

**Item 3****Private & Confidential: No****Date: 30 August 2016****Subject: Membership of the Business Support Management Board****Report Author: Andy Walker, Head of Business Growth LCC****Executive Summary**

Over the past year, the LEP's Business Support Management Board has brought together the key functions of Growth Hub and wider business support oversight with the LEP SME consultation function played by the "network of networks group". The new membership combines individuals and organisations who played a role in both of these functions and as the scope of publicly funded business support projects in Lancashire extends, it will need to find new ways to be able to provide strategic oversight in this area.

As set out in the terms of reference, the BSMB has a maximum membership of 10, with recommended appointments subject to ratification by the full LEP Board.

At present the board has 3 vacancies and provisional recommendations are set out below. These two appointments are aimed to strengthen the representation of commercial business advice providers on the board and to include representation from Higher Education Institutions – an increasingly important player in the business support offer locally.

One vacancy remains and nominations from the group reflecting areas of expertise and experience not already represented within the group would be welcomed.

As points of clarification;-

- Whilst members have clear affiliations to specific organisations, they are appointed as individuals to the Board and new members need to be nominated and ratified by the LEP rather than passed on within an organisation.
- Members can nominate substitutes to attend meetings in their place. Substitutes will be counted towards the quorum and will be entitled to vote, but substitutes should be notified to the Clerk of the meeting in advance and will require approval by the Chair of the Board. It should be noted that the use of substitutes should be by exception rather than rule and member's continual absence may result in their membership being reviewed.

- In order to strengthen direct SME representation, in the future, business organisation should aim to nominate an interested / representative SME in preference to an office bearer.

**Recommendation**

The LEP BSM Board is asked to:

- (i) Propose Susan Smith and Mark Schofield to be added as BSMB members by the next LEP Board
- (ii) That as a standing item, future agendas will provide BSMB members with an update on the wider work of the LEP