

Terms of Reference for the HotSW Leadership Group – agenda item 6d appendix (i)

Group: Business

1 Purpose

1.1 The Business Leadership Group is one of the LEP's four Leadership Groups. The 'Leadership Groups' functions are:

- providing strategic leadership and expertise for the relevant theme of the Local Industrial Strategy, or economic strategy as agreed by the Board and in line with any relevant Government guidance (see annex A)
- development of a clear understanding of existing relevant provision within the HotSW area and knowledge of other local, regional and national provision plans and approaches. This will include commissioning relevant research to develop the LEP's understanding of the theme, contributing to the LEP's wider evidence base
- working with partners to agree and commission or implement a series of actions to deliver the relevant theme
- provide management and oversight of LEP led and influenced programmes and projects related to the theme
- as required, identify potential projects or programmes for investment as part of any bid for funding
- as required, provide the Board with specialist advice and guidance for the theme
- as required, function as Programme Board to provide oversight and monitoring over externally funded Business Support Programmes

In addition, the Leadership Group may identify and nurture future potential independent LEP Board members; this is at the Chair's discretion.

1.2 Where appropriate, the Leadership Group will establish 'task and finish' groups/ project boards, to facilitate progress on specific themes and issues. The Group will keep a register on these subgroups and clearly define their work programme, including key objectives and milestones.

1.3 The Leadership Group will set out a proposal – reviewed at least annually – on how it will meet the purpose defined above. The Group is accountable to the LEP Board and will report progress at each Board meeting.

2 Membership

2.1 LEPs were originally established as a partnership between business and local government, alongside other important public, private and voluntary/community organisations. As such the composition of the LEP's Leadership Groups will reflect the spirit of a balanced partnership between public, private and voluntary/community sectors.

2.2 The Leadership Group will have a maximum of 20 members, drawn from across relevant areas of the public, private, provider and third-party partners.

2.3 The make up the membership will be as out set in Annex B of this document

- 2.4 The Chair and Vice Chair of the Leadership Group will be an independent LEP Board director¹.
- 2.5 Where there is a vacant role on the group, new members will be agreed in accordance with the LEP's group member recruitment policy.
- 2.6 The LEP will provide secretariat support for the Leadership Group, either directly or as set out in the relevant Service Level Agreement. Relevant officers will also attend the meetings as non-voting members where not already on the Board.
- 2.7 Advisors and other key individuals may also be invited to attend the Leadership Group to discuss specific items on the agenda.

3 Meetings

- 3.1 Meeting will be quarterly. Additional meetings can also be called at the discretion of the Chair.
- 3.2 Meeting papers will be circulated one week in advance of the meeting.
- 3.3 If the Chair is unable to attend, the Vice Chair will Chair the meeting. If both the Chair and Vice chair are unable to attend, the LEP Theme Lead will Chair.

4 Decisions

- 4.1 At least seven members must be present for the Leadership Group to be quorate for the purposes of any formal decision-making item, and at least four members of these must be from the private sector and/or independent LEP Board directors.
- 4.2 All decision will be made by consensus. Where consensus cannot be reached, decision deemed sufficiently 'novel or contentious' to be referred to the LEP Board in line with the '*Assurance and Accountability Framework*'.

5 Urgent Matters

- 5.1 For urgent matters which require decisions outside normal meetings, the Chair may make decisions on behalf of the Group in consultation with the Vice-Chair. Any decisions taken in this manner will require a full written update to the next Group meeting, justifying why an urgent decision was required and the actions taken.

6 Complaints

- 6.1 Should members of the Business Leadership Group have a complaint or conflict that cannot be resolved, this should be reported to the following people in alignment with the recommended stages:
 - Stage 1: Theme Lead for the Leadership Group
 - Stage 2: Chief Executive of the HotSW LEP
 - Stage 3: Chair of the HotSW LEP Board
- 6.2 At each stage, if the dispute cannot be resolved within seven working days it will be escalated to the next level.

¹ "Independent" and "stakeholder" directors as agreed by LEP Board May 2020

7 Conflicts of Interest

- 7.1 The Leadership Group will often be involved with commenting on or advising on policy recommendations and / or funding significant programmes.
- 7.2 If any members of the group, through personal interests, employment, or through relatives or close personal friendship, have any interest at all, these should be declared through the Chair at the beginning of each meeting and this will be recorded in the minutes. If appropriate, you may be asked to leave the room.
- 7.3 In addition each Leadership Group member will be required to sign an annual statement confirming they have received, read and understood the LEP's Conflicts of Interest Policy and completed a Declarations of Interest Template, detailing the nature of any such conflicts.

8 Amendment, Modifications and Variations

- 8.1 Any changes to these Terms of Reference must be agreed by the Chair of the Leadership Group, in consultation with the LEP Board Chair, and subsequently endorsed by all members.

9 Agendas and Minutes

- 9.1 The Agenda for each meeting will include standard items as well as any additional items as required. Copies of the Agenda and Minutes will be available on the LEP's website in the public domain.
- 9.2 The LEP is committed to conducting its business in the most open and transparent way possible, however in exceptional circumstances information may be deemed sensitive, for example, business cases containing commercially sensitive details of a local business, and in such cases documents will have any such information removed.

Annex A – Leadership Group Membership

Name	Organisation
	(Chair)
	(vice-Chair)