



# GREATER LINCOLNSHIRE LEP BUSINESS SUPPORT ADVISORY BOARD

TERMS OF REFERENCE

**GREATER LINCOLNSHIRE LEP TERMS OF REFERENCE FOR GREATER LINCOLNSHIRE  
BUSINESS SUPPORT ADVISORY BOARD COVER SHEET**

|                               |  |
|-------------------------------|--|
| <b>Name of Document</b>       | GL LEP Business Support Advisory Board ToR August 22   |
| <b>Purpose</b>                | This document sets out the main roles and responsibilities of the GLLEP Business Support Advisory Board, including membership, governance and recruitment of its members |
| <b>Author</b>                 | Strategic Advisory Board Coordinator   |
| <b>Version</b>                | 3.0  |
| <b>Review date</b>            | July 2022  |
| <b>Date approved by Board</b> |  |
| <b>Date of next review</b>    | July 2024  |
| <b>Location</b>               | Document can be located within Greater Lincolnshire LEP Management system and publicly via Greater Lincolnshire LEP website  |
| <b>Policy lead officer</b>    | LEP Chief Executive  |

**Version Control**

*Please note this document is valid until formally revoked or replaced*

| <b>Version</b> | <b>Date</b>   | <b>Changes</b>  |
|----------------|---------------|---|
| 1.1            | November 2020 | Original document   |
| 2.0            | April 2022    | Title Change<br>Format change including cover sheet, paragraph titles and numbering, and version control                              |
| 3.0            | July 2022     | Name change, advisory role and increased strategic focus of the board in response to change of funding and business support landscape |

# **GREATER LINCOLNSHIRE LEP BUSINESS SUPPORT ADVISORY BOARD**

## **TERMS OF REFERENCE**

### **1 OVERVIEW**

- a. The GLLEP Business Support Advisory Board is a strategy group that has been created to align, simplify and rationalise business support in the Greater Lincolnshire LEP area and ensure that local, regional and national business support offers are joined up for businesses to access.
- b. It provides a strong leadership role, aligning business support in the local area, engaging with employers and providers to boost economic growth.
- c. Endorse and promote the Business Lincolnshire Growth Hub, a single access point for business support which brings together both national regional and local offers, so businesses get what they need wherever they start their growth journey. The Growth Hub will convene, coordinate and amplify public and private sector support, for example, the support offered by local authorities, universities, Business Representative Organisations (BRO's) e.g. Chambers of Commerce, Federation of Small Business and enterprise agencies, etc.
- d. The Growth Hub will work with business support partners, local authorities and intermediaries to coordinate and collaborate in the delivery of all business support services. This is to ensure that a 'single conversation' is facilitated with local businesses, raising awareness and uptake of both public and private sector support by improving co-ordination, marketing and signposting.
- e. The Business Support Advisory Board is an advisory body with no legal status but with a specific role as part of the Greater Lincolnshire LEP structure. The board will provide business support advice to the LEP Board.

### **2. SCOPE**

- a) The aim of the Board is to boost economic growth by shaping and influencing existing and future business support products to meet the needs of businesses in Greater Lincolnshire and Rutland. The focus is to ensure that the support is appropriate and relevant for all business support growth stages eg start up, development and growth through to scale up.



- b) The support will include all business types including social entrepreneurs, cooperatives, and charities
- c) The board will have an overview of the business support landscape of Greater Lincolnshire and Rutland
- d) The board will seek to understand the business support landscape, reviewing it to ensure it meets identified needs

and ascertain the impact.

The Board members need to be assured and informed about sections 2 and 3 and the aims will be undertaken in conjunction with the Enterprise Growth Team.

