



# GREATER LINCOLNSHIRE LEP DEFENCE & SECURITY ADVISORY BOARD

## TERMS OF REFERENCE

**GREATER LINCOLNSHIRE LEP TERMS OF REFERENCE FOR DEFENCE & SECURITY  
ADVISORY BOARD COVER SHEET**

<b>Name of Document</b>	New GL LEP Defence & Security Advisory Board ToR
<b>Purpose</b>	This document sets out the main roles and responsibilities of the Defence & Security Advisory Board, including membership, governance and recruitment of its members
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<b>Policy lead officer</b>	LEP Chief Executive

<b>Version Control</b>		
<i>Please note this document is valid until formally revoked or replaced</i>		
<b>Version</b>	<b>Date</b>	<b>Changes</b>
1.1	March 2021	
2.0	August 2022	<ul style="list-style-type: none"> <li>Title Change</li> <li>Format change including cover sheet and version control</li> <li>Reordering of content for improved clarity</li> <li>Addition of sections to cover the initial governance of the Greater Lincolnshire Defence and Security Network</li> <li>Removal of specific actions list from para 3.2</li> </ul>
2.1	September 2022	<p><i>Amendments agreed by Defence &amp; Security Advisory Board 16.09.2022</i></p> <ul style="list-style-type: none"> <li>Removal of ‘and can send alternative representatives of their organisation to meetings upon prior agreement of the Chair’ to clause 6.1</li> <li>‘30%’ Percentage added to clause 7.1 to clarify quorate attendance</li> </ul>
2.2	August 2023	<p><i>Recruitment amendment agreed by Directors Board July 2023</i></p> <ul style="list-style-type: none"> <li>SAB members will be recruited through an open recruitment process, and member appointments will be approved by the GLLEP’s Chief Executive or GLLEP’s Operations &amp; Delivery Executive Manager.</li> <li>The SAB Chair and Vice-Chair will be appointed by the GLLEP Director’s Board, following recommendation from the Appointments Committee.</li> <li>Amendments of the term ‘Board’ to ‘SAB’</li> <li>Amendment of ‘network’ to ‘cluster’ due to recognition by the Government as a Regional Defence and Security Cluster</li> </ul>

# **GREATER LINCOLNSHIRE LEP DEFENCE & SECURITY ADVISORY BOARD**

## **TERMS OF REFERENCE**

### **1 OVERVIEW**

- 1.1 The Greater Lincolnshire LEP's Defence & Security Advisory Board will promote the region's ability to enhance, develop and support Government programmes and private industry in this high-tech, high-value sector.
- 1.2 The Greater Lincolnshire LEP's Defence & Security Advisory Board aims to influence the Government's policies to locate more defence and security activities in Greater Lincolnshire, establishing which of the Sector's capabilities should be priority focuses and will also seek to establish the size and demographic of Greater Lincolnshire's ex-defence and security population.
- 1.3 The Greater Lincolnshire LEP's Defence & Security Advisory Board will report into the Greater Lincolnshire Local Enterprise Partnership (GLLEP) as a Strategic Advisory Board (SAB), and its aim will be to shape and influence the future of Defence & Security in Greater Lincolnshire.
- 1.4 The SAB will provide governance and spending decision-making for the Greater Lincolnshire Regional Defence and Security Cluster (GLRDSC) until such time that the Cluster becomes self-sustaining, with the Chair of the GLLEP Defence and Security Advisory Board also acting as Chair of the GLRDSC Steering Group

### **2 SCOPE**

- 2.1 The SAB is the defence and security support arm of the Greater Lincolnshire Local Enterprise Partnership (LEP) and has a specific role to develop and inform LEP strategic plans with particular reference to the defence and security growth needs.
- 2.2 The Defence & Security Advisory Board will:
  - 2.2.1 Lead, influence, and champion the Defence & Security agenda;
  - 2.2.2 Establish Greater Lincolnshire as a national Defence & Security innovation, production and service hub;
  - 2.2.3 Promote Greater Lincolnshire's ability to enhance, develop and support Government and Industry's defence and security capabilities and programmes;

- 2.2.4 Promote Government and Industry defence and security capabilities and programmes in order to increase regional wealth through greater public and private inward investment and the creation of high-value, better paid jobs;
- 2.2.5 Facilitate the joining up of national and local business support and simplifying the local offer;
- 2.2.6 Make governance and spending decisions for the Greater Lincolnshire Regional Defence & Security Cluster (GLRDSC) until such time that the Cluster becomes self-sustaining.

