Terms of Reference for the Business Support Sub Group

of the Oxfordshire Local Enterprise Partnership Board

Purpose	The Business Support Sub Group (the Group) is charged with developing a strategic & coordinated approach to business support activities aligned to Oxfordshire's economic growth ambitions, as articulated in the Strategic Economic Plan.
	It will promote OxLEP business support activities and will provide strategic oversight of the following activities;
	I. OxLEP Growth Hub – including the following programmes;
	    • *Elevate – £2m Start-up and growth programme*
	    • *Go Create - £5.2m Innovation programme*
	     and any subsequent OxLEP led programmes
	II. OxLEP inward investment activities including key account management
	III. The Group will provide thought leadership and act aligned to the principals of a 'select committee' for business support locally

Membership	The Group includes LEP Board Members and representatives of partners including business representative organisations (BROs) , Universities, local authorities, private sector and other key stakeholders appropriate to the Groups remit The Group will consist of visionary independent thinkers who have the ambition and determination to be objective and non-partisan, who will be innovative and focus to prioritise business support initiatives that will benefit Oxfordshire as a whole. Membership will be limited to 12 members. OxLEP programme managers will form part of the Group in a non-voting capacity.

Name	Organisation	Role
Phil Shadbolt	Zeta Group/OxLEP board member	Chair
Steve Clarke	Driftway Solutions	Deputy Chair
David Hartley	Oxford Brookes University	Member
Stuart Wilkinson	University of Oxford	Member
Julia Iball	IoD	Member
Penny Rinta-Suksi	Blake Morgan/OxLEP board member	Member
Peter Smith	Oxfordshire Chamber of Commerce	Member
Rob Lewtas	DIT	Member
James Anderson - tbc	FSB	Member
Vacant	Elevate client	Member
Vacant	Scale up company	Member
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Chair	The Steering Group will be chaired by the LEP Board Business Champion (elected by the LEP main Board) – currently Phil Shadbolt. The Group will elect a deputy from its membership.
Frequency of Meetings	The Steering Group will meet quarterly, or more frequently as required at the discretion of the Chair in advance of OxLEP Board meetings. The minutes of meetings shall be reported to the OxLEP Board on a quarterly basis and will be published on the OxLEP website.
Quorum and voting	A quorum shall be seven members including the chair or nominated deputy, at least two private sector representatives (BROs are classified as private sector for these purposes), one Higher Education and the senior manager of OxLEP with responsibility for the growth hub. All decisions required by the Group will be decided by a majority vote. If votes are equal, the Chair will have the casting vote.
Administration	Administrative support will be provided by the OxLEP team. Agendas will be set in advance by the Chair (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to members and attendees at least 48 hours in advance of the meeting where possible. Any member can ask for items to be added to the agenda subject to the chairs approval Action points arising from the meetings will be noted and where

appropriate added to the work programme and reported at subsequent meetings.

The Group will review these terms of reference and self-assess its performance on an annual basis prior to any changes to be submitted to the LEP Board for approval.

Responsibilities and Remit	The Group does not have any delegated decision making powers; rather it is an advisory group that makes recommendations to the OxLEP Board The Group will maintain strategic oversight of all business support programmes including those funded through Core, Growth Deal and European Union Structural Investment Fund (ESIF) programmes. The role extends to financial and operational performance, project development and any other business support activities relevant to its remit The Group will cover all LEP related activates linked to business growth to support the SEP's objectives Lobby and promote Oxfordshire's business growth ambitions and challenges to various audiences including national and local government and regional/local stakeholders Review monitoring reports / dash boards setting out progress and delivery against agreed key performance indicators for LEP stakeholders as part of a wider set of communications undertaken by the LEP Engage and communicate with stakeholders to support new project ideas and developments for business support Review performance measurement reports produced consistent with the original funding application and award requirements to fund management bodies / organisations Share best practice from initiatives undertaken as part of this programme and disseminate key lessons Provide assistance to the accountable body to support its assurance and financial management role, including providing a clear audit trail of all progress, spend and performance
Conduct	Steering Group members should: - adhere to the highest standards of fairness, honesty and integrity and act with sound judgment - allocate sufficient time to fulfil their role and responsibilities - respect confidentiality rules - avoid or manage any conflict of interest as per the Board policy on

	conflict of interest; and - respect openness, transparency and equality principles at all time If any member of the group, through personal interests or through employment or through relatives, or close personal friendship, have an interest in matters discussed by the group this should be declared through the Chair