



SOLENT
LOCAL
ENTERPRISE
PARTNERSHIP

Solent Local Enterprise Partnership

XXX Panel

Terms of Reference

Revision: XXX

Background

The Solent Local Enterprise Partnership (LEP) is the key interface and lead for economic development in the Solent, and has recently published its [Strategic Economic Plan](#) (SEP). Transforming Solent seeks to focus investment on those parts of the economy that need to develop or change the most to accelerate growth. The Plan targets six strategic priorities:

- Supporting new businesses, **enterprise** and ensuring SME survival and growth.
- Enabling **infrastructure** priorities including land assets, transport and housing, reducing flood risk and improving access to superfast broadband.
- Establishing a single **inward investment** model to encourage companies to open new sites in the region, supported by effective marketing.
- Investing in **skills** to establish a sustainable pattern of growth, ensuring local residents are equipped to take up the jobs that are created and businesses can source local skills and labour to underpin growth.
- Developing **strategic sectors** and clusters (interconnected groups and businesses) of marine, aerospace and defence, advanced manufacturing, engineering, transport and logistics businesses, low carbon, digital and creative and the visitor economy – establishing the area as a business gateway, at both local and international levels and developing local supply chains.
- Building on our substantial knowledge assets to support **innovation** and build innovative capacity in the Solent area to stimulate growth in Solent businesses and in new high growth sectors, particularly linked to our HE excellence.

The Solent Growth Deal, published in July 2014, sets out the prioritised interventions required to respond to the challenges and optimise the opportunities identified within the SEP to transform the Solent economy. Performance will be monitored against a set of stretching targets, which aim to achieve the following by 2020/21:

- In addition to current forecasts, create an additional 15,500 new jobs in the Solent LEP area;
- Achieve GVA growth of 3%;
- Increase GVA per job by an additional £6,879 per job;
- Improve productivity (GDP per head) closer to the South East average;
- Increase employment rates to 80% from the current 78% and improve economic activity rates from 80% to 81%;
- Enable the delivery of 24,000 new homes;
- Raise the business birth rate from 3.6% to 4.1% (and create 1000 new businesses);
- Improve the business survival rate from 61.4% to 62.5%;
- Raise the proportion of the population with Level 4 and above skills to 36% of the working age population from the current 32%;
- Support the raising of education attainment rates to above the UK average; and
- Increase inward investment into Solent attracting at least 5% of FDI projects entering the UK.

