

LEP BUSINESS BOARD

SHADOW BOARD MEETING: 28 February 2018

Terms of Reference of Shadow Board

The purpose of the Shadow LEP board will be to:

- (1) Agree the vision for the Business Board and its relationship with the Combined Authority as Accountable Body
- (2) Prepare for the new LEP (initially with reduced membership) to be formally constituted from 1st April 2018
- (3) Ensure an appropriate governance structure from 1 April
- (4) Begin the process to recruit to private and public sector members of the Business Board from April
- (5) Appoint a private sector chair of the new LEP by end June 2018
- (6) To have a fully constituted Board by September 2018
- (7) Define the role of the LEP, its board members and its organisational structure within the context of the industrial strategy between April to September 2018

Shadow Board

To decide the membership, terms of reference and procedure rules of the shadow board.

To appoint interim private and public sector members to the Shadow Board

To decide consultation arrangements for establishing a new LEP Board, to include those Leaders who are not members of the Combined Authority and to consider a list of consultees

New LEP

By end March to consider and make recommendations to the Combined Authority and Councils (not on the CA Board) on the following:

- **Structure and Name**

A proposed legal structure for the new LEP Board and the name of the new body

- **Membership**

The private and public sector membership for the new LEP board that

- (a) complies with the rules for LEPs and
- (b) takes account of the geographical spread of the LEP

- (c) The process and timetable for private sector representatives,
- (d) The process and timetable for appointing public sector representatives,
- (e) Arrangements for substitutions for public sector members
- (f) Job Descriptions and advertising arrangements for membership
- (g) The terms of office, code of conduct and declarations of interest arrangements
- (h) The appointment of the Chair and Vice Chair of the LEP
- (i) Allowances/expenses for private sector members

- **Terms of reference**

The overall purpose and terms of reference of the LEP Business Board and reporting arrangements

The timetable and frequency of meetings

Quorum of new LEP Board

Voting arrangements

Any sub committees of the new LEP

By the end of June to

- **Appointments to Board**

To appoint all private and public sector Board members

To appoint the private sector Chair of the Board

To fully implement the Business Board timetable

- **Overview and Scrutiny arrangements**

The overview and scrutiny arrangements for the LEP including the involvement of those authorities outside the Combined Authority area.

- **Governance**

To consider amendments to the Combined Authority's constitution

The representation on the Combined Authority of those councils not in the combined authority area on the Combined Authority (Associate Membership)