

PROPOSED D2 REPRESENTATION ON LEP BOARDS

LEP BOARD	Investment Board	Place Board	Business Growth	Innovation Board	People and Skills
Chaired by Elizabeth Fagin Deputy Chair David Williams	Chaired by Elizabeth Fagin Deputy Chair - Derbyshire CC Leader	Chaired by David Williams Deputy Chair – Anthony May to Adrian Smith	Chaired by Viv Russell Deputy chair - tbc	Chaired by Paul Harris Deputy Chair - tbc	Chaired by Prof Kath Mitchell Deputy chair – Jane Howson
Derbyshire CC – Leader	Derbyshire CC – Leader	Derbyshire County Council officer - Mike Ashworth	Derbyshire County Council officer required – Frank Horsley	Derbyshire County Council officer required – Frank Horsley	Four officer reps required in total.
Derby City – Leader	Derby City – Leader	Derby City officer – Greg Jennings	Derby City officer – to confirm	Derby City – to confirm	Derbyshire County Council officer - Joe Battye
District leader required – representation to be confirmed	Two Derbyshire districts required – representation to be confirmed	Two Derbyshire district officers required - Dan Swaine (Bolsover/NE) registered interest Paul Wilson (Derbyshire Dales) registered interest	One Derbyshire district officer required – Frank Mc Ardle (South Derbyshire) registered interest	One Derbyshire district officer required - Huw Bowen (Chesterfield) registered interest	Derby City officer - to confirm
Comment <i>Decision making board – elected members</i>	Comment <i>Decision making board – elected members</i>	Comment <i>No delegated authority. Recommends to Investment Board and LEP Board.</i>	Comment <i>No delegated authority</i>	Comment <i>No delegated authority.</i>	Comment <i>Delegated authority given to the Board – if agreed by the LEP Board.</i>

LEP contact: Sajeeda Rose	LEP contact: Tom Goshawk	LEP contact: Sajeeda Rose	LEP contact: Lindsay Wetton	LEP contact: TBC	LEP contact: Rachel Quinn
Bi monthly meetings	Bi monthly meetings	Bi monthly meetings for first 6 months – dropping to quarterly. Meetings: 28 May 10 July, 10 Sept	Bi monthly meetings for first 6 months – dropping to quarterly. Meetings: 18 June	Bi monthly meetings for first 6 months – dropping to quarterly.	Bi monthly meetings for first 6 months – dropping to quarterly Meetings: 5 June



D2N2 PLACE BOARD

TERMS OF REFERENCE

PURPOSE

Supporting and enhancing the quality of place within D2N2 as a great location to live, work visit and invest is identified as a key priority within the Strategic Economic Plan in order to deliver the vision for a more productive, competitive and inclusive economy.

The Place Board will be an advisory group to the D2N2 board to facilitate and support the development of approaches to enhance the overall quality of place across D2N2. The Place Board will bring together strategies, implementation and investment proposals for the Place priority within the Strategic Economic Plan, including infrastructure and connectivity, place making and marketing, and digital connectivity. This will build on the work of existing local plans and strategies.

It will provide strategic direction to all Place related activity across D2N2 and inform the development of the Place element of the Local Industrial Strategy.

ROLES AND RESPONSIBILITIES

The Place Board will:

Strategy

1. Develop implementation plans to deliver the Place elements of the Strategic Economic Plan.
2. Inform the Place element of the Local Industrial Strategy.
3. Bring together and co-ordinate local partner plans within the context of the overall Strategic Economic Plan, and identify key shared priorities for D2N2;
4. Complete periodic reviews of the Place priority to ensure that this remains fit for purpose, during the life of the Strategic Economic Plan.
5. Propose the commissioning of underpinning strategies, as and when necessary, to support the overall delivery of the Place priorities.
6. Provide support to the strategic work programmes of key delivery partners to ensure that best practice is shared and opportunities for collaboration between partners are explored.

Investment

7. Identify opportunities for further investment and develop proposals to further these.

Delivery

8. Provide oversight of the delivery of D2N2 funded Place activities, and feed any key issues into the Investment Board.
9. Ensure that a strong pipeline of projects is in development and where necessary take action to stimulate these.
- 10.

