



GREATER LINCOLNSHIRE LEP MANUFACTURING BOARD

TERMS OF REFERENCE

**GREATER LINCOLNSHIRE LEP TERMS OF REFERENCE FOR MANUFACTURING BOARD
COVER SHEET**

Name of Document	New GL LEP Manufacturing ToR
Purpose	This document sets out the main roles and responsibilities of the Manufacturing Board, including membership, governance and recruitment of its members
Author	Strategic Advisory Board Coordinator
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Location	Document can be located within Greater Lincolnshire LEP Management system and publicly via Greater Lincolnshire LEP website
Policy lead officer	LEP Chief Executive

Version Control

Please note this document is valid until formally revoked or replaced

Version	Date	Changes
1.1	July 2017	
2.0	August 2022	Title Change Format change including cover sheet and version control
2.1	August 2023	<i>Recruitment amendment agreed by Directors Board July 2023</i> <ul style="list-style-type: none"> • 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. • The SAB Chair and Vice-Chair will be appointed by the GLLEP Director's Board, following recommendation from the Appointments Committee. • Amendments of the term 'Board' to 'SAB'

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1 OVERVIEW

- 1.1 The Greater Lincolnshire LEP Manufacturing Board is required to steer the strategy and activities of the LEP and influence other partners to influence future manufacturing within Greater Lincolnshire.
- 1.2 The remit is for the Greater Lincolnshire LEP Manufacturing Board to be the expert and leadership group that support and accelerates the growth, productivity and competitiveness of the manufacturing economy in the Greater Lincolnshire Region.
- 1.3 The 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 Manufacturing in Greater Lincolnshire.

2. SCOPE

- 2.1 The Manufacturing Board will be a high-level leadership group, bringing together private and public sector partners from the wider 'Manufacturing community' which it will support and facilitate.
- 2.2 The Manufacturing Board will:
 - 2.2.1 Lead, influence and champion the manufacturing agenda across Greater Lincolnshire;
 - 2.2.2 Develop a vision and action plan for a dynamic, competitive and sustainable Manufacturing Sector which can contribute to the UK's competitiveness;
 - 2.2.3 Co-ordinate, facilitate and oversee delivery of action and investment to support the vision and plan; and report on progress and key issues to the LEP;
 - 2.2.4 Working with the Growth Hub Governance Board, ensure that the manufacturing support products are coordinated and aligned to provide manufacturing businesses with a clear route to products and expertise that will help them fulfil their growth potential;
 - 2.2.5 Forge strong connections and influential relationships with the national level (particularly BEIS and Innovate UK) ;

- 2.2.6 Co-ordinate and broker collaborative relationships around key opportunities for Manufacturing within and, in conjunction with the LEP;
- 2.2.7 Facilitate networking and inter-action between specialist sectoral and other Manufacturing groups, agencies, and programmes;
- 2.2.8 Ensure that the LEP is advised of progress, key issues and any material changes which are likely to affect the LEP's overarching Delivery Plan and that any necessary corrective action is taken.

3 ROLES AND RESPONSIBILITIES

- 3.1 SAB Members will be advocates for 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 Manufacturing Board, will provide high level strategic guidance to:
 - 3.2.1 Support and contribute to the GLLEP Delivery Plan, and its outcomes;
 - 3.2.2 Identify gaps or potential opportunities in existing support;
 - 3.2.3 Develop new activities and programmes to accelerate business formation and growth;
 - 3.2.4 Identify all issues of major importance including strategy, key strategic objectives and targets and key decisions involving the prioritisation of support for Manufacturing growth and productivity;
 - 3.2.5 Build close working relationships, through means to be agreed, with other key partners. These include the Councils of the Local Authorities; EEF, FSB, IOD, CBI, Chambers of Commerce, and other appropriate organisations including Manufacturing Business Networks.
- 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' SABs
- 3.5 The Chair of the SAB is responsible for advising the GLLEP Directors Board and reporting to it on all matters within the remit of the Manufacturing Board.

4. MEMBERSHIP

- 4.1 The Manufacturing Board will be one of the GLLEP's Strategic Advisory Boards. It will have sub sector and geographical representation, and be predominately private sector, with no less than 10 and no more than 20 members.

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 Members of the Manufacturing Board are appointed for their skills, expertise and influence and are expected to bring these to bear in support of the Manufacturing Board's objectives together with commitment to deliver any specific actions within the Manufacturing Board's Manufacturing Sector Plan for which their organisation has lead responsibility. Each member has a responsibility to:
- 5.3.1 Establish the overall strategic direction for the manufacturing in the LEP area through the development and periodic review of the GLLEP Manufacturing Plan;
 - 5.3.2 Support, engage with and otherwise facilitate activity by the manufacturing membership to deliver priority activities and campaigns and require, receive, and review information on activity and campaigns from key partners responsible for delivering activity. Actively show how they are advocates for the issues that Greater Lincolnshire faces;
 - 5.3.3 Ensure that the LEP is advised of progress, key issues and any material changes which are likely to affect the LEP's overarching Business Plan and that any necessary corrective action is taken;
 - 5.3.4 Maintain high levels of governance at all times.
- 5.4 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.
- 5.5 Manufacturing 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.

- 5.6 The Manufacturing 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.
- 5.7 As members of the SAB resign or reach term of office, the Manufacturing Board will make recommendations to the Manufacturing Board Chair for replacement.
- 5.8 A Code of Conduct and Register of Interest is in place and all Board 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, and no substitutes will be allowed.
- 6.2 An annual calendar of meetings and venues rotating between Manufacturing 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 Manufacturing Board work programme develops.
- 6.5 SAB members shall be entitled to invite relevant third parties to attend any meeting of the Board 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 Manufacturing 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.