#### 2.1 The Board aims to:

- a. Lead, influence and champion the business growth agenda
- b. Support the development, engagement and delivery of business support to businesses across Greater Lincolnshire, enabling them to address challenges and identify and unlock opportunities for greater productivity and growth
- c. Understand the depth and breadth of the local business support ecosystem across Greater Lincolnshire and Rutland and foster co-operation and co design
- d. To ensure needs-based business support is provided to all businesses and sectors across Lincolnshire and Rutland
- e. Ensure that business support is coordinated and aligned to provide businesses with a clear route of products and expertise that will help them fulfil their growth potential.
- f. Endorse the Growth Hub's activity and ensure alignment with the Greater Lincolnshire Local Enterprise Partnership's (GLLEP's) strategic economic plan
- g. Facilitate the translation and integration of national policy initiatives with local business support activities, simplifying access to the best of public and private sector services, where these meet local priorities and needs
- h. Review the programme outcomes of the common evaluation framework used by BEIS, DLUHC, DEFRA (which will identify what works and measure impact) and review and endorse recommendations
- i. Increase awareness and take up of the business support offers available to businesses within Greater Lincolnshire and Rutland
- j. Influence and support the growth ambitions of businesses within Greater Lincolnshire and Rutland
- k. Share impact data, research, analysis feasibility studies and best practice, as widely and transparently as possible, with the board, central government and other business support organisations to learn from each other and tackle the wider business support challenges.

2.2 The Board is also the business 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 business growth needs.

2.3 The Greater Lincolnshire LEP is a company limited by guarantee, established to provide strategic leadership to set out local economic priorities for Greater Lincolnshire and Rutland.

2.4 There will be a two-way relationship between the Greater Lincolnshire LEP and the Business Support Advisory Board, and each will give advice and be asked for advice on matters where an enterprise growth/business support perspective is required.

### 3. The Board will:

- a) Oversee and provide strategic input on the direction of the business growth agenda
- b) Take a holistic view on business support provision and ensure future provision is needs based
- c) Provide a strategic steer to policy formation on matters affecting business support landscape
- d) Promote the opportunity for collaboration and co-creation of business support services to help ensure increased sustainability within the current economic landscape
- e) Lobby government to ensure that businesses in Greater Lincolnshire and Rutland have full exposure to national funding opportunities eg Innovate UK, DIT, DEFRA etc
- f) Forge direct links into government to lever national funding opportunities. Support the business support ecosystem to secure government funding to enhance provision and meet market failure situations through accessing external funding e.g. UK Shared Prosperity Funds, Levelling Up, Towns Deal, BEIS, DEFRA, HEFC, UKRI and DIT funds.
- g) Champion international trade and inward investment opportunities to expand markets and supply chains
- h) Promote research and development opportunities for businesses to increase their productivity and innovation levels, helping to businesses to develop their products and services and adopt technology readiness levels to lever Innovate UK funding to achieve commercialisation
- i) Influence delivery agents to reach businesses who haven't previously accessed business support
- j) Board members will reinforce and disseminate the latest information to the wider network and provide feedback from their area on the impact of Government policy, emerging business issues and operational developments
- k) Working with partners we will champion social inequality, reviewing research, knowledge and existing support offers and ensure that engagements and actions



are developed to incorporate our shared endeavor of increasing regional, health, wealth and opportunity to drive economic growth

l) Provide the Greater Lincolnshire LEP and its Approvals Board with local intelligence and strategic fit on business support projects.

m) Use experience and knowledge of Board Members and others associated with the Board to seek to shape strategy and policy on business support provision

#### 4 ROLES AND RESPONSIBILITIES

4.1 As well as attending Board meetings, members may be asked to attend other meetings as a representative for the LEP and will be required to read background papers and documents and input into plans.

4 The specific role of a Board Member is to:

- Use experience and knowledge to help shape strategy and policy on business support provision;
- Influence the prioritisation, planning and investment in business support provision and the shape of delivery;
- Support the strategic aims of the Greater Lincolnshire LEP
- Represent a range of people, organisations or views, not just their own or that of their own organisation
- From time to time it may be necessary to establish a business support task and finish group and other specialists may be invited to join these. Any group or panel would need to be sponsored by a Business Support Advisory Board Member, who may or may not chair the group, depending on the issue under consideration.

