

OPEN

**Cheshire and Warrington Business Advisory Board:
Terms of Reference**

Summary The overarching remit of the Business Advisory Board (the 'Board') is to be the Cheshire and Warrington sub-region's expert advisory group on the role of business and different sectors, on the performance of the Cheshire and Warrington economy and to influence policy to stimulate economic growth, productivity & competitiveness, whilst supporting Cheshire and Warrington in its ambitions for inclusive growth and sustainability.

Board Members should bring a knowledge of their sector, be advocates of the sub-region economy, as well as promoting the sub-region to national and international audiences, supporting inward investment activity where possible.

The Business Advisory Board will integrate with the Local Authorities Joint Committee, providing advice on the development of economic strategy, on wider economic development and how business is impacted.

Members are expected to take a strategic role rather than act in the interests of their individual sectors and/or organisations.

Purpose of the Board The overarching purposes of the Business Advisory Board are to:

- Work with Local Authorities, Enterprise Cheshire and Warrington and others in the development of economic strategy for the Region.
- Be consulted by the Joint Committee on any economic or other decisions that will impact upon the Cheshire and Warrington business community.
- Represent the voice of business in key Cheshire and Warrington partnerships and stakeholder groups.
- Help to shape delivery of business support and inward investment functions with the Growth Hub and Enterprise Cheshire and Warrington.

The Board is advisory in nature and more specifically will provide Enterprise Cheshire and Warrington with insights on:

- Sector intelligence and the direction of the economy
- Operation of the economy and the key drivers shaping employment, productivity and sector/cluster performance

- Supply-chain issues that are holding back the growth of the economy.
- Opportunities for growth, innovation or investment across the economy and its key clusters & sectors
- Opportunities for links between the Board and wider economy to drive productivity, investment and employment
- Outline of potential economic development initiatives / interventions
- 'Horizon scanning' for different funding initiatives (private and public)
- Ideas to help promote the Cheshire and Warrington economy more widely

With this in mind, the Board will create an annual action plan focused on supporting the economy.

Membership The Board will be made up of 15-20 full members who will be selected by an open process and appointed by the Local Authorities Joint Committee.

The Board membership will be representative of the business community of Cheshire and Warrington and reflect policies on equality, diversity and inclusion.

The Board Chair will be invited to take a non-voting position on the Local Authorities Joint Committee.

Reserved places will be held for:

- 1 member from the Local Visitor Economy Partnership
- 3 - 5 members from Business Representative Organisations, for example Chambers of Commerce, Federation of Small Business, Business Improvement Districts, Sector organisations etc.

To provide continuity, up to 4 positions will be reserved on the initial Board for former members of the Cheshire and Warrington Local Enterprise Partnership Board.

The Board membership will take into account factors including (but not limited to):

- Gender balance
- Sizes of business
- Sectors
- Range of Expertise
- Geographical location
- Business structure (including social enterprise)

Board members will generally be appointed for a 3-year term, although initially appointments will be made for 2 and 3-year terms to provide for staggered future Board renewal. The appointment of former Local Enterprise Partnership members will be for a 1-year period.

Board members may serve a second term through the appointment process

Additionally, the Board will have the ability to co-opt, for periods of up to 12 months, additional members who bring specific subject matter expertise to any matter under investigation by the Board.

Accountability The Board will report on its work to the Local Authorities Joint Committee

The Board and its Members will operate and conduct themselves in accordance with the following principles:

- Code of Conduct - underpinned by the Seven Principles of Public Life (the Nolan principles)
- Attendance - commitment to attending 75% of meetings of the Board
- Support of a fully inclusive culture. Promote and adhere to policies on equality, diversity and inclusivity.
- Declarations of Interest
- Confidential Reporting
- Whistleblowing
- Gifts and Hospitality

On issues of conduct, the Board and its Members are accountable to the Local Authorities Joint Committee

Review The participation and involvement of Board Members will be monitored on a rolling 12-month basis.

Working Approach The Board is intended to bring insights to the Local Authorities Joint Committee and to identify priority work streams

The Board will seek to influence public and private sector bodies to participate in and deliver those projects identified as priorities.

Board members will also be able to join cross-sector and other 'task groups' working on issues determined by the Board, for example:

- Decarbonisation
- Digitalisation

- Social Value
- Skills

The Board may form sub-groups from its own membership and others, where it deems necessary. Wherever possible, sub-groups should be constituted according to the principles of these Terms of Reference and, in all cases, sub-groups should abide by terms relating to accountability and reflect policies on equality, diversity and inclusion.

The Board will nominate a member as Lead for Equality, Diversity and Inclusion.

A paragraph of text will be included in papers for submission to the Local Authorities Joint Committee setting out the views of the Board on the issue(s) under consideration.

Meetings	<p>The Board will meet quarterly with the potential for a small number of additional ad hoc meetings during the year.</p> <p>During its first year of operation, the board will meet at two-monthly intervals</p>
Resources	<p>The Board will be supported by a secretariat function provided through Enterprise Cheshire and Warrington.</p> <p>Board members would be expected to provide c1-2 days of support per month. Board positions are not remunerated.</p>