

## **The West of England Local Enterprise Partnership** *'defining and driving our region's future'*

### **Terms of reference**

#### **PURPOSE**

The purpose of the West of England LEP Board is to secure the region's continuing and ambitious economic success and attractiveness as a place for its residents to live and thrive and for businesses and communities to grow in a sustainable way.

The LEP Board is a business led partnership between business/universities and the region's unitary and combined authorities. It brings business and university leaders together with elected leaders to shape and develop the future of the region. The LEP Board works in a collaborative and catalytic way seeking to share and test ideas informed by best practice from across the globe to ensure that actions are evidence based and draw upon the best in the world.

#### **KEY RESPONSIBILITIES**

The LEP Board is responsible for:

- Shaping a compelling and ambitious strategic vision, strategy and brand for the region
- Promoting, developing, supporting and championing the economic success of the region
- Supporting the attraction of new inward investment and nurturing business development, innovation and creativity
- Defining and articulating the LEP Boards view of regional infrastructure to support and reflect the region's continuing economic success and enabling a healthy and productive population to thrive
- Shaping regional policy to ensure that the region has the higher-level skills it needs to deliver its ambitions for a high skills economy
- Shaping regional policy to ensure all residents can compete for jobs and can benefit from the region's success.
- Promoting the regions' interests with Government

The LEP Board will achieve this by:

- Providing a forum for political leaders, business leaders and innovators to come together to share insights, challenge, test and exchange ideas, collaborate and catalyse projects, championing the outcomes and delivering sustainable futures
- Developing their understanding of and intelligence on the region's economy and its future potential and direction

- Shaping a powerful, compelling and ambitious regional narrative and brand which is supported and promoted by the region's key influencers and shapers
- Shaping a set of strategic priorities for nurturing business, skills and infrastructure development
- Shaping key projects to deliver the region's vision and strategy such as the Joint Spatial Plan, Joint Transport Plan and skills projects
- Promoting the region nationally and internationally to raise its profile, attract and retain key businesses and sectors, and, secure funding for investments
- Working with business and political leaders in neighbouring authorities and nationally to support the development of the region's economy, infrastructure and skills
- Working with other partners in the region to shape and agree priorities and investment decisions (e.g. Network rail and highways England)
- Informing LEP Board and Combined Authority prioritisation and funding decisions.
- Providing a platform for wider business engagement in the region to ensure a good understanding of regional business need.

## **MEMBERSHIP**

The membership of the LEP Board is:

- Up to fourteen business members one of whom shall be the LEP Board Chair
- One Higher Education representative
- The Mayor of the West of England Combined Authority, the Mayor of Bristol City Council and the Leaders of Bath and North East Somerset Council, South Gloucestershire Council and North Somerset Council. ("Local Authority Members")

Business members will be senior leaders able to influence and advise both within the region and beyond. They will have knowledge and expertise in a range of industry sectors representing the key growth areas in the region's growth strategy; this will include both primes and SMEs and should deliver a diverse Board.

At least one third of the business membership will be women.

At least one of the business members will represent and engage with the small and medium sized enterprise business community.

No substitutions are allowed.

### **Term**

The term of the chair and vice chair will be three years from date of appointment.

The term of business members and university member will be up to three years from the date of appointment. Terms will be staggered to ensure continuity amongst the membership.

Members to serve a maximum of 2 terms (renewal of term will not be automatic).

### **Appointment of business members**

The LEP Chair in consultation with the Business Nominations Committee [a sub-Board of the LEP] is responsible for nominating business members including the vice chair, and the Higher Education representative, for approval by the LEP Board.

The Vice Chair in consultation with the Business Nominations Committee is responsible for the nomination of the Chair, for approval by the LEP Board’.

## **FREQUENCY OF MEETINGS**

The LEP Board shall meet up to 6 times a year and will consider, debate and shape key decisions and papers for the West of England Combined Authority and the West of England Joint Committee.

The Chair of the LEP is a non-voting member of the West of England Combined Authority and the West of England Joint Committee.

A business member also represents the LEP at the following meetings:

- West of England Skills Advisory Board
- West of England Business Advisory Board
- West of England Infrastructure Advisory Board

These Advisory Boards meet up to 6 times a year.

The West of England LEP is committed to holding an Annual General Meeting: open to the public to attend.

## **DECLARATION OF INTEREST**

All members are required to comply with the Code of Conduct and Conflict of Interests Policy.

All Board members should take personal responsibility for declaring their interests and avoiding bias. This should be evidenced by producing and signing a register of interests including:

- employment,
- directorships,
- significant shareholdings,
- land and property,
- membership of organisations,
- gifts and hospitality,
- sponsorships.

Members should ensure that the register of interests is kept up to date. These will be published on the LEP website.