MEMBERSHIP

The membership of the Group is as follows:

- Chaired by the Deputy Chair of the D2N2 Board;
- Deputy Chair of the Place Group from one of the local authority representatives;
- In recognition of the role of Local Authorities as place makers senior officer representation from the authorities as follows – 4 upper tiers, plus 2 Derbyshire, 2 Nottinghamshire districts
- 4 place marketing representatives
- In addition to the Chair, 4 Business representatives (Including 2 from the LEP Board) from relevant sectors including Commercial/property and housing
- 2 Social Inclusion representatives

Homes England, Highways England and Network Rail will be issued with a standing invitation to attend the meetings.

The D2N2 Chief Executive and relevant LEP officers will also attend meetings in an advisory capacity.

MEETINGS

Meetings will take place on a bi-monthly basis, during the first six months of operation, dropping to quarterly thereafter. The Chair will determine whether these need to occur more or less frequently as business determines.

SUB GROUPS

The Chair can determine if any sub-groups or task and finish groups need to be set up to oversee specific work streams in support of the role of the Place Board.

Existing theme and working groups such as the D2N2 Rural Reference Group and the D2N2 Inward Investment group will feed in market intelligence and evidence to the board.

A review of the sub-group arrangements will be undertaken every 6 months to ensure they remain operationally relevant.

ATTENDANCE POLICY

All members will be expected to attend meetings, other than in exceptional circumstances.. Any member failing to attend for three consecutive meetings will be invited to consider their ongoing membership.

DELEGATED AUTHORITY

The Place Board will have no delegated authority.

ACCOUNTABILITY

The Place Board is directly accountable to the D2N2 Board. It will be chaired by the D2N2 Deputy Chair with lead responsibility for the Place agenda.

V4. 11th March 2019.



D2N2 PEOPLE AND SKILLS BOARD

TERMS OF REFERENCE

PURPOSE

To develop, implement and oversee the delivery the People and Skills element of the Strategic Economic Plan and to act as the Skills Advisory Panel for D2N2.

The Board will also lead the development of the People element of the Local Industrial Strategy for D2N2.

OBJECTIVES

- To enable the effective functioning of local labour markets by fulfilling the functions of the Skills Advisory Panel in D2N2;
- To co-ordinate and join up the between skills and training providers, labour supply and employer needs;
- To hold to account the provision of skills and employment to ensure that it is of high quality and supports the delivery of objectives within the Strategic Economic Plan;
- To ensure that the skills ecosystem in D2N2 meets the skills needs of local businesses, particularly in key sectors that are critical to the growth of the local economy;
- To ensure that D2N2 people have the skills, aspiration and opportunity to compete for jobs in the local labour market;
- To shape future policy development and priorities on issues related to skills, employment and economic inclusion in D2N2.

ROLES AND RESPONSIBILITIES

Skills Advisory Panel Functions: (See Appendix I for full list of SAP functions)

1. Develop an implementation plan for People and Skills based on the thematic priorities identified in the D2N2 Strategic Economic Plan and for delivery of the People strand of Local Industrial Strategy.
2. Provide leadership on skills in the local area; engaging with employers and providers and providing skills advice to D2N2 Board;
3. Develop understanding of current and future local skills and labour market needs and influence the development of skills and employment support provision in the local area to meet that need.

4. Understand the wider dependencies in the local area and working together with other parts of the D2N2 LEP enable a cross-cutting approach to People and Skills.
5. Improve access to and availability of careers advisory services (National Careers Service and Careers and Enterprise Company) and careers resources to connect people to careers opportunities.
6. Raise the profile of apprenticeships with local employers and providers.
7. Share analysis and best practice, as widely and transparently as possible, with central government and other Skills Advisory Panels to learn from each other and tackle wider skills challenges.

Additional People and Skills Board Functions:

Strategic

8. Enable representation of all types of providers, employers (large and small) and other key local stakeholders, including local authorities and the Voluntary and Community Sector;
9. Bring together and co-ordinate partner plans within the context of the overall Strategic Economic Plan, and identify key shared priorities for D2N2;
10. Complete periodic reviews of the People and Skills priority to ensure that this remains fit for purpose, during the life of the Strategic Economic Plan.
11. Commission underpinning strategies, as and when necessary, to support the overall delivery of the People and Skills priority.
12. Identify emerging international and national policy, best practice and thematic trends, and ensure that the D2N2 area actively responds to these.
13. Provide direction and support to the strategic work programmes of key delivery partners to ensure that best practice is shared and opportunities for collaboration between partners are explored.
14. Inform the development and implementation of priorities forming the People pillar of the Local Industrial Strategy

Investment

15. Advise on potential investment decisions for local skills and employment provision as well as overseeing implementation.
16. Identify further investment sources and develop proposals to access these.

