

## Minutes – Small Business Council Meeting

<b>Date and location</b>	15 August 2018 Tauwaka Room, Novotel Auckland Airport
<b>Attendees:</b>	Tenby Powell (Chair), Terry Baucher, Alison Brewer, Rachel Brown, Anthony Buick-Constable, Nicole Buisson, Paul Dansted, Karen English, Jim Gordon, Andy Hamilton, Allison Lawton, Matt Ritchie, Deb Shepherd, Tania Siladi, Keith Taylor, Leeann Watson
<b>In attendance:</b>	Patti Poole (Secretariat), Ed Tregidga (Secretariat), Hon Stuart Nash (Minister for Small Business), Paul Stocks (Deputy Chief Executive, MBIE), Lisa Casagrande (Better for Business, MBIE), Paul Nalder (Better for Business, MBIE), Matt Kennedy-Good (business.govt.nz, MBIE)
<b>Apologies:</b>	Jerry He, Karl Woodhead
<b>Notes:</b>	
<b>Conflicts of Interest:</b>	Conflicts managed in conjunction with the Chair.

Item	Topic	Discussion	Action
1	Welcome and introduction	<p>Welcome and introduction from the Chair</p> <ul style="list-style-type: none"> <li>• The Chair opened the meeting at 10:24am.</li> <li>• Welcomed everyone and invited round-table introductions.</li> <li>• Invited Minister Nash to address the Council.</li> </ul>	
Item	Topic	Discussion	Action
2	Expectations, scope and code of conduct	<p>Minister outlined his expectations for the Council</p> <ul style="list-style-type: none"> <li>• Conflict of interest policy.</li> <li>• The Council should develop recommendations and advice that will survive the political process and multiple political cycles.</li> <li>• One difference between the Small Business Development Group and the Small Business Council is that the Small Business Council has a broader remit, not just bringing in small business owners but also small business influencers.</li> <li>• The Terms of Reference are a loose guide and where the Council sees fit to alter its outputs it should do so.</li> <li>• There is a fine line between policy and strategy, and the Council can work in policy areas if necessary.</li> <li>• The Council may exist for a year, or more if necessary, and how it moulds its outputs and recommendations is up to the Council.</li> <li>• Minister responded to question about how the Council should relate to the Living Standards Framework, answering that subsequent meetings should include presentations about government initiatives and priorities and that officials can help to organise guests such as Inland Revenue and the Ministry of Business, Innovation and Employment (MBIE) as potential presenters.</li> <li>• Chair thanked the Minister and invited Paul Stocks to address the Council.</li> </ul>	Secretariat to make contact with Inland Revenue and MBIE to request presenters for future meetings.
Item	Topic	Discussion	Action
3	Welcome from MBIE, Government priorities,	<p>Paul Stocks from MBIE presented</p> <ul style="list-style-type: none"> <li>• Presented an overview of the New Zealand economy, productivity in New Zealand, and the government's economic strategy to transition to a more productive, sustainable and inclusive economy.</li> </ul>	Secretariat to make contact with The Treasury to request a

	Government 101	<ul style="list-style-type: none"> <li>Noted that council meetings and outputs are considered to be official information as defined by the Official Information Act and that everything that happens in the Council will be presumed to be available to the public in line with the Act.</li> <li>Minister requested that a representative from The Treasury talk about the Living Standards Framework and Wellbeing Budget at a future Council meeting.</li> </ul>	presentation on the Wellbeing Budget and Living Standards Framework at the next meeting.
Item	Topic	Discussion	Action
4	What do we want to achieve and how will we achieve it?	<ul style="list-style-type: none"> <li>Chair outlined how the Council will engage with officials. The Chair will work with Secretariat to determine a process for producing the outputs of the Council.</li> <li>Outlined his vision of what the Council could achieve, his priorities for the small business economy and indicated a potential form and function of a Small Business Institute.</li> <li>Outlined the need to leave the government with long-term strategic thinking about what is possible.</li> <li>Chair invited the Council to put forward their ideas and aspirations for the Council.</li> </ul> <p>General Discussion</p> <ul style="list-style-type: none"> <li>There is already a lot of work happening in the small business space and the Council should fill the gaps rather than repeat existing initiatives. Requested to see a map of work which is already happening in the small business space.</li> </ul> <p>Discussion around a Small Business Definition</p> <ul style="list-style-type: none"> <li>A clear and easily understandable definition is important because it has implications for how policies and regulations affect small businesses and which small businesses are affected. There should be clarity about how a definition will be applied.</li> <li>There is a diversity of small businesses and therefore many different ways that small businesses can be segmented, especially due to changes brought about by the transition to a gig economy.</li> <li>Segmenting businesses by those which are privately-held may be a more inclusive and useful way to define the subset of businesses which are of interest.</li> <li>It may be more appropriate for the Council to give direction to MBIE officials to traverse the problem of a definition.</li> </ul>	<p>Chair and Secretariat to determine process for developing outputs.</p> <p>Secretariat to provide overview of the small business support ecosystem.</p> <p>Secretariat to provide a link to useful resources on productivity.</p>