### **3 ROLES AND RESPONSIBILITIES**

- 3.1 SAB Members will be advocates to the issues that Greater Lincolnshire faces and start to seek out and articulate the grand challenges that will be faced by Greater Lincolnshire.
- 3.2 The Defence & Security Advisory Board will approve an annual work plan, and make recommendations to the GLLEP Board for endorsement, whilst also reporting on a regular progress to the GLLEP Board on its delivery.
- 3.3 The Chair shall act as the spokesperson for the SAB, be a sector champion for the GLLEP and will work closely with the Chairs of the GLLEP's other Strategic Advisory Boards and with the chairs of other senior groups within the LEP area in pursuance of the GLLEP's accelerated economic growth objectives.
- 3.4 The Chair will agree the most appropriate forms of joint working with the Chairs of the other senior SABs, and these may include reciprocal membership or regular attendance of each other's' Boards
- 3.5 The Chair of the SAB is responsible for advising the GLLEP Board and reporting to it on all matters within the remit of the Defence & Security Advisory Board.
- 3.6 The specific role of a SAB member is to:
  - 3.6.1 Use experience and knowledge to help shape strategy and policy on Defence & Security;
  - 3.6.2 Influence the prioritisation, planning and investment in the Defence & Security sector to support provision and the shape of delivery;
  - 3.6.3 Support the strategic aims of the Greater Lincolnshire LEP;
  - 3.6.4 Represent a range of people, organisations or views, not just their own or that of their own organisation;
  - 3.6.5 Participate in Task & Finish groups to carry out specific tasks, as needed.
- 3.7 Members should be senior decision makers and able to influence at local and potentially national level to support the delivery of priorities. They should also be

advocates of the sector, able to commit the time to attend board meetings and exert influence as is required.

- 3.8 Members shall be mindful of and respect the commercially confidential and sensitive nature of some activities. Individual members shall always act in the best interests of the agreed collective objectives and in good faith. In the event of any conflicts of interest, Individual Members shall declare these to the Chair.

#### **4 MEMBERSHIP**

- 4.1 The Defence & Security Advisory Board will be one of the GLLEP's Strategic Advisory Boards. It will have sub sector and geographical representation and be predominately private sector

#### **5 RECRUITMENT**

- 5.1 The SAB members will be recruited through an open recruitment process, and member appointments will be approved by the GLLEP's Chief Executive or GLLEP's Operations & Delivery Executive Manager.
- 5.2 The SAB Chair and Vice-Chair will be appointed by the GLLEP Director's Board, following recommendation from the Appointments Committee.
- 5.3 The Defence & Security Advisory Board will include representatives that can provide a level of specialist support and knowledge that will be required to successfully deliver the agreed priorities within the Boards delivery plan.
- 5.4 Defence & Security Advisory Board members will have a term of office for three years, with a view to renewal for a further three years in order to provide continuity.
- 5.5 As members of the SAB resign or reach term of office, the Defence & Security Advisory Board will make recommendations to the Defence & Security Advisory Board Chair for replacement.
- 5.6 A Code of Conduct and Register of Interest is in place and all SAB members and observers are required to complete a declaration.

#### **6 MEETINGS**

- 6.1 The SAB will meet quarterly. Members are expected to provide apologies if they cannot attend.
- 6.2 An annual calendar of meetings and venues rotating between the Defence & Security Advisory Board members will be agreed at the outset.

- 6.3 A Secretariat is to consist of a small, flexible team with an initial focus on carrying out core administrative functions (e.g., logistics support for meetings and calls, gathering, sharing, and publishing agenda and minutes in a timely manner to all SAB Members and on the Greater Lincolnshire LEP website). Typically, agenda and papers will be sent out to all SAB members one week before the meeting is due to take place.
- 6.4 The need for additional support functions will be considered as the Defence & Security Advisory Board work programme develops.
- 6.5 SAB members shall be entitled to invite relevant third parties to attend any meeting of the SAB as observers providing that such third parties agree to be bound by the Observer Code of Conduct and shall be entitled to speak at meeting of the Defence & Security Advisory Board with the prior permission of the Chair but shall not be entitled to vote.
- 6.6 The SAB shall give due consideration to all laws and regulations as appropriate.
- 6.7 The SAB will, from time to time, consider projects and proposals of a “commercial in confidence” or sensitive nature. All SAB Members and Observers will observe the need for confidentiality in this respect.
- 7 QUORUM**
- 7.1 A quorum shall be 30% of overall membership in person or via virtual meeting including at least one Private Sector Member and one Non-Private Sector Member.