**Business Growth Board**

**Draft Terms of Reference**

**Role and responsibilities**

As a sub-committee of Cheshire and Warrington’s Local Enterprise Partnership (LEP), the Business Growth Board focuses on supporting businesses to fulfil their ambition and potential supporting widespread economic growth.

The Board provides Business Growth Strategic leadership and a mechanism to support strategic vision and leadership across business growth and business support in Cheshire and Warrington. The focus is on matching business demand to the supply of business support/influencing policy decisions. Ensuring strong private sector leadership/representation and supported by public stakeholders with the ability to make decisions and influence others.

The board takes ownership and provides strategic direction and guidance on specific workstreams most notably the Growth Hub and Inward Investment services provided by the LEP and wider Cheshire and Warrington sub region.

The Board ensures that all Business Growth activity delivered through the LEP aligns with the LEP board priorities of:

* Inclusive
* Sustainable
* Healthy
* Growing

The methodology and designed impact is further demonstrated in the ‘Purpose Pyramid’ which is regularly updated and published but summary is detailed below:

* Define and deliver a high-quality support offer in line with Government contracts – This is focussed but not restricted to the successful delivery of the Growth Hub and FDI contracts.
* Develop local insight to identify priorities to inform ‘proactive/targeted’ business-support provision and identify/respond to gaps.
* Collaborate with partners to ensure a ‘no wrong door’ approach with shared intel and service standards
* Agree more appropriate (locally driven) KPIs that will highlight meaningful impact and efficiency of our collective work
* Celebrate the impact of joint working through case study to reinforce team culture
* Considering performance monitoring and evaluation reports including financial reports
* Considering re-profiling and re focusing of resources if required to ensure optimum outcomes are maximised
* Work together with our stakeholders to understand and address challenges and

opportunities to support business growth in Cheshire and Warrington

* Set the strategic direction of the Growth Hub taking into account national policy and budget considerations. Monitor performance and delivery of the Growth Hub ensuring it meets the key objectives set out in the purpose pyramid
* Make recommendations to the main LEP Board on potential investments and delivery opportunities for Cheshire and Warrington.
* Develop and deliver an Investment & expansion strategy for Cheshire and Warrington
* Establishing and overseeing working groups as required
* Regular reporting of progress to the LEP Board and BEIS

**Membership**

The Business Growth Board consists of the following voting members:

▪ One member of the LEP Board, one of whom will be Chair

▪ Two representatives of the Local Authorities

▪ No less than 5 representative of businesses from Cheshire and Warrington

Membership of the Board will be reviewed on an annual basis.

Membership as of November 2021:

Alice Choi (Chair) Debbie Baker

Jane Gaston Nigel Schofield

Denise Proctor Becky Stuttard

Stephen Fitzsimons Kate Cousens

Iain Paton Peter Skates

Secretariat provided by Andy Devaney, Director of Business Innovation at the LEP.

**Quorum**

Four voting members one of whom must be a LEP Board member in order to be quorate.

**Frequency of meetings**

Meetings are held on the second Tuesday of every month with a review of frequency every quarter.