#### 5. MEMBERSHIP

3.1 The Business Support Advisory Board will be one of the LEP's Strategic Advisory Boards. It will have sub sector and geographical representation, ideally with all board members working or living in the Greater Lincolnshire area, with no less than 10 and no more than 20 members.

5.2 The Board will comprise of local bodies involved in business support. Representatives will include senior officers and members from;

- GL LEP
- Lincolnshire County Council
- North Lincolnshire Council
- North East Lincolnshire Council
- Rutland County Council
- University of Lincoln
- Bishop Grosseteste University



- 1 Financial Intermediary Forum member- private sector
- BEIS (Observer)
- Lincolnshire Chamber of Commerce
- Federation of Small Businesses (FSB)
- IoD
- Small Business representative

- Private Sector Representative
- Prime delivery agent for the Growth Hub

5.3 A Business Support Programme Board will serve the Board with officer representation from:

- Lincolnshire County Council (Chair)
- 10 Local Authorities
- 2 Universities
- Financial Intermediaries - private sector
- Publicly Funded Business Support Providers
- Chamber of Commerce
- Federation of Small Business

5.4 Members of the Programme Board will meet at least 3 times a year.

5.5 The Programme Board will provide operational business support updates,

- seek to map business support provision across local geographies
- championing particular subjects or sectors
- sharing and contributing relevant information as required
- provide a voice about the current business support products
- advise the Board on matters of business support provision, alignment and communication channels.
- Identify freedoms, flexibilities, and improvements that could be made to government funded business support provision so that the Board can promote changes that will improve local provision

5.6 Members will:

- have a current understanding of the operational and strategic aspects of business support provision through operating significant contracts within Greater Lincolnshire and Rutland
- be expected to disseminate information, and collate thoughts, about the Board's business from within their own organisations
- ensure that those not directly represented around the table, involved in smaller, niche or rural sub-contract delivery, hear the same messages and that their views are considered and fed in.

## 7. RECRUITMENT

T 01522 550540 | E [greaterlincslep@lincolnshire.gov.uk](mailto:greaterlincslep@lincolnshire.gov.uk)

[WWW.GREATERLINCOLNSHIRELEP.CO.UK](http://WWW.GREATERLINCOLNSHIRELEP.CO.UK)

Company No: 09223395. Companies House company registration and information: 09223395

7.1 The Board will be recruited through an open recruitment process, and all appointments will be approved by the LEP's appointment committee.

7.2 The Board will adopt good practice and its members will act within the General Duties and Obligations set out in this document and adopt the following values:

- Championing to influence and lead by example
- Enterprising solutions that are creative
- Partnership working across the private, public and the third sector
- Sharing best practice
- Being inclusive of each locality and community across Greater Lincolnshire

7.3 A Code of Conduct and Register of Interest is in place and all Board members and observers are required complete a declaration.

7.4 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.

7.5 As members of the Board resigns or reach term of office, the Board will make recommendations to the Chair of the Board for replacement.

## **8. MEETINGS**

8.1 The Board will meet at least 3 times a year in private. Members are expected to provide apologies if they cannot attend, and no substitutes will be allowed.

8.2 The Business Support Advisory Board and its subgroups will be supported by a professional secretariat hosted by Lincolnshire County Council. The Secretariat will also be represented at all meetings. The meetings and the papers of the Board will be prepared by Lincolnshire County Council and be in the same format as the LEP Papers, with members subject to the same conditions of operation, shared values and code of conduct.

8.3 The Code of Conduct and Register of Interest that accompanies this document is provided separately.

8.4 Thematic and sector specialists, including members of the Business Support Programme Board and wider eco system specialists may be invited to attend Board meeting as observers from time to time to provide specialist input to the discussion theme within the board.

8.6 Occasional observers may request to attend a meeting through the Chair.

8.7 The Board shall give due consideration to all laws and regulations as appropriate

8.8 The Board will, from time to time, consider projects and proposals of a “commercial in confidence” or sensitive nature. All Board Directors and Observers will observe the need for confidentiality in this respect.

## **9. QUORUM**

9.1 A quorum shall be 5 members present in person or via virtual meeting.