

23rd June 2015

Business Lincolnshire Growth Hub Governance Board

The Board has been established since March 2015. It has been created to align, simplify and rationalise business support in the Greater Lincolnshire LEP area and ensure that local and national business support offers are joined up for businesses. The Board will act as the Enterprise Board for GLLEP.

The Business Lincolnshire Growth Hub will provide a single access point for business support; bring together both government offers and local offers, so businesses get what they need wherever they start their growth journey. The Growth Hub will also bring together public and private sector support, for example the support offered by local authorities, universities, Chambers of Commerce, Federation of Small Business and enterprise agencies etc.

The Growth Hub will work with business support partners, local authorities and intermediaries to 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.

The aim of the Board is to boost economic growth by creating more appropriate, relevant business support offers, and its role is to shape and influence future business support products to meet the needs of businesses in Greater Lincolnshire.

The Board aims to:

- Lead, influence and champion the business growth agenda
- To ensure needs based business support is provided to all business and sectors across Lincolnshire
- 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.
- Oversee growth hub activity and ensure alignment with the Greater Lincolnshire Local Enterprise Partnership's (GLLEP's) strategic economic plan
- Facilitate the joining up of national and local business support and simplifying the local offer
- Review the outcomes of the common evaluation framework (which will identify what works and measure impact) and endorse recommendations

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- Increase awareness and take up of the business support offers available to businesses within Greater Lincolnshire
- Influence and support the growth ambitions of businesses within Greater Lincolnshire

The role encompasses the business support needs of pre start, start up and growth potential businesses.

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.

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

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

The Board will:

- Oversee and provide strategic input on the direction of the business growth agenda
- Take an holistic view on business support provision and ensure future provision is needs based
- Oversee the delivery and monitor the development of the national Growth Hub project, ensuring that it is meeting the original contractual requirements
- Provide a strategic steer to policy formation on matters affecting the Growth Hub and business support
- Develop, procure, champion and review business support for Greater Lincolnshire
- Seek influence delivery agents to reach businesses who haven't previously accessed business support
- Develop a business support commissioning framework, monitor and review its effectiveness
- Provide the Greater Lincolnshire LEP and its Approvals Board and ESIF committee with local intelligence and strategic fit on SME Competitiveness funding and business support projects.
- Review the business simplification mapping results and make recommendations
- Use experience and knowledge of Board Members and others associated with the Board to seek to shape strategy and policy on business support provision

Board Composition and Meetings

The Business Lincolnshire Growth Hub Governance Board is an advisory body with no legal status but with a specific role as part of the Greater Lincolnshire LEP structure. The Chair will be a Director of the Greater Lincolnshire LEP.

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The Board will comprise of key 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
- University of Lincoln
- Bishop Grosseteste University
- 1 Financial Intermediary Forum member- private sector
- BIS (Observer)
- Lincolnshire Chamber of Commerce
- Federation of Small Businesses

Ideally all board members will work or live in the Greater Lincolnshire area.

- The Board will meet 4-6 times a year in private. Members are expected to provide apologies if they cannot attend and no substitutes will be allowed.

Task & Finish Groups

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 Growth Hub Governance Board Member, who may or may not chair the group, depending on the issue under consideration

Role of Board Members

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

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

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- Represent a range of people, organisations or views, not just their own or that of their own organisation

The way we do business

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

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

Observers (non-members)

The Secretariat will also be represented at all meetings.

Members of the Business Lincolnshire Programme Board Group (see below) may be invited to attend Board meeting as observers from time to time to provide continuity between the Programme Board and The Governance Board; by request to the Chair.

Specialists may be invited by the Chair to attend specific Board meetings or Agenda items where particular expertise is required.

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

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

- Lincolnshire County Council
- North Lincolnshire Council
- North East Lincolnshire Council
- 2 District Councils of Lincolnshire – Lincoln City Council and South Holland District Council
- 2 Universities
- 1 Financial Intermediary Forum member- private sector
- Institute of Directors
- Business Growth Service – Growth Accelerator/MAS
- Business Growth Service - UKTI

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Members of the Programme Board will meet at least 4 times a year.

They will help steer the agenda of the Board, providing impartial policy advice and practical support through production of papers, working with individual Board Members, championing particular subjects or sectors, sharing and contributing relevant information as required.

A Provider Forum

The Greater Lincolnshire LEP has a number of specialist advisory groups that will feed into its strategy and decision making processes. A Provider Forum will have the following membership, context and purpose:

- The Provider Forum is a sub-group of the Business Lincolnshire Growth Programme Hub Board
- It has a maximum of 15 members, with a geographical spread from across the Greater Lincolnshire LEP area, and will include both Higher Education, Colleges of Further Education and Independent Business Support Providers, preferably those who hold direct business support funding contracts.
- It will be chaired by a member of the Business Lincolnshire Growth Hub Programme Board who will be responsible for communication between the Forum and the Growth Hub, and for assisting in the representation of the Forum's considerations to the LEP.

Members will:

- have a current understanding of the operational and strategic aspects of business support provision through operating significant contracts within Greater Lincolnshire
- be expected to disseminate information, and collate thoughts, about the forum'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 into the Growth Hub.

The Forum will:

- provide a voice about the current business support products
- advise the Business Lincolnshire Growth Hub Governance 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

Administration

The Business Lincolnshire Growth Hub Governance Board and its sub groups will be supported by a professional secretariat hosted by Lincolnshire County Council. The meetings and the papers of

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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.

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

Reference 10: Business Lincolnshire Governance Board Terms of Reference
Reviewed: June 2015
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Policy Lead Officer: Ruth Carver