce (TS)  
Nicola Williams - ESB Co-ordinator (NW)

**Apologies**

Tony George – DWP  
Matt Hurley – DWP

1) **Matters arising from previous minutes**

Nordab have agreed to attend the ESB Advisory Group. Jack Jackson is now the permanent chair of Nordab. The representative is to be confirmed.

**ACTION:** BB to discuss with Jack Jackson of who will represent Nordab at future Advisory Group meetings.

2) **Matters arising from ESB co-ordinator update**

All agreed that the first Advisory Group meeting was a success.  
BB confirmed that Petroc will seek to continue to find funding for the co-ordinator post. Nicky's current contract expires 31<sup>st</sup> August 2019.  
DD confirmed that there will be changes, and expecting a different administration in charge, within both local authorities, after the local elections in May. There will then be an opportunity to promote the ESB to the new full council.  
BB discussed about the LEP work on Skills Advisory Panels and a view that ESB's would be an integral part of the governance for Skills Advisory Panels.

**ACTION:** BB will pursue this with the LEP.

### Other ESB's in the area

TS and MM had been trying to arrange a meeting with the Plymouth ESB, who are supported by their local council.

BB had met with colleagues from Mid Devon Economic Development team and they are seeking to find out how we are operating, as there are getting no value or connectivity from their ESB which is the Greater Exeter. (Mark Sheppard). JP confirmed that they lost their funding about a year ago and are in the same situation that we were in.

**ACTION:** NW to make contact with other ESB in Devon area. NW, TT, MM to try to arrange a meeting with Plymouth ESB.

### Diary of events

Asked if the diary, on the newsletter, could be in a more 'Calendar' format rather than a list.

JP noted that there was not contact details on the information in regards to the NDMA event. NW will resend the information out.

### 3) ND ESB Advisory Group

The first Advisory Group meeting was a very well attended and there were great discussions around the table and it opened up a lot of opportunities. The next meeting will be held at Saunton Sands Hotel on the 23<sup>rd</sup> May.

It was noted at the Advisory Group meeting that there were representatives missing from Agriculture and Tourism. CF had contacted Rob Braddick but he declined the invitation to attend the group. The Industry Sector list, at the end of the minutes, will be constantly updated to cover all industry sectors.

**ACTION:** NW will invite other industry sectors to the next Advisory Group meeting.

### 4) Visibility and Identity of the ESB

Terms of Reference. - This needs to be updated before we meet other ESB's.

BB confirmed that a document was produced when Petroc agreed to help reinstate the board.

**ACTION:** NW, CG & DD to meet to update the Terms of Reference with the information that BB forwarded.

Newsletter – This will be produced monthly and sent out to all Board and Advisory Group attendees at the end of the month. This newsletter information would also be available on the ESB webpage.

Webpage – NW has been trying to engage a Petroc student to take this on as a small project but so far this has not been successful. Lineal is currently paying for the website. Our webpage needs to be up and running before we launch the board widely.

It was discussed about managing the webpage ourselves. BB suggested that NW has a discussion with Petroc IT Department as well.

Social Media – it was discussed if ESB could use social media (Facebook, Twitter).

**ACTION:** MM will put NW in contact with Lewis and Doug at Lineal that would be able to advise. NW to look into writing and managing the website. Will have discussion also with DD and CF.

5) Untapped Talent

MM would like to host an Untapped Talent event, to educate employers the benefits of employing people with mental and physical conditions and to get them out of the benefit system and into employment. This would be a half day event and hopefully Andrew would provide us with a room at a Brends Hotel, and we would organise for agencies and employers to attend. This could be something to hold in the autumn, date to be confirmed.

We need to co-ordinate with:

Jon Hardy - Petroc Assistant Principle for Lifestyle, Care & Foundation Learning.

Mark Beads – Petroc Curriculum Team Leader for Supported & Foundation Learning.

Mim White – Petroc Head of Send

Lesley Taylor - Empowering Enterprise Project

Marise Mackie at Pluss (she will be able to confirm who else needs to be involved)

6) Any Other Business

BB and CF unable to attend the next Advisory Group meeting on the 23<sup>rd</sup> May.

7) Dates of future meetings

**Main ESB Board Meeting**

Wednesday 24<sup>th</sup> April 2019 10.30am – Petroc

Wednesday 12<sup>th</sup> June 2019 9am – Petroc

**ESB Advisory Group Meeting**

Thursday 23<sup>rd</sup> May 2019 3pm – Saunton Sands Hotel

### Industry Sector to be represented at the ESB Advisory Group Meetings

<b>Digital/Marketing</b>	<b>Agri-Tech</b>	<b>Tourism/Hospitality</b>
Bray Leino – Patrick Furse	NFU – Andrew Butler	<b>Brends Hotel – Andrew Mosedale</b>
Applegate - Stuart Brocklehurst	Exmoor Hill Farmers – Katherine Williams	Nick White – NDMB
<b>North Devon Journal – Lisa Whitrow</b>		
Accord Marketing – Chris Mullen		
Digital North Devon		

<b>Engineering</b>	<b>Manufacturing</b>	<b>Healthcare</b>
Simon Beer – Activis/Accord	NopinZ – Lindy Stacey	Northern Devon Healthcare Trust – Gail Richards
Paul Swan ??	Taw Tech	
<b>TDK Lambda – Anne Sutton</b>		
Mike Dymond Engineering		

<b>Waste Management</b>	<b>Construction</b>	<b>Retail</b>
<b>Viridor – Simon Spiers</b>	<b>TCI – Lauren Deacon</b>	<b>Asda Bideford – Pete Wilcox</b>
	<b>Pearce Construction – Hilary Prouse</b>	<b>Green Lanes Shopping Centre - Craig Bulley</b>

<b>Pharmaceutical</b>	<b>Environmental</b>
PALL – Jane Marsh Jones	ND Biosphere – Andy Bell
Perrigo – Emma ???	

**BOLD** – Already invited attending

Jane Maynard - Bideford Chamber of Commerce.

Jack Jackson - NORDAB Representative.

<b>Schools</b>	
Park Community School	Serena Thomas
Pilton Community College	Dawn Wilson North
Braunton Academy	Andy Parsons
GTS	Sandra Peters
Bideford College	Heather Cox
Atlantic Academy	Alex Boardman

Also looking to invite South Molton, Ilfracombe, Chulmleigh, Budehaven and Holsworthy.