

# **LIVERPOOL CITY REGION LEP ADVISORY GROUP /SUB BOARDS GUIDANCE NOTE**

## **Introduction**

The LCR LEP has created a number of Sub Boards and Advisory Groups to provide access to the extensive knowledge and expertise across the City Region. The sub-boards are focused on sectors of the economy that have been identified as having growth potential plus Innovation and Enterprise.

Operationally sub-boards within the LEP's governance structure have oversight of the sector progress and success and are supported by lead Executives employed by the LEP Company.

This Guidance note has been prepared to help to ensure that they operate in a consistent, high quality and rigorous way and perform the advisory role designated to such boards.

## **Role**

The role of LEP Sub Boards and Advisory Groups is to provide strategic insight, intelligence and guidance to the LEP Board and to the LEP Executive in the fulfilment of their strategic activities for the City Region. They are strategic advisory groups and do not have financial decision making authority nor do they have operating budgets. Their importance and strength is in their detailed technical and specialist expertise, based on practical business experience, providing a wealth of information and intelligence to inform economic strategy and effective delivery.

## **Membership**

The membership of Sub Boards is open to any interested and suitably experienced individuals from business, higher and further education and the public and purpose led sector who can provide valuable insight into the sector/focus of the Board. They do not have to be LEP Members.

The number of members on each sub Board may vary according to the needs of the group and the complexity and diversity of the sector, but typically no fewer than 10 and no more than 20. Each Board should seek to achieve diversity of members (by reference to the LEP's Diversity and equality Statement). If a Board Member does not attend for 4 consecutive meetings they will be deemed to have withdrawn from the Board.

Board membership should be reviewed annually and an open process for providing additional or replacement members be undertaken, publicised through the LEP website and through other local networks as appropriate – with clarity over the skills/expertise and person specification sought. In the case of more applicants than places, the LEP Executive will prepare analysis of the respective candidates for Board consideration.

Sub Board membership is not remunerated but, by agreement in advance with LEP Executive, some modest out of pocket expenses for costs incurred in supporting the Executive can be provided.

## **Chair / Deputy Chair**

The membership of the Board should nominate Chair and Deputy Chair of the group and propose a member of the Group (not necessarily the Chair) to provide information to the LEP Strategy Board. The LEP Board will ultimately determine the Chair of each Sub Board, normally acting upon recommendation of the Sub Board. Such matters are reported to the LEP Board and are recorded and published in the agenda, papers and minutes of the LEP Board meeting at which they were considered.

The Chair and Deputy Chair role should be for a period of up to 3 years, with the option to extend for a second term, again up to a maximum of 3 years, subject to Sub Board and LEP Board approval. Membership of Sub Boards should be for a similar term but do not require LEP Board approval for extension.

## **Terms of Reference**

The individual terms of reference for each Board will be developed and agreed by the Sub Board working with the Executive and is ultimately at the discretion of the LEP Board. Such matters are reported to the LEP Board and are recorded and published in the agenda, papers and minutes of the LEP Board meeting at which they were considered.

## **Meeting Frequency**

Meetings of the Sub Board/Advisory Group should typically take place quarterly though they may be more frequent by determination of the Board, where that is considered necessary. Typically meetings will last for 2 hours but this will be variable by the Board members/Chair. Meeting dates should be agreed and set annually for the year ahead providing notice for all members to be able to attend.

## **Forums**

The Sub Board/Advisory Group should consult widely with other organisations involved and interested in the sector. At least once a year it should hold a "Forum" for such organisations to exchange information on what the challenges and opportunities the sector faces, what is happening in the City Region to address these, what more could be done and to encourage involvement to drive the sector forward. The Executive should retain and manage a database of interested organisations and communicate with them on progress and key issues at least twice per year, inviting them to suitable events etc in addition to Forum meetings.

## **Administration/Executive Support**

Executives supporting the Sub Boards/Advisory Groups should prepare an Agenda for each meeting in agreement with the Chair and circulate it to the members of the Group with any appropriate papers at least 5 days in advance of the Meeting.

A brief Action Note (1-2 pages max) should be prepared after each meeting and circulated to Board Members within 2 weeks of the meeting taking place. A copy should also be provided to the LEP Executive Directors to allow any matters requiring LEP Executive or LEP Board attention to be actioned.

## **LEP ADVISORY GROUPS / SUB BOARDS**

### **Role within LEP/LCR Structures**

## **LEP ADVISORY GROUPS / SUB BOARDS**

### **Summary**

#### **Role**

- Strategic Advisory: providing strategic insight, intelligence and guidance

#### **Membership**

- 10-20 members
- Max. 3 (+3) year term
- Open Recruitment
- Regular attendance required
- Annual Review

#### **Chair/Deputy Chair**

- Open Recruitment
- Proposed by Sub Board
- Approval via LEP Strategy Board
- Max. 3 (+3) year term

#### **Frequency**

- Quarterly, organized in advance each year
- Typically 2 hours duration

#### **Forums**

- To consult widely with interested organisations
- To share information/intelligence/progress
- Provide Regular updates/briefings to Forum

#### **Administration**

- Agenda provided 5+ days ahead of meeting with any papers
- Action note (1-2 pages) provided within 2 weeks of meeting
- Shared with LEP Executive Directors