Delivery

17. Monitor the delivery of D2N2 funded People and Skills priority projects and escalate any delivery issues to the D2N2 Investment Board.

18. Ensure that a strong pipeline of projects is in development and where necessary take action to stimulate these.
19. Ensure that the People and Skills priorities, outcomes and milestones within the SEP are delivered in line with expectations.

MEMBERSHIP

The membership of the Group will comprise no less than 8 (quorum) and no more than 18 comprising representation from the following:

- 4 Business representatives (Including 1 from the LEP Board and 1 from the Business Growth Hub Board)
- 4 representatives from local authorities
- 1 Social Inclusion representative
- 1 Schools representative
- 1 General FE representative
- 1 Higher Education representative/University
- 1 VCSE representative
- 1 representative from each of the following government departments, bodies and national programmes (in line with the requirements for the SAP):
 - Department for Education
 - Department for Work & Pensions / Job Centre Plus
 - Education and Skills Funding Agency
 - National Careers Service local provider

The D2N2 officers will also attend meetings in an advisory capacity.

Membership will be held by named individuals – no substitutions or proxies

Membership will be by appointment through nominating bodies (where appropriate) or otherwise through open recruitment.

MEETINGS

Meetings will take place on a bi-monthly basis, during the first six months of operation, dropping to quarterly thereafter. The Chair will determine whether these need to occur more or less frequently as business determines.

SUB GROUPS

The Chair can determine if any sub-groups or task and finish groups need to be set up to oversee specific work streams in support of the role of the People and Skills Board.

A review of the sub-group arrangements will be undertaken every 6 months to ensure they remain operationally relevant.

ATTENDANCE POLICY

All members will be expected to attend meetings, other than in exceptional circumstances. Any member failing to attend for three consecutive meetings will be invited to consider their ongoing membership.

DELEGATED AUTHORITY

The People and Skills Board will have no delegated authority unless specifically agreed by the main D2N2 Board.

ACCOUNTABILITY

The People and Skills Board is directly accountable to the D2N2 Board. It will be chaired by a Member of the D2N2 Board as agreed by the D2N2 Chair.

A Deputy Chair will also be appointed by the Chair of the People and Skills Board to ensure continuity should the Chair not be available.

V3. 11th March 2019.

APPENDIX I

Skills Advisory Panel Functions:

1. Develop an implementation plan for People and Skills based on the thematic priorities identified in the D2N2 Strategic Economic Plan;
2. Provide leadership on skills in the local area; engaging with employers and providers and providing skills advice to D2N2 Board;
3. Develop understanding of current and future local skills needs and local labour market as well as the present skills and employment support provision in the local area by:
 - a. developing a strategy and mechanism for the a robust and authoritative evidence-based skills and labour market analysis which clearly identifies existing local skills and employment challenges, and identifies key areas of future needs
 - b. developing a sophisticated understanding of both the local labour market and skills provision in the local area, the extent to which labour mobility within, or into, a local economy can address skills needs, and the projected gaps between skills needs and skills provision
 - c. building knowledge of the range of both local, regional and national employment provision that exists or is planned;
 - d. presenting the analysis at board level and sharing it with wider employer and provider communities to ensure that their perspective on the local labour market and local employment and skills system is reflected in future prioritisation;
 - e. Providing analysis to inform the development and the implementation of the 'People' element of Local Industrial Strategies.
4. Develop a clear approach to addressing skills and employment challenges within the local area, including by looking ahead to likely skills priorities in the coming decade by:
 - a. building an understanding of the local area across a range of partners including employers (SME and larger employers from across the private and public sectors), all types of providers and other key partners (including the community & voluntary sector) to agree shared approaches to addressing the challenges the analysis has identified;
 - b. providing a 'feedback loop' for the continual development of the 'People' element of the D2N2 Local Industrial Strategy.
5. Understand the wider dependencies in the local area and working together with other parts of the D2N2 LEP to:
 - a. link them to the skills and employment analysis as well as strategic plans;
 - b. ensure the 'People' element of the Local Industrial Strategy is integrated effectively with the wider work of D2N2.