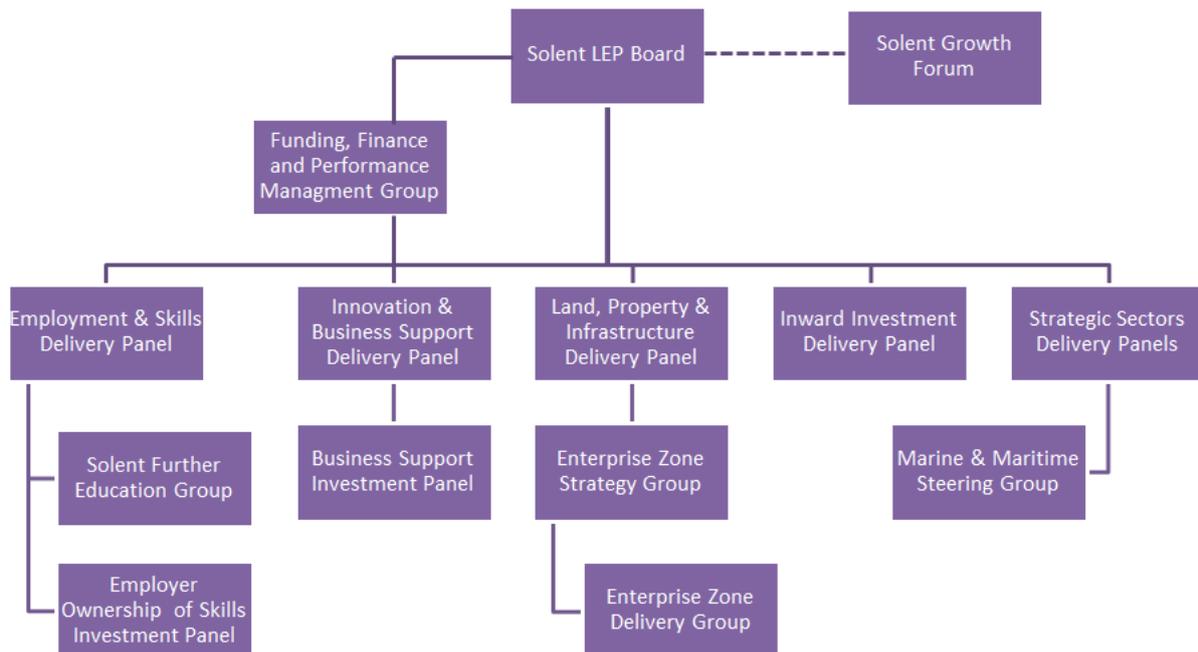
Objectives

XXX

Purpose of the Panel

XXX

Relationship and role with the Solent LEP Governance Structure



The Panel sits within the Solent LEP Governance Structure as seen above. The Panel will have regard for, and act in accordance with the relevant scheme of delegation and the Solent LEP Assurance Framework.

Membership and Structure

The Panel will comprise private, public, education and third sector representation. This diverse mix of panel members ensures that the decision making process benefits from the business acumen of private sector representation, whilst the participation of high level representatives from the public and education sectors are also required in order that their roles as service providers and major employers are reflected on the Panel.

The membership of the Panel should be made up of:

- XXX
- XXX

Organisation of the Business Support Investment Panel

The Panel consists of up to XXX members including the Chair. Membership shall be comprised of:

- XXX
- XXX

Accountability

The Solent LEP is committed to transparency, and to ensuring that the Strategic Priority delivery and investment panels remain accountable for their actions and have the required legitimacy in order to direct the use of public funds. Panel members will have due regard for this commitment to transparency in all activities of the panel, whilst from time-to-time be expected to consider commercial in-confidence information.

Quorum

No business decisions shall be agreed at a meeting of the Panel unless at least **XXX** members are present, two of whom must be from the private sector, including one member of the LEP Executive with delegated authority, and the Chief Finance Officer or their nominated representative from the Accountable Body.

Directions on Appointments

The Chair must be drawn from the private sector and will be appointed by the Solent LEP Board.

Ordinarily, private sector Board members will be appointed by the Chair of the panel and/or the relevant Solent LEP Board Director lead, through an open recruitment process.

The Chair and members of the Panel shall be appointed for a period of three years and are eligible for reappointment with the maximum term of office being six years. The reappointment of the Chair shall be at the discretion of the relevant Solent LEP Board Director lead. The reappointment of members of the Panel shall be at the discretion of the Panel Chair and the relevant Solent LEP Board Director lead.

Members of the Panel may resign their position at any time by giving notice in writing to the Panel Chair. The Chair of the Panel may resign by giving notice in writing to the Chair of the Solent LEP.

Removal from Office

A member of the Panel may be removed from office by the Panel by notice in writing if he or she has been absent from meetings of the Panel for a period longer than three consecutive meetings without the Chair's permission or is unable or unfit to carry out the functions of a member.

Decisions and Voting

It is expected that the decisions of the Panel will normally be reached by consensus after due debate but if a vote is required decisions shall be made on the basis of a majority of those members attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair of the meeting shall have a casting vote.

Members of the Panel may not vote by proxy or by post. A member will be deemed to be in attendance if the meeting is conducted using electronic mail, tele-conferencing or video-conferencing facilities.

The Role of the Chair

The Chair will be responsible for agreeing the agenda for each meeting and deciding the order of matters to be discussed.

The Chair will chair all the meetings of the Panel. If the Chair is unable to attend a meeting, the Chair and/or the relevant Solent LEP Board Director lead will nominate a Deputy Chair from amongst the panel membership to stand in their absence for the duration of the meeting.

