



## **LEP – Sub Committee**

### **Business Support Management Board**

**Private and Confidential: No**

25 May 2016

#### **Revised Terms of Reference.**

(Appendix 'A' refers)

Report Author: Samantha Parker, Governance Officer, (01772) 538221,  
[sam.parker@lancashire.gov.uk](mailto:sam.parker@lancashire.gov.uk)

#### **Executive Summary**

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

#### **Recommendation**

That the revised Terms of Reference are noted.

## **Background and Advice**

On the 17<sup>th</sup> 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 Business Support Management Board 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 14<sup>th</sup> 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 5<sup>th</sup> April 2016.

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



- Lancashire Skills and Employment Board
- Performance Committee

The main changes to the Terms of Reference for the Business Support Management Board relate to the quorum, the clarification on the use of substitute representatives, and the inclusion of wording to state that any observers that attend Board meetings are subject to the LEP Assurance Framework protocol on observer attendees.

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