6. Act as co-ordinator of local skills providers by:
 - a. fostering co-operation between providers in mix of provision;
 - b. actively working with a range of local providers (Further Education, Higher Education and independent) to plan for how the skills needs are to be met;
 - c. Encouraging local providers to reflect the Skills Advisory Panel analysis when planning for T Levels implementation and delivery, and for the Skills Advisory Panel analysis to inform the investments that are made in the provider base to prepare for T Levels roll-out.
7. Work closely with careers advisory services (National Careers Service and Careers and Enterprise Company) to ensure that potential learners are informed about potential career routes within a local area, and that all careers information and guidance is informed by up-to-date local labour market information. This will involve working with:
 - a. the Careers & Enterprise Company's Enterprise Advisor Network to ensure that the Skills Advisory Panel analysis is shared through the network and informs the activities they support locally;
 - b. The National Careers Service local contractor to ensure that Skills Advisory Panel analysis is embedded into advice and guidance given to adults.
8. Raise the profile of apprenticeships with local employers and providers.
9. Advise where skills and labour market resource should be directed to support local employers and residents, using its understanding of existing employment support provision in the local area and the needs of the local labour market.
10. Share analysis and best practice, as widely and transparently as possible, with central government and other Skills Advisory Panels to learn from each other and tackle wider skills challenges.



D2N2 INNOVATION BOARD

TERMS OF REFERENCE

PURPOSE

Innovation is identified within the Strategic Economic Plan as one of the key underpinning themes to achieving a more productive and competitive economy that is truly inclusive. This is further enhanced by our D2N2 Science & Innovation Audit, published in December 2017.

The Innovation Board will be responsible for developing a strategic and coordinated approach to innovation activities, which support and drive forward D2N2's economic growth ambitions as articulated in the Strategic Economic Plan and Science & Innovation Audit

The role of the Innovation Board will be to drive productivity in the Innovation priorities and strengths within D2N2 by bringing together universities, policy makers, delivery partners and businesses into effective industrial partnerships.

ROLES AND RESPONSIBILITIES

The Innovation Board will:

1. Build on the evidence of the D2N2 Science and Innovation Audit and further define market strengths and opportunities to inform the Local Industrial Strategy.
2. Identify opportunities to raise performance in our core innovation-led sectors as identified in the Science and Innovation Audit: Transport Equipment Manufacturing, Food and Drink and Life Sciences and Energy & Low Carbon
3. Champion knowledge exchange and collaboration with existing areas of expertise to encourage wider adoption; including amongst SMEs and across supply chains;
4. Identify opportunities to harness our specialist expertise and know-how to address the Grand Challenges in the national Industrial Strategy, specifically in relation to Mobility, Low Carbon and an Ageing Population, through our market priorities and reviewing the D2N2 Enabling competencies as defined within the Strategic Economic Plan
5. Encourage greater adoption of digitalisation across the economy through showcasing the opportunities from digitalisation, sharing best practice and encouraging collaboration;

DRAFT INNOVATION BOARD TERMS OF REFERENCE –

6. Influence the development and design of future skills for D2N2 businesses to deploy & commercialise their innovation through the Industrial Partnerships to respond to national innovation funding calls, but also demonstrate competencies within D2N2 as the place for world class innovation
7. Identify opportunities to host new pilots, by encouraging collaborative Industrial Partnerships that can champion D2N2's reputation as a home for innovation, and attract further investment and support job creation.

MEMBERSHIP

The membership of the Group is as follows:

- Chaired by a private sector member of the D2N2 Board
- Representation from local authorities as follows – 4 upper tiers, plus 1 Derbyshire, 1 Nottinghamshire districts
- 4 Business representatives – Including large R&D businesses and SME's (sector related to SIA)
- Representatives from University of Derby, University of Nottingham and Nottingham Trent University
- Representation from the FE sector
- Representation from Innovation centres (Medilink, ASHN, Rail Forum, F&D Forum and NARMC)
- Social Inclusion representative
- Catapult Centres
- Innovate UK Partnership Manager (UKRI)

D2N2 relevant officers will also attend meetings in an advisory capacity.

