Liverpool City Region Combined Authority Business and Enterprise Board Terms of Reference

|  |  |
| --- | --- |
| Version 2.0 | October 2023 |

|  |  |
| --- | --- |
| Name | Business and Enterprise Board |
| Position | The overarching remit of the Board is to be the City Region’s expert and leadership group on the role of business and different sectors on the performance of the LCR economy, to influence policy, stimulate economic growth, productivity and competitiveness whilst supporting the LCR in its ambitions for inclusive growth and sustainability. Board Members should bring a knowledge of their sector, be advocates of the City Region economy, as well as promoting the City Region to national and international audiences supporting inward investment activity where possible.  The Business and Enterprise Board will form part of, and feed into, wider Combined Authority (“CA”) governance structures, with the Chair of the Board holding a non-voting position on the CA. The Business and Enterprise Board will be a high-level leadership group, bringing together private sector leaders to provide advice on the economy and how business is impacting on wider economic development. Members are expected to take a strategic role rather that act in the interests of their individual sectors.  The Business and Enterprise Board is recognised as a body of the CA in section 3(J) of its Constitution, which is appended to these Terms of Reference. |
| Purpose of the Board | The overarching purposes of the Business and Enterprise Board are to:   * Work with the CA in the development of economic strategy for the Region. * Be consulted by CA on any economic or other decisions that will impact on the LCR business community. * Represent the voice of business in key LCR partnerships and stakeholder groups. * Help to shape delivery of business support and inward investment functions by the Growth Platform and CA.   The Board is advisory in nature and more specifically will provide the CA with insights on:   * Sector intelligence and fore-sighting in terms of the direction of the economy * How the economy is operating and the key drivers shaping employment, productivity and the performance of wider clusters. * Supply side issues which are holding back the growth of the economy. * Opportunities for growth, innovation or investment across the economy and its key clusters (as well as the threats this represents) * Identify opportunities for linkages between the Board and the wider economy to drive productivity, investment and employment * Outline of potential economic development initiatives / interventions * Line of sight to different funding initiatives (private and public) * Ideas to help promote the LCR economy more widely   With this in mind, the Board will create an annual action plan focused on supporting the economy. |
| Membership | The Board will be made up of not more than 14 full members (and not less than 10) who will be selected by an open appointment process.  The Chairs of the Cluster Boards (also appointed through an open process) and Social Economy Board will be automatic members of the Business and Enterprise Board.  Reserved places will also be held for a representative of:   * Visitor Economy Board / Local Visitor Economy Partnership * Higher and Further Education   Board members will bring experience in or knowledge of their sector.  The Board Chair will hold a non-voting position on the Combined Authority and this will be a formal link into the governance structures of the Combined Authority.  Board members will generally be appointed for a 3-year term (although initially appointments will be made for 2, 3 and 4 year terms to ensure staggered future Board renewal). Board members may serve a second term by exception (and through the appointment process).  The Board will be gender balanced (50% of seats on the board are for women) and will reflect LCRCA’s policies on equality, inclusivity and diversity and represent the entire geography of LCR.  Additionally, the Board will have the ability to co-opt, for periods of up to 12 months, additional members who bring specific subject matter expertise to any matter under investigation by the Board. |
| Accountability | The Board will report on its work to the CA.  The Board and its Members will operate in accordance with the following principles:   * Individual Members will commit to attending three out of four meetings of the Board as a condition of membership. * Support a fully inclusive culture. Recognise the promotion of diversity and the elimination of discrimination and adhere to LCRCA policies on equality, diversity and inclusivity. * Membership should be broadly representative of the industrial sector composition and geography of the LCR economy. * Maintain high standards of governance at all times. * A proportion of the Board will represent entrepreneurship and will actively support the development of early career practitioners.   As a body of the Combined Authority, Board Members agree to conduct themselves in accordance with the following CA policies:   * Code of Conduct - underpinned by the Seven Principles of Public Life (the Nolan principles) * Declarations of Interest * Confidential Reporting * Whistleblowing * Gifts and Hospitality   On issues of conduct, the Board and its Members are accountable to the CA and its statutory officers, namely the Chief Executive, Monitoring Officer and Executive Director – Corporate Services. |
| Review | The participation and involvement of Board Members will be monitored on a rolling 12-month basis. |
| Working approach | The Board is intended to bring insights to the Combined Authority and to identify priority workstreams.  The Board will seek to influence public and private sector bodies to participate in and deliver those projects identified as priorities.  Board members will also be able to join cross sector ‘task groups’ working on issues common to sectors and likely to include (although the Board will determine) issues such as:   * Decarbonisation * Digitalisation * Social Value * Skills   The Board will nominate a member as Lead for Equality, Diversity and Inclusion. |
| Meetings | The Board will meet quarterly with the potential for a small number of additional ad hoc meetings during the year. |
| Resources | The Board will be supported by a secretariat function provided through the Combined Authority.  Board members would be expected to provide c1-2 days of support per month. Board positions are not remunerated. |

APPENDIX

**PART 3 – SECTION J**

**BUSINESS AND ENTERPRISE BOARD**

1. **Overview**

1.1 The Business and Enterprise Board’s role is to represent the voice of business within the Liverpool City Region. This will include providing expert advice on the role of business and different sectors on the performance of the LCR economy, to influence policy, stimulate economic growth, productivity and competitiveness whilst supporting the Combined Authority in its ambitions for inclusive growth and sustainability.

1. **Membership**

2.1 Board Members will be selected and appointed by the Combined Authority following an open recruitment process. Chairs of sector specific boards that support the role of the Business and Enterprise Board may also be appointed as Board Members. The Chair of the Business and Enterprise Board will be a non-voting Member of the Combined Authority. Initial appointments of Board Members will be for terms of not exceeding four years.

2.2 The Business and Enterprise Board will have gender parity, will reflect Combined Authority’s policies on equality, inclusivity and diversity and will represent the entire geography of Liverpool City Region.

1. **Meetings and Procedure**

3.1 The Business and Enterprise Board will conduct its business in accordance with its terms of reference which will be agreed by its Board Members and approved by the Combined Authority.

1. **Delegation**

4.1 The Business and Enterprise Board may establish such Sub-Boards and ad-hoc Task and Finish Groups as it considers expedient to assist it.

1. **Functions**

5.1 The functions of the Business and Enterprise Board will be set out in its terms of reference and approved by the Combined Authority. Amendments to the Board’s functions will require Combined Authority approval and may be proposed by either its Board Members (acting collectively) or the Combined Authority.