



## Devon & Somerset Better Business for All (BBfA) Regulatory Services Partnership (RSP) Terms of Reference

### Title

The programme will be known as Better Business for All (BBfA) in line with the national pathfinder programme endorsed by the Better Regulation Delivery Office (BRDO), part of The Department for Business, Innovation & Skills (BIS).

### Purpose

To build a local partnership between businesses and regulators across Devon & Somerset to promote local economic prosperity, whilst maintaining public protection.

### LEP Strategy Fit

This project fits with the need to remove barriers to business growth and meets the core aim 'Creating the Conditions for Growth' and the priority for growth 'Business' as detailed in the Heart of the South West Local Enterprise Partnership (HotSWLEP) Strategic Economic Plan 2014-30 (as highlighted).

CORE AIM →	<b>Creating the Conditions for Growth</b> - <i>Improving our infrastructure and services to underpin growth</i>	<b>Maximising Productivity and Employment Opportunities</b> - <i>stimulating jobs and growth across the whole economy</i>	<b>Capitalising on our Distinctive Assets</b> - <i>Utilising our distinctive assets to create opportunities for business growth and better jobs</i>
PRIORITY FOR GROWTH ↓			
<b>Place</b>	Infrastructure for growth: <ul style="list-style-type: none"> <li>• Transport and accessibility</li> <li>• Digital infrastructure</li> <li>• Sustainable solutions for flood management</li> <li>• Energy Infrastructure</li> </ul>	The infrastructure and facilities to create more and better employment: <ul style="list-style-type: none"> <li>• Enterprise infrastructure</li> <li>• Strategic employment sites</li> <li>• Unlocking housing growth</li> </ul>	The infrastructure and facilities needed to support higher value growth: <ul style="list-style-type: none"> <li>• Specialist marine sites</li> <li>• Science/Innovation infrastructure</li> <li>• Maximising our environmental assets</li> </ul>
<b>Business</b>	Creating a favourable business environment <ul style="list-style-type: none"> <li>• A simpler, more accessible, business support system, tailored to our needs               <ul style="list-style-type: none"> <li>o Improving access to finance</li> <li>o Stimulating enterprise and growth</li> </ul> </li> </ul>	Achieving more sustainable and broadly based business growth: <ul style="list-style-type: none"> <li>• Reaching new markets (on-line, supply chains, public sector)</li> <li>• Globalisation (exports and inward investment)</li> </ul>	Supporting higher value growth: <ul style="list-style-type: none"> <li>• Innovation through Smart Specialisation</li> <li>• Building our capacity for innovation</li> </ul>

## APPENDIX 2 TO REPORT CSCPC/16/4

<b>People</b>	<p>Creating a responsive environment, where businesses and individuals can reach their potential:</p> <ul style="list-style-type: none"> <li>• Skills infrastructure and facilities</li> <li>• Accessibility to education/employment (transport, careers advice and digital inclusion)</li> <li>• Employer engagement and ownership</li> </ul>	<p>Increasing employment, progression and workforce skills.</p> <ul style="list-style-type: none"> <li>• Moving people into employment</li> <li>• Supporting people to progress to better jobs</li> <li>• Improving workforce skills</li> </ul>	<p>Creating a world class workforce to support higher value growth:</p> <ul style="list-style-type: none"> <li>• Enterprise and business skills</li> <li>• Technical and higher level skills development and retention</li> <li>• Maximising the skills and employment opportunities aligned to our transformational opportunities.</li> </ul>
---------------	--	---	--

### **BBfA Key objectives**

- ✓ To reduce regulatory burden on businesses across Devon & Somerset by easing real and perceived burdens for business
- ✓ To ensure the consistent delivery of regulatory services
- ✓ To support businesses by making regulations easier to access and understand
- ✓ To build better relationships with the business community built upon trust, understanding and a desire to improve together in terms of compliance with regulation and support of business growth
- ✓ To provide a business support and advice service that is accessible, trustworthy and reliable
- ✓ To play a role in creating a level playing field in which businesses can flourish
- ✓ To support economic growth
- ✓ Businesses to understand their responsibilities and access advice and support to aid compliance

### **Remit and Key Relationships:**

Initially, the programme will cover Devon & Somerset Council’s Environmental Health & Trading Standards Teams and Devon & Somerset Fire Rescue but it is hoped that in future, the programme may be extended to housing standards, planning and building control and cover other national regulators such as Environment Agency, Health and Safety Executive & Food Standards Agency.

The relationship between the private sector and the public sector will be key to the success of this programme.

Regulatory representatives will ensure that their Services and staff are fully signed up to the aims and objectives of the programme.

Administrative support will be provided by Torbay Council.

### **Membership**

The following regulatory authorities, services and business support are committed to the BBfA programme:

Torbay Council  
 Plymouth CC  
 Teignbridge DC  
 East Devon DC  
 North Devon Council  
 Torridge DC  
 Mid Devon DC

Mendip DC  
 South Somerset DC  
 Sedgemoor DC  
 Taunton Deane BC  
 West Somerset Council  
 Devon & Somerset Trading Standards  
 Devon & Somerset Fire & Rescue

Exeter CC  
South Hams DC  
West Devon BC

GAIN (Growth Acceleration Innovation Network)  
Devon Economic Development Officers Group  
Somerset Economic Development Officers Group

### **Steering Group**

The Steering Group is made up of regulatory representatives, LEP representative(s) and business representative(s) and will provide direction to the programme.

### **Meetings**

Meetings will last approximately three hours, be held every 6-8 weeks and chaired by the Commercial Team Environmental Health Manager of Torbay Council. Minutes of meetings will be recorded and emailed to every member of the partnership.

### **Decision Making**

The Steering Group will be responsible for making decisions. Members of the meeting will then be updated on any such decisions at the next RSP meeting.

### **Recording of Decisions**

Decision making will be accurately recorded in the meeting minutes.

### **Task & Finish Groups**

Task & finish groups will be decided at the Steering Group and then volunteers will be canvassed to be part of a Task & Finish Group at the RSP meeting.

### **Resources**

Establishing a BBfA partnership in Devon & Somerset will be facilitated by Torbay Council who have offered a member of the Community Safety Team to liaise between members, organise meetings and offer administrative support.

Officers based in Council Environmental Health Departments and officers in the Fire Service will be responsible for delivery of this programme

We have also been awarded a modest grant of £7,000 by the BRDO (November 2014), which has to be spent by 31<sup>st</sup> March 2015, to help establish a BBfA partnership within Devon & Somerset and to embark on a programme of culture change with regulatory officers.

For help, support and guidance during the BBfA implementation process we have a contact at the BRDO, Kathryn Preece, Programme Manager, and we have also been allocated a mentor by the BRDO Teresa Isaacs.

### **Review**

Terms of reference will be reviewed annually and as appropriate throughout the year as the programme develops.