MEETINGS

Meetings will take place on a bi-monthly basis, during the first six months of operation, dropping to quarterly thereafter. The Chair will determine whether these need to occur more or less frequently as business determines.

SUB GROUPS

The Chair can determine if any sub-groups or task and finish groups need to be set up to oversee specific work streams in support of the role of the Innovation Board. These are in essence the Industrial Partnerships that will bring together the best people to collaborate and advise on the D2N2 SIA market priorities, enabling competencies and national Grand Challenges with the objective of producing evidence based "Productivity and Growth Plans" for our market competencies.

A review of the sub-group arrangements will be undertaken every 6 months to ensure they remain operationally relevant.

DRAFT INNOVATION BOARD TERMS OF REFERENCE –

ATTENDANCE POLICY

All members will be expected to attend meetings, other than in exceptional circumstances. Any member failing to attend for three consecutive meetings will be invited to consider their ongoing membership.

DELEGATED AUTHORITY

The Innovation Board will have no delegated authority.

ACCOUNTABILITY

The Innovation Board is directly accountable to the D2N2 Board. It will be chaired by a private sector D2N2 board member.

V4 11th March 2019.

D2N2 Science & Innovation Audit Summary



D2N2 INVESTMENT BOARD

TERMS OF REFERENCE

PURPOSE

To oversee on behalf of the D2N2 LEP Board (“the LEP Board”) the management of all funding pots delegated to the LEP, including the Local Growth Fund, Growing Places Fund, Enterprise Zone Business Rates Uplift reallocation or any other relevant funding streams across the administrative areas of Derby, Derbyshire, Nottingham and Nottinghamshire.

The Investment Board is responsible for:

Approving investments from D2N2s various funding streams on behalf of the D2N2 LEP Board that will invest in projects and programmes that will contribute to the delivery of the objectives of the D2N2 Strategic Economic Plan and emerging Local Industrial Strategy;

The Investment Board shall:

- take decisions on behalf of the D2N2 LEP Board for:
 - individual scheme approval
 - Release of funding, including scrutiny of individual scheme business cases.
- Monitor progress of scheme delivery and spend.
- Oversee the overall delivery of all funding programmes ensuring financial and output targets are monitored
- Recommend to the LEP Board a programme to respond to changed circumstance (scheme slippage, scheme alteration, cost increases etc).

MEMBERSHIP

The membership of the board is as follows:

Voting members	Observers
<ul style="list-style-type: none">• Derby City Council• Derbyshire County Council• Nottingham City Council• Nottinghamshire County Council• Derbyshire district and borough councils (Two District members)• Nottinghamshire district and borough councils (Two District members)• 3 Private sector members of the Derby, Derbyshire, Nottingham and Nottinghamshire Local Enterprise Partnership (Chair plus 2 other private sector representatives)	<ul style="list-style-type: none">• Highways England• Network Rail• Homes England• Department For Transport• Department for Business, Energy and Industrial Strategy

Voting members	Observers
<ul style="list-style-type: none"> • Social Inclusion representative (one member) 	
Principal Advisors to the Board (non-voting): D2N2 Chief Executive, Capital Projects Manager, Section 151 officer plus Accountable Body Lead Officers	
Chair and Deputy Chair – The Board will be chaired by the D2N2 Chair, with the Deputy Chair to be appointed from one of the local authority board members	

The Board, as set out above, comprises twelve voting members. The Board may co-opt additional members to represent other sectors; such co-opted members will not have voting rights. Conditions of appointment are:

- i. Local Authorities (upper tier/unitary): membership rests with the position which the member holds within the authority rather than with the individual, so councillors will be replaced if they change office. It is for each authority to determine which post holders are to act as its representatives.
- ii. District and Borough authorities within Derbyshire and Nottinghamshire: it is for the district and borough authorities to determine their own arrangements for selecting representatives, who are expected to sit for a minimum term of one year and a maximum of three years. It is also for the constituent authorities to determine how their joint interests should be represented and how those districts and boroughs not directly represented should be engaged in the decision-making process.
- iii. D2N2 LEP: representatives are expected to sit for a minimum term of one year and a maximum of three years.
- iv. Any co-opted member - would be reviewed annually by the Board with a maximum term of three years.
- v. Each member will be required to participate in decision-making in the best interests of the Board whether or not these are consistent with those of their own organisation.
- vi. No substitutes will be permitted for nominated board members as per the main D2N2 Board Member.