		<p>Discussion around access to data about small businesses</p> <ul style="list-style-type: none"> <li>• A lot of interesting data sits with the private sector and the Council should seek to access information held by the private sector where appropriate.</li> <li>• The Council should tap into Te Puni Kōkiri, Callaghan Innovation and Māori business networks to take advantage of their communication channels and disseminate the work of the Council through Māori businesses.</li> </ul> <p>Discussion on existing support for small business</p> <ul style="list-style-type: none"> <li>• It is important to understand the diversity of support/services available to small businesses, and how well each support/service is working and is engaged with by small businesses. Requested that the Secretariat provide some information.</li> </ul> <p>Discussion on productivity</p> <ul style="list-style-type: none"> <li>• The Council wants to traverse the issue of small business productivity and align the Council's work in this area with the government's work.</li> <li>• Requested that the Secretariat forward a link to useful content to the Council members.</li> </ul> <p>Discussion on outputs of the Council</p> <ul style="list-style-type: none"> <li>• The resourcing for the Small Business Council is small and the Council needs to be realistic with respect to expectations around outputs and what members want to achieve.</li> <li>• The practical usefulness of a report is in engaging and influencing government processes. It should give government something material to respond to if it is to have an impact.</li> <li>• The Council needs to consider longer timeframes when developing advice and recommendations.</li> <li>• A framework to orient and guide the Council through its tasks would be useful.</li> </ul> <p>Discussion on measures for the small business sector</p> <ul style="list-style-type: none"> <li>• GDP provides a simple measure which decision makers can easily understand. However, government and other organisations are trending towards broader measures of success, and using GDP as a sole measure may result in recommendations of the Council losing relevance over time.</li> <li>• Using a more balanced measure which takes account of social, natural, human and financial performance may be a better way of measuring success in the small business sector.</li> </ul>	
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Item	Topic	Discussion	Action
5	What is small business anyway?	<p>Presentations from MBIE officials</p> <ul style="list-style-type: none"> <li>Chair welcomed Matt Kennedy-Good, Lisa Casagrande and Paul Nalder, and invited them to present to the Council.</li> <li>Lisa and Paul outlined the Better for Business programme and summarised its background, research, insights and the different agencies involved.</li> <li>Matt introduced background and context of business.govt.nz and outlined what it will look like in 5 years and progress towards that vision.</li> <li>Outlined the Business Performance Panel.</li> <li>The Council requested copies of the business.govt.nz and Better for Business presentations</li> <li>The Chair thanked Matt, Lisa and Paul for their presentations.</li> </ul>	<p>Secretariat to provide digital copies of the Better for Business and business.govt.nz presentations.</p>
Item	Topic	Discussion	Action
6	Concluding comments and next steps	<p>Closing remarks from the Chair</p> <ul style="list-style-type: none"> <li>Documents around claiming expenses have been sent via email. If members have any difficulty with claiming expenses they can contact the Secretariat for clarification.</li> <li>The Council will draw positive and negative commentary and Council members should be careful about communications on social media – when in doubt say nothing.</li> <li>There will be 11 monthly meetings held in the first two weeks of each month, with no meeting in January 2019.</li> <li>Request that the Secretariat provide a draft agenda and reading list for the next meeting.</li> <li>Secretariat noted the types of groups that could be useful for the Council to engage with.</li> <li>Secretariat outlined the types of technology available for the Council to use – video conferencing technology and cloud storage technology.</li> <li>Chair thanked officials and Council members for their time and closed the meeting at 3.15pm.</li> </ul>	<p>Secretariat to provide draft agenda and reading list for the September meeting.</p>