The Chair will decide the order in which members will be called to speak ensuring that all members present, who wish to, are given an opportunity to speak and also seeking to ensure that all views are fairly represented.

The Chair may suspend the meeting if in his or her view this is necessary; for whatever period of time he or she thinks appropriate.

The Role of Members of the Panel

The Panel will be made up of people with different strengths, interests, views on public accountability and ways of working. The Chair's role is to bring these together to develop an effective group that is capable of working together and respecting each other's point of view.

Members have a valuable role to play and are appointed to reflect, rather than directly represent, their local community or business.

Ordinarily, Panel members may not send substitutes to represent them if they are unable to attend a meeting as they have been individually appointed. Individual requests to send a substitute will be considered by the Chair.

The Role of Ex-Officio Observers

Ex-officio status is conveyed on advisors supporting the Panel and the Panel can invite others to attend the meeting if they feel this would be helpful to the business of the Panel.

Although ex-officio observers are not members of the Panel, the benefit of their experience on the issues under discussion and their feedback on the views and perceptions of the client group they serve are valuable contributions that will be sought by the Chair during debate. They may also be invited to speak on other relevant issues.

Ex-officio observers do not have voting rights and may be asked to leave whilst "in confidence" issues are discussed.

Ordinarily, the Chief Finance Officer or their nominated representative from the Accountable body will have a standing invitation as an ex-officio advisor to all delivery panels. They will have full membership and a vote on Investment Panels.

Support and Administration Arrangements

Ordinarily, the Solent LEP Executive team will provide the secretariat for delivery or investment panels.

Independent support may be commissioned by the panel to support them with the discharge of their role.

Working Arrangements and Meeting Frequency

The panel shall meet up to **XXX** times per year, or as agreed by the Chair in partnership with the Solent LEP.

Declarations of Interest

A Register of Interest will be established and all members will be expected to declare both pecuniary and non-pecuniary interests. A public version of this Register will be published. In addition, members of the Panel will be required to declare any direct or indirect interest in any matter to be considered at a meeting of the Panel under a standing item. Where a matter is under consideration in which a member has declared a specific interest, i.e. where a decision made by the Panel could bring an advantage to that individual, his/her organisation or business, that member shall not participate in discussion, or voting, and shall not be counted in the quorum for that item. It shall be for the other members present to determine whether the interest is such that the member should withdraw from the meeting.

Those attending meetings of the Panel, whether as an observer or officer of the Solent LEP, shall declare any direct or indirect interest in any matter which is to be considered at a meeting. It shall be for the members of the Panel to determine whether the interest is such that the person should withdraw. In

a case where the secretary to the meeting declares a direct or indirect interest in any matter to be considered at the meeting and in the event they should withdraw, another shall be appointed to clerk for that item.

The notes of meetings of the Panel will record any declarations of interest made, and whether the person withdrew from the meeting for that item.

Gifts and Hospitality

To promote transparency, a separate register of personal interests (including gifts and hospitality) of the individuals attending all delivery or investment panels in their role as panel members shall be held by and maintained by Portsmouth City Council as the accountable body for the Solent LEP.

Equalities

The Solent LEP recognises that corporate delivery and investment panels perform at their best when they include people who come from a range of perspectives and backgrounds. As such, equality and diversity are considered throughout our governance structures, in line with Portsmouth City Council's Equality & Diversity Strategy. A copy of this strategy is available at:

<https://www.portsmouth.gov.uk/ext/community-and-environment/community/equality-and-diversity.aspx>

Complaints and Whistle-blowing

The Solent LEP has established a complaints policy, which broadly complies with that of Portsmouth City Council who shall make arrangements for the investigation of alleged breaches of law, standards, or public fund management. A copy of this policy is available at:

http://solentlep.org.uk/uploads/documents/Solent_LEP_Enquiry_and_Complaints_Policy_-_18.11_.14_.pdf