

3.5F. Business Advisory Board

Terms of Reference

This is an advisory committee to the Combined County Authority and the Mayor; it seeks to provide strategy advice and guidance through representation of the 'business voice' in support of the exercise of Combined County Authority and Mayoral functions.

All Combined County Authority Committees and Advisory Boards will:

- Support the development of the Inclusive Growth Strategy, including the Local Growth Plan and Place Based Strategy
- Support the delivery of the Inclusive Growth Outcomes Framework, which will cover social, health inequalities, economic and environment outcomes, working across Thematic Committees and Portfolios to ensure maximum impact of these outcomes
- Support the delivery of Farming and Rural Communities outcomes, working across Thematic Committees and Portfolios to ensure maximum impact of these outcomes

The Advisory Board will seek to act in a regional capacity to support the development of the economic growth vision for the Combined County Authority area and make recommendations to the Combined County Authority, in consultation with wider thematic committees where appropriate.

Purpose

The Business Advisory Board:

- sits as the strategic business voice to the Combined County Authority Board, the Mayor, Combined County Authority Committees and Officers. Providing strategic business advice on economy, business, skills, transport, employment, housing, UKSPF and future devolution deals
 - act as the lead business voice to the Combined County Authority for the region, representing business to the Combined County Authority
 - take a lead role in the development of economic growth strategy iterations for the Combined County Authority through close working with the Combined County Authority and the responsible Chief Officer, and the relevant Combined County Authority Lead Member
-

- develop proposals for strategy and key policy for Combined County Authority consideration, engaging key stakeholders and partners in order to assist delivery of the Combined County Authority's strategic objectives
- engage specific business sectors as and when required to provide advice, guidance and responses to consultation to the Combined County Authority
- membership will individually act as sector champions for their areas of expertise – leading on engaging with local and national networks, bringing insight into Combined County Authority discussions, and supporting stakeholder engagement with Combined County Authority officers on specific pieces of work
- work with the Combined County Authority to identify key opportunities to engage the business community on influencing priorities with Government and maintain a role of developing local networks to support this.

Membership

The membership of the Business Advisory Board shall consist of:

Combined County Authority Associate Member for Business (Chair)

Private Sector Representation

- Large Business Representation (250+ employees) (a minimum of 3)
- Businesses in high growth sectors (a minimum of 4)
- Wider geographical representation of small and medium sized businesses (a minimum of 3)

Business Representation Organisations

- A Business Representative Organisation drawn from those BROs with a presence based in our region.

Employee Representation

- Employee and wider trade union movement

Public Sector Representation (4 Representatives)

- Mayor (in context as the Mayor)
- Combined County Authority Portfolio Lead for Investment
- Combined County Authority Portfolio Lead for Skills & Employment Committee
- Innovation Advisory Board representative

Private Sector representation will be recruited to through an open recruitment process.

Business Representation Organisation and Employee Representation will be proposed by Officers and approved at the Business Advisory Board.

Public Sector Representation will be determined by the Combined County Authority Board.

Voting Membership

- Private Sector Representation
- Business Representation Organisation
- Employee Representation

Non-Voting Membership

- Public Sector Representation
- Department for Business and Trade (Representative of)

Any matters are to be decided by consensus of the Committee where possible.

When a vote is required, only voting members of the Committee will be entitled to vote at meetings, the Chair does not exercise a casting vote.

Chairing the Committee

The Business Advisory Board Chair will be a Business Representative, who is nominated by the Mayor and confirmed by the Combined County Authority. This individual will be an Associate Member of the Combined County Authority.

In the absence of the appointed Chair the Business Advisory Board will appoint a Chair for the meeting.

Business Advisory Board Roles

The Business Advisory Board will nominate a representative to sit as an embedded non-voting member of the following Combined County Authority governance bodies:

- Transport & Digital Connectivity Committee
- Skills & Employment Committee
- Investment Committee

The role of these embedded members will be to represent the business voice and the view of the Business Advisory Board on thematic topics.

Quorum

The quorum will be 5 voting members including the Chair (or Deputy Chair)

Frequency

There will be a minimum of four Business Advisory Board meetings each municipal year, meetings are not required to be held in public with provision for Public Forum. It should be noted that additional meetings will be called as required.

Key Functions

Economic strategy and strategic direction. A core function of the Business Advisory Board working with the CCA Board and Committees, is to use its business leadership perspective to advise the CCA Board on economic strategy, with clarity over the respective roles of the two Boards – the Business Advisory Board advising, shaping, and developing, the CCA Board owning and deciding.

Advisory. providing strategic advice from the perspective of the local business leadership to EMCCA, specifically in respect of funding decisions, and more widely in its delivery of an economic growth strategy and interventions. This should include bringing business expertise to unblocking relevant issues and supporting making the case for investment into the East Midlands.

Clear business voice. To strengthen the impact of this advisory role, the Business Advisory Board can make use of existing networks and professional bodies to bring a wide range of business insights to the development of ideas and advice to the CCA.

Business engagement. The Business Advisory Board will be active in helping the CCA engage with businesses, for example to promote relevant interventions or funding programmes to the private sector and creating alignment with other business bodies such as the Chamber of Commerce and Federation of Small Business.

Lobbying Government. further leverage the influence of its members to strengthen the region's lobbying work with central government to secure the policy and investment needed to tackle economic growth challenges. This role will be critical in helping secure future devolution deals.

Relationship with the CCA Board and ways of working. provide independent, business-led advice in a clear and timely manner that has the greatest value to Derbyshire and Nottinghamshire and the CCA Board. To be effective regular engagement between Business Advisory Board members, the Mayor and the CCA leadership and operational management is important.

Support the Mayor, Combined County Authority and the relevant Portfolio Leads by:

- Providing critical friend challenge to Combined County Authority Board activity
 - Providing advice and support to Mayoral and Combined County Authority activity
 - Helping engage with wider stakeholder networks and activity
-

- Identify and scale up existing good practice within the Combined County Authority region, including cross portfolio working, improvements and initiatives
- Identify and secure resources to deliver new opportunities

Review

The terms of reference are to be reviewed on an annual basis by the Business Advisory Board. The role and arrangements of the Business Advisory Board will be reviewed on an annual basis by the Combined County Authority.

Document version control	
Version:	1.1
Date:	16 September 2024
Document approved by:	EMCCA Board
To be of effect from:	16 September 2024