



## **Terms of Reference for the Business Support Sub-Group of the Oxfordshire Local Enterprise Partnership Board**

Purpose	<p>The Business Support Sub-Group (the Group) is charged with developing a strategic &amp; 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;</p> <ul style="list-style-type: none"> <li>I. OxLEP Growth Hub – including all current programmes and any subsequent OxLEP led programmes.</li> <li>II. OxLEP inward investment and international trade activities</li> <li>III. The Group will provide expert thought leadership and act aligned to the principals of a ‘select committee’ for business support locally</li> <li>IV. The Group will be responsible for articulating local business needs and translating these into solutions, which help support the shaping of future bids and delivery programmes.</li> </ul>
Membership	<p>The Group will include at least 1 LEP Board Director who will represent the group at Board Level, and thereafter comprise of local business leaders, representatives of partners (such as business representative organisations (BROs), Universities &amp; local authorities) plus other key stakeholders appropriate to the Groups remit. Private sector members will be largest group by sector.</p> <p>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 a maximum of 20 members, plus OxLEP programme managers who will form part of the Group in a non-voting capacity.</p> <p>New members will be appointed by a majority decision of current members. All members must submit themselves for re-appointment no longer than every 3 years.</p>
Chair	<p>The Group will elect a Chair and Vice Chair from its membership, which will be subject to ratification by the Nominations &amp; Personnel Committee. These positions will be subject to re-election every 3 years. The Chair and Vice Chair must be from within the private sector (note - Universities are classed as private sector).</p>



<p>Frequency of Meetings</p>	<p>The Steering Group will meet quarterly, or more frequently as required at the discretion of the Chair in advance of OxLEP Board meetings.</p> <p>The minutes of meetings and supporting papers shall be reported to the OxLEP Board on a quarterly basis and will be published on the OxLEP website. OSB will report on progress against its work plan to the Board at least annually. This report will be facilitated by the Chair or deputy chair.</p>
<p>Quorum and voting</p>	<p>A quorum shall be five members including the chair or deputy chair, and an OxLEP senior officer.</p> <p>All decisions required by the meeting will be decided by a majority vote. If votes are equal, the Chair will have the casting vote.</p> <p>Meetings can be held via electronic means where a matter requires urgent attention or circumstances so dictate.</p> <p>Matters requiring urgent decisions may also be handled via written procedures, subject to the agreement of the Chair in each instance.</p> <p>Members may attend a physical meeting via electronic means subject to the prior approval of the chair.</p> <p>If for any reason quorum is not achieved any decisions reached at the meeting will be ratified by Goup at the next quorate meeting, or electronically by majority as necessary.</p> <p>Invited guests or observers may attend meetings subject to the prior approval of the chair.</p>



Administration	<p>Administrative support will be provided by the OxLEP Growth Hub.</p> <p>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.</p> <p>Any member can ask for items to be added to the agenda subject to the chairs approval</p> <p>Action points arising from the meetings will be noted and where appropriate added to the work programme and reported at subsequent meetings.</p> <p>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.</p>
Responsibilities and Remit	<p>The Group does not have any specific delegated decision making powers (except as detailed below); rather it is an advisory group that makes recommendations to the OxLEP Board</p> <p>The Group will maintain strategic oversight of all business support programmes.</p> <p>The role extends to financial and operational performance, project development and any other business support activities relevant to its remit.</p> <p>In order to define and monitor the delivery of specific approved grant programs, the Group can convene program specific Task and Finish sub groups. Such sub-groups may include members drawn from outside the Group as and where necessary. Such Task and Finish sub-groups will be chaired by either a Board Director or the Group Chair.</p> <p>The Group will cover all LEP related activities linked to business growth to support the SEP's objectives</p> <p>Lobby and promote Oxfordshire's business growth ambitions and challenges to various audiences including national and local government and regional/local stakeholders</p> <p>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</p>



	<p>Engage and communicate with stakeholders to support new project ideas and developments for business support</p> <p>Review performance measurement reports produced consistent with the original funding application and award requirements to fund management bodies / organisations</p> <p>Share best practice from initiatives undertaken as part of this programme and disseminate key lessons</p> <p>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</p>
Conduct	<p>Steering Group members should:</p> <ul style="list-style-type: none"> <li>- adhere to the highest standards of fairness, honesty and integrity and act with sound judgment</li> <li>- allocate sufficient time to fulfil their role and responsibilities</li> <li>- respect confidentiality rules</li> <li>- avoid or manage any conflict of interest as per the Board policy on conflict of interest; and</li> <li>- respect openness, transparency and equality principles at all time</li> </ul> <p>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</p>