

South East Business Hub Steering Group (Working Group to SELEP)

Terms of Reference

Aims and Objectives:

- Oversee and provide strategic input on the direction of the business growth agenda
- Oversee operational capabilities to ensure website / portal functions are effective and continuously offer an improved business support service
- Agree performance reporting requirements
- Monitor performance on a quarterly basis to the South East Business Hub in advance of reports presented to the SELEP Strategic Board
- Share best practice and local intelligence to continually drive improvement and identify opportunities

Decision Making:

- This group operates as an advisory and influencing panel and does not hold any mandate in decision making.
- Agreed recommendations will be managed in accordance to SELEP Governance
- Where decisions are within delegated thresholds they will be taken locally (by contracting authorities) or centrally (by the SELEP Secretariat)

Membership:

- SELEP Secretariat (x2)
- East Sussex County Council
- Essex County Council
- Essex County Council as Accountable Body
- Growth Hub Data Coordinator
- Kent County Council
- Medway Council
- Southend Council
- Thurrock Council
- U9 group of SELEP universities
- As the group does not hold any mandate in decision making there is no requirement for a quorum
- Representatives are to be determined by the Member organisation

Wider Membership

- Wider membership from externally contracted providers is welcomed for open sessions

Operation:

- The group will meet quarterly (subject to change as deemed necessary or review). Meetings will be held in a central location
- To avoid any conflicts of interest / commercial advantage, meetings will be organised as follows:
 - Part A: contracting authorities only
 - Part B (open session): contracting authorities, delivery partners and guests

Members of the group will:

- Attend each meeting, or if unable to attend, endeavour to send a representative
- Inform the organisation they represent of progress made by the Working Group and consult them on key issues and recommendations
- Treat any information received and discussed with sensitivity and where appropriate in confidence

Support:

- SELEP Secretariat will provide support in terms of administrative duties and agenda planning and will oversee a forward plan of action
- SELEP will appoint a Board Champion by March 2018

Publication

- In accordance to SELEP Governance, notes of the meeting will be publicised on the SELEP website