



GREATER LINCOLNSHIRE LEP HEALTH & CARE ENTERPRISE BOARD

TERMS OF REFERENCE

GREATER LINCOLNSHIRE LEP TERMS OF REFERENCE FOR HEALTH AND CARE ENTERPRISE BOARD COVER SHEET

Name of Document	GL LEP Health and Care Enterprise Board ToR Oct 2022
Purpose	This document sets out the main roles and responsibilities of the Health and Care Enterprise 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		
<i>Please note this document is valid until formally revoked or replaced</i>		
Version	Date	Changes
1.1	August 2020	
2.0	November 2021	Title Change Format change including cover sheet and version control Committee changed to Board
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 Health and Care Enterprise Board takes a lead on strategy development for health and care sectors in Greater Lincolnshire, and its aim is to shape and influence the future Health and Care Enterprise in the Greater Lincolnshire Local Enterprise Partnership (GLLEP) area. This includes reviewing and framework progression of the current and long-term outcomes and opportunities to the Health & Care system approach, and for bringing forward the transformation of new solutions which support people to live well for longer in predominantly rural areas.
- 1.2 The Greater Lincolnshire LEP Health and Care Enterprise Board are advocates of the issues that Greater Lincolnshire faces and will seek out and articulate the challenges that will be faced by Greater Lincolnshire, in moving Health & Care Enterprise transformation forward - by setting the cornerstones of approach that will lead to success.
- 1.3 The Greater Lincolnshire LEP Health and Care Enterprise Board will report in to the GLLEP as a Strategic Advisory Board (SAB), and its aim will be to shape and influence the future of Health and Care Enterprise in Greater Lincolnshire.

2 SCOPE

- 2.1 The framework in which the Health & Care Enterprise Board operates, includes:
 - Showing that the SAB has a vision of building bridges between Health & Wealth
 - Integrating Health & Care better into the structure of the GLLEP, looking at both improving the economic input around innovation plus Research & Development, as well as improving efficiency and economic output of the sectors through research into improvements in services
 - Developing a better, and more level playing field for innovative collaborations, which can allow both Health & Care Enterprises to play to their strengths
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- Articulating a better economic argument between cost and value, when dealing with the Health & Care agenda
- Creating the environment in which Health & Care innovation can create better local health outcomes and opportunities for new Enterprise.
- Looking at the ageing population as an opportunity, particularly through the grey pound, to provide much needed investment into local Health & Care research and innovations

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 Health & Care Enterprise Board, will provide high level strategic guidance to:
- Foster implementation of the Health & Care Enterprise Enabling Framework for Greater Lincolnshire
 - Make recommendations to the Health & Care GLLEP Board Chair, and the GLLEP Directors Board, through consensus of all Members in a transparent manner
 - Facilitate implementation of outreach and communication strategies that help achieve progress on projects and events
 - Support the active engagement of business, with appropriate translation into business/investor opportunities, and simplifying the local offer
 - Potentially suggest funding opportunities as needed to implement the Enabling Framework
 - Create Task & Finish groups to carry out specific tasks, as needed
- 3.3 The Chair shall act as the spokesperson for the SAB, come from the private sector, be a sector champion for the GLLEP and will work closely with the Vice-Chair of the Health and Care Enterprise Board; the Chairs of the GLLEP's Strategic Advisory Boards and with the chairs of other senior groups within the GLLEP area in pursuance of the GLLEPs accelerated economic growth objectives.
- 3.4 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 Health & Care Enterprise Board.

4 MEMBERSHIP

- 4.1 The Health & Care Enterprise 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 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 will consist of qualified individuals in the Health & Care field, and national/regional economic integration organisations, which meet the following criteria:
- Endorse this Enabling Framework for Health & Care Enterprise proposed for Greater Lincolnshire
 - Document relevant Health & Care research and development baselines, upon which robust policies and business cases can be produced
 - Able to actively show how they are advocates to the issues that Greater Lincolnshire faces
 - Represent the GLLEP on relevant national agendas for health, and have the ability to signpost relevant case studies, as to what has worked elsewhere
 - Evidence efforts, activities, and capacity to help accelerate innovation, which will contribute to Greater Lincolnshire's overall Health & Care transformational efforts
- 5.4 Health & Care Enterprise 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 The Health & Care Enterprise Board will approve an annual work plan, and make recommendations to the GLLEP Directors Board for endorsement, whilst also reporting on a regular progress to the GLLEP Directors Board on its delivery.
- 5.6 As members of the SAB resign or reach term of office, the Health & Care Enterprise Board will make recommendations to the Health & Care Enterprise Board Chair for replacement.
- 5.7 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, one-off substitutions are only permitted with prior approval of the Chair, on the condition that Declarations are made to the Chair beforehand for inclusion in the minutes.
- 6.2 An annual calendar of meetings and venues rotating between Health & Care Enterprise 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 GLLEP 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 Health & Care Enterprise 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 SAB 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 the Chair, or their Deputy plus one Private Sector Member and one Non-Private Sector Member.