

**MINUTES OF THE BOARD OF DIRECTORS OF JERSEY BUSINESS LIMITED ("JBL")**

**(24<sup>th</sup> Meeting)**

**21<sup>st</sup> May 2015 at 9am**

- Present:** Mrs W Lambert , Chair (WL)  
Mr E Lincoln (EL)  
Mr B Sarre (BS)  
Mr J Filleul (JF)  
Mr J Box (JB)  
Mr Andrew Sugden (AS)  
Mr M Robins (MR)  
Mr G Smith (GS)
- In Attendance:** Miss A Maskell, AM to PM Secretarial Services (AM)
- 1. Apologies** There were no apologies.
- 2. Declarations of Interest** **IT WAS NOTED** that BS was no longer associated with CBRE.
- 3. Minutes of previous meeting** **IT WAS NOTED** that the previous minutes dated 5<sup>th</sup> May 2015 had been circulated prior to the meeting and **IT WAS RESOLVED** to approve them for Peter Funk's signature. The Board agreed that going forward minutes would be uploaded to the website and **IT WAS RESOLVED** to save them in the corporate governance section.
- 4. Matters arising** **IT WAS NOTED** that the only matter to arise from the minutes dated 5<sup>th</sup> May 2015 related to dual control on the HSBC bank account and GS reported that he was continuing to look into whether it was possible to have this.
- 5. Operations Report** GS summarised the Operations Report for the Board and the following issues were discussed:
- (a) Appraisals – **IT WAS NOTED** that GS will implement a new system with a view to undertaking the first six monthly appraisals in June.
  - (b) Sales Force – GS advised that use of Sales Force has improved although he advised that in some instances it was proving difficult to obtain meaningful financial forecast data from clients, particularly start-up businesses. The Board agreed that it was important to collect this type of data in order to demonstrate the value JBL provides to businesses and GS reassured the Board that the implementation of various processes will lead to more qualitative data being collected going forward.
  - (c) IT – GS reported that the upload speeds are currently poor although he accepted that the installation of fibre would help with this. In the short term, JB suggested replacing the router with a 4mg dongle.

(d) Premises – **IT WAS NOTED** that there is a small indentation forming in the floor in the boardroom where the screed is collapsing. GS has therefore raised this with CBRE who, despite some initial reluctance, are now dealing with it on behalf of the Landlord.

(e) JBL Client statistics/ Dashboard – The Board reviewed the statistics from the JB Dashboard and GS noted that figures for April still needed to be updated. He also advised that given we are now building up historical data he will in future start to show more comparisons. **IT WAS NOTED** that there were 21 clients recorded in the “undefined” sector and **IT WAS RESOLVED** that GS would ensure these are categorised.

MR noted that JBL had advised 19 “healthcare” clients in the last 60 days and he queried what type of businesses these were and whether they were engaged with Digital Jersey (DJ). GS advised that these were wide ranging but would include clients who were heavily involved with DJ. GS said they would review the relevant clients to ensure that where appropriate they were engaged with DJ

Referring to the “Services Taken by Program Type” GS stressed that whilst JBL should continue to support start-up businesses he felt that support could be give more efficiently. For example, he suggested that there should be more focus on support by way of training, grants, mentoring, and possibly an “incubator hub”.

(f) Digital Jersey – WL noted that Digital Jersey do not have the ability to provide business advice to their clients. She therefore stressed the importance of ensuring they refer their clients to JBL. GS reported that DJ accept that JBL provide generic business advice and for this reason are not recruiting their own business advisors. The Board agreed that it would be preferable if JBL, DJ and Locate Jersey were located in the same building and AS noted that the Minister supports this view.

**6. Management Accounts**

The Board reviewed the management accounts as at 30<sup>th</sup> April 2015 against budget, a copy of which had been circulated with the agenda. GS reported that JBL is managing controllable costs well and is currently under budget in terms of overall expenditure.

**7. 2015/2018 Budget Plan**

The Board reviewed GS’ “Budget Plan 2016-2018”, a copy of which was circulated with the agenda. **IT WAS NOTED** that EDD have requested similar papers from all their funded bodies as part of the Medium Term Financial Plan. AS explained that JBL’s budget has been scoped in terms of growth and jobs and, based on an initial review he believes JBL’s requests are realistic and achievable. GS reported that he was due to meet the Minister the following day and proposes taking him through the Plan. He added that he also proposes making a request for an additional £135k worth of funding for JBL for 2015.

GS provided a breakdown of the £135k as follows:

£100k - productivity audit service  
£15k – new start up service model  
£20k – new export programme development

The Board considered what position JBL will take in the event that EDD are not prepared to fund the full £135k and GS advised that priority will be given to the productivity audit as it may be possible to undertake the start-up service model internally if necessary.

Measurement of success of the productivity audit process was discussed. GS noted that JBL will have records of the audits undertaken and should therefore be able to track the financial benefits. He explained however that whilst JBL can undertake a desk top audit of a client and identify a number of key areas where productivity improvements can be made, it is the client's decision as to how they act on JBL's advice. BS expressed concern that JBL should not compete with the private sector and GS reassured him that his expectation was that where additional professional support was required by the client in delivering the efficiencies this would in the main involve private sector partners.

**8. Awards for Enterprise**

The Board reviewed the "Enterprise Week and Jersey Business Awards for Enterprise Board Update" (a copy of which had been circulated with the agenda) and offered their congratulations to GS and the JBL team for a successful Enterprise Week and Awards evening.

The Enterprise Week events were discussed and it was agreed that the speaker provided by PWC for the opening event was particularly interesting. **IT WAS NOTED** that Delta filmed this event and **IT WAS THEREFORE RESOLVED** that GS would contact them with a view to obtaining some of the footage for the JBL website. GS reported that JBL worked with a number of partners on Enterprise Week and he accepted that this was necessary in order to take advantage of their infrastructure, client base and contacts. **IT WAS NOTED** that actions have been taken from each event which the JBL team are working through.

The Awards evening was briefly discussed and the Board agreed the evening was a great success. GS advised that a meeting is scheduled to take place with the sponsors next week at which he hopes to get their feedback on the event. **IT WAS THEREFORE RESOLVED** that he would include "Format of the 2016 Awards for Enterprise" as an item for discussion on the agenda at the July meeting and invite Alexia McClure to attend.

**9. Risk Register**

The Board noted the risk register, a copy of which had been circulated with the agenda. GS highlighted a number of risks which were amber. These included premises (regarding the collapsing screed, as noted above); HR and Training; EDD grant support; and the Awards for Enterprise

**10. Any Other Business**

GS was requested to forward all future board papers in PDF format

**11. Date of Next**

**IT WAS NOTED** that the next Board meeting was scheduled for 9<sup>th</sup> July 2015

**Meeting** at 9.00am.

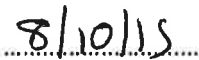
There being no further business to discuss, the meeting was closed at 11am.

**Actions:**

- 1) GS to arrange for Peter Funk to sign previous minutes
- 2) GS to upload minutes on to corporate governance section of the website
- 3) GS to categorise 21 undefined clients
- 4) GS to review Health sector files to ensure engagement with Digital Jersey
- 5) GS to contact Delta for film footage of PWC Enterprise Week presentation for inclusion on website
- 6) GS to invite Alexia McClure to July meeting
- 7) GS to include "Format of the 2016 Awards for Enterprise" on July agenda



Chairman



Date Signed