



LEP – Sub Committee

Enterprise Zone Governance Committee

Private and Confidential: No

7 June 2016

Revised Terms of Reference.

(Appendix 'A' refers)

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Executive Summary

The report updates the Committee on changes to the Terms of Reference for the Committee which were agreed by the LEP Board on the 5th April 2016.

Recommendation

That the revised Terms of Reference are noted.

Background and Advice

On the 17th March 2015 the Lancashire Enterprise Partnership Board (LEP) approved a LEP Assurance Framework which was subsequently submitted to Government as final in April 2015. The Assurance Framework is available to view on the LEP website at <http://www.lancashirelep.co.uk/about-us/about-the-lep.aspx> and includes the Terms of Reference for the Enterprise Zone Governance Committee and other Committees of the LEP.

As a matter of good governance it is intended to review the Assurance Framework in order to ensure it is up to date and relevant, with an updated version of the Framework to be presented to the LEP Board on the 14th June 2016 for approval.

With that in mind a review of the current Terms of Reference of the eight Committees of the LEP has been undertaken and a number of suggested minor amendments to the Terms of Reference of the following Committees were presented to the LEP Board on the 5th April 2016.

- Business Support Management Board
- EZ Governance Committee (see attached Appendix)
- Growth Deal Management Board



- Lancashire Skills and Employment Board
- Performance Committee

The main changes to the Terms of Reference for the Enterprise Zone Governance Committee relate to changes to the membership, clarification on the use of substitute representatives, the inclusion of wording to state that any observers that attend Committee meetings are subject to the LEP Assurance Framework protocol on observer attendees and some additional information on the role of the Secretary and written decisions.

The proposed changes are intended to provide enhanced consistency and flexibility across all the Committees to ensure business can be conducted effectively.