The Board will review its constitution after six meetings of the Board or every two years, whichever is the sooner.

4. Conflicts of Interest

Members of the Board are required to declare, on appointment, that they will act in the best interests of the LEP area, not for their organisational or geographic interests.

The rules for declaring personal interests will be those that apply to the council to which the councillor has been elected. A register of Board Members' interests will be maintained and will be available for public inspection and will be updated at the beginning of each financial year.

All Board members are expected to govern themselves by the Nolan Principles and these can be found within the Local Assurance Framework.

5. Accountable Body

Derbyshire County Council shall be the Accountable Body to the D2N2 LEP which will be responsible for the following:

- Ensuring that decisions are made in line with the LEP Assurance Framework.
- Ensuring that promoters confirm their projects conform with any requirements with regard to equalities, social value, environment, State Aid, procurement etc.;
- Ensuring (through the Section 151 Officer) that the funds are used appropriately;
- Maintaining the official record of Investment Board proceedings and holding copies of all relevant documents relating to any funding streams the Accountable Body is responsible for;
- Ensuring Investment Board decisions at formal meetings are recorded.
- Responsibility for the decisions of the Investment Board in approving projects (for example if subject to challenge);
- Ensuring there are arrangements for local audit of funding allocated by the Investment Board at least equivalent to those in place for Local Authority expenditure.

The Director of Finance, Derbyshire County Council (S151 officer) will ensure that all funds are administered in accordance with the Assurance Framework.

6. Audit and Scrutiny

The Board undertakes to seek and to act upon the findings of an internal audit of its activity on at least an annual basis. The findings of each audit will be considered by a Board meeting, and any remedial action required recorded within the minutes of that meeting.

The aim of each audit will be to verify that the Board is operating effectively within the terms of its agreed Assurance Framework.

The effectiveness of the Board and its governance, delivery and monitoring processes will be overseen by the incumbent Accountable Bodies Scrutiny committee who will provide an independent review to ensure that the Investment Board works in line with the Local Assurance Framework.

7. Approvals process for project applications:

The Board has adopted an approvals process in respect of project applications as set out in the Local Assurance Framework

8. Support and Administration

Derbyshire County Council will provide support arrangements for secretariat and administrative services, specified in its Service Level Agreement with the LEP.

The Board has the authority to form task and finish groups when required, which may comprise Board members and/or supporting officers.

9. Working Arrangements, Transparency and Local Engagement

There will be at least four meetings each year and thereafter to meet the business needs. Specifically the Board will meet:

- (a) to determine the initial decision on the composition of the scheme programme;
- (b) To make individual scheme investment decisions.

The meetings will be chaired by the D2N2 Chair.

Meetings will be deemed quorate when a minimum of five voting members are in attendance. Each voting member carries a vote of equal weight. Where the voting members present are equally divided the chair will carry a casting vote. Where the elected chair is not present the Deputy-chair will exercise this function. No business requiring voting shall take place without either the chair or Deputy-chair being present.

The Investment Board will publish agendas and minutes. Materials will be hosted on the Derbyshire County Council website but each member organisation will provide a direct link to this from its own.

It is for individual member organisations to ensure that any schemes submitted to the Board for funding have been subject to the appropriate procedures to provide the public and stakeholders with the opportunity for input before decisions are made. The Board will not take responsibility for dealing with correspondence, petitions, lobbying, consultation etc, all of which are to be handled by the promoter of the scheme in accordance with its own procedures.

FOI and EIR requests will be dealt with in accordance with the relevant legislation.

The Board will use Derbyshire County Council's complaints procedure.

D2N2 BUSINESS GROWTH BOARD

TERMS OF REFERENCE

1. PURPOSE

To contribute to the D2N2 Strategic Economic Plan ambition that by 2030 D2N2 will have a world class innovation-led, highly productive economy with a global reputation for manufacturing excellence.

The main purpose of the Business Growth Board will be to ensure that businesses across D2N2 are supported to maximise their potential for growth and productivity, by providing a focus for co-ordinating the support provided across the area and informing the design of future support.

The Business Growth Board will specifically lead on overseeing delivery of the D2N2 Growth hub on behalf of the D2N2 Board.

