



## 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 with SELEP governance structure
- Where decisions are within delegated thresholds (Grant Offer Letter Schedule 1) they will be taken locally (by contracting authorities) or centrally (by the SELEP Secretariat)

#### Membership:

- SELEP Secretariat representative (as required on meeting-by-meeting basis)
- Growth Hub Lead
- East Sussex County Council representative
- Essex County Council representative
- Essex County Council as Accountable Body representative
- Kent County Council representative
- Medway Council representative
- Southend Borough Council representative
- Thurrock Council representative
- U9 group of SELEP universities representative
- 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 at least quarterly (subject to change as deemed necessary or review). Meetings will be held in a central location or on a virtual platform

**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
- SME Board Champion(s) will attend meetings as appropriate

**Publication**

- Notes of the meeting will be publicised on the SELEP website