2. ROLES AND RESPONSIBILITIES

The Business Growth Board will lead on:

1. Achieving the overall aims and objectives of the D2N2 Growth Hub by providing advice on delivery to boost productivity and growth within the D2N2 SME base;
2. Making strategic links between the Growth Hub and other organisations delivering support to businesses to improve the co-ordination of business support across D2N2;
3. Capturing business intelligence on the needs of businesses to unlock productivity, to shape and enhance the provision of business support through the Growth Hub and other delivery partners;
4. Being intelligence led by providing a specific focus on implementing and monitoring mechanisms that allow the Growth Hub to capture insight and intelligence from its activity to ensure it remains effective in achieving its overall goal for improving growth and productivity;
5. Providing wider stakeholder engagement to ensure improved alignment of future business support delivery.

3. MEMBERSHIP

The Board will be Chaired by a private sector member of the D2N2 LEP Board, who will also appoint a Deputy Chair from the Business Growth Board for continuity.

Business Growth Board Members have been invited from public and private sector organisations that can support the aims of the Business Growth Board.

Membership decisions have taken into account the potential for conflicts of interest and state aid issues in case of service design and delivery.

An overview of proposed Board membership is below with numbers to be agreed:

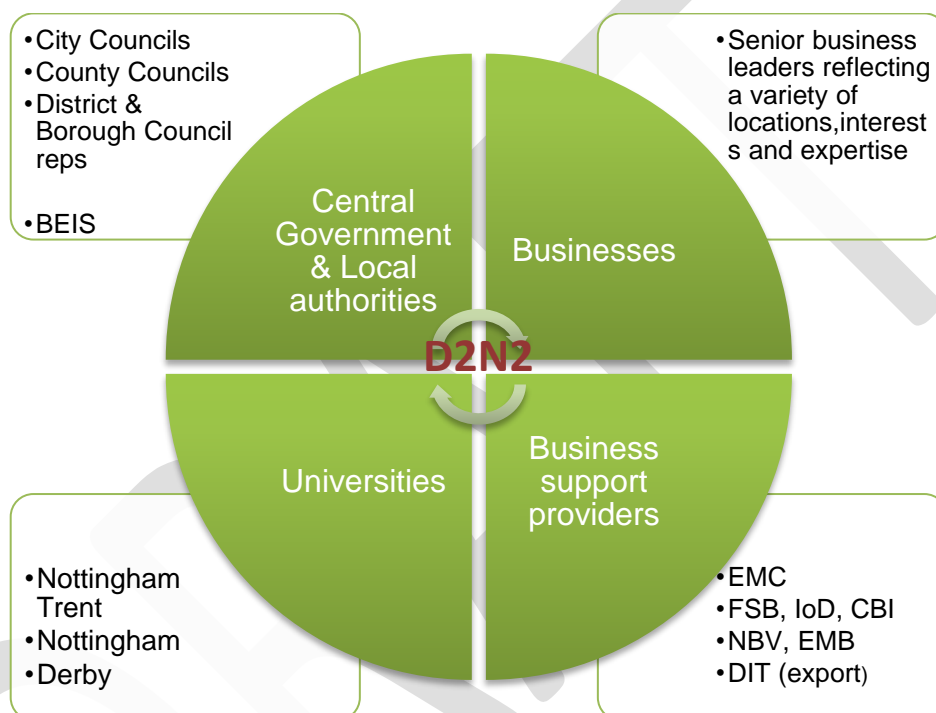


Figure 1: Business Growth Board Membership overview

4. MEETINGS

Meetings will be held quarterly and dates will be planned for the calendar year ahead. Additional engagement may be requested of Members or their colleagues in working groups or events during the same period.

5. SUB-GROUPS

The Chair can determine if any sub-groups or task and finish groups need to be set up to oversee specific work streams in support of the role of the Business Growth Board.

The Growth Hub Executive Board will feed in to the Business Growth Board.

6. ATTENDANCE POLICY

All members will be expected to attend meetings, other than in exceptional circumstances. Any member failing to attend for three consecutive meetings will be invited to consider their ongoing membership.

7. ACCOUNTABILITY

The Business Growth Board is directly accountable to the D2N2 LEP Board. It will be chaired by a private sector representative of the D2N2 Board with lead responsibility for the Business Growth agenda. The Chair will also appoint a Deputy Chair for continuity.

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