

The Marches Growth Hub Steering Group Terms of Reference

Roles and Responsibilities:

A sub-group of the LEP Board which will operate under the following delegations from the Board and will be responsible for:

- Setting and reviewing Key Performance Indicators (KPI) for the Growth Hub. Monitoring progress and recommending actions if KPI's are not met.
- Receiving and reviewing activity and performance reports from the LEP and recommending actions, as appropriate.
- Monitoring expenditure to ensure it remains on profile, represents value for money and it is financed in accordance with the funding agreement with BEIS and the Accountable Body Finance Section 151 (S151) Officer.
- Monitoring and reviewing customer and stakeholder satisfaction surveys.
- Monitoring the demand for the service in relation to volumes of customers via email, website and phone.
- Reviewing and monitoring the number of referrals to local and national business support delivery partners and their feedback/response rates.
- Monitoring legal compliance e.g. GDPR.
- Ensuring the Risk Register is reviewed and that all mitigations are up to date/ appropriate. High risk activity is brought to the attention of the LEP Board with recommendations for action.
- Approving the long-term sustainability business plan for the Growth Hub and review and agree a forward business plan and funding package referring issues and any significant proposals for change to the LEP Board.
- Ensuring that the Growth Hub is aligned with the LEP's Strategic Economic Plan.
- Approving the annual report and to undertake and review actions outlined within BEIS Business Simplification Review Toolkit.
- Approving and monitoring the marketing plan to be developed by the procured Marketing and PR agency.
- Agreeing the Memorandum of Understanding and data sharing agreements between the Marches Growth Hub, BEIS and National Business Support Helpline.

Democratic/Financial Accountability:

This sub-group will:

- Be a sub-group of the Board and will present exception reports at the bi-monthly LEP Board meetings, in order for them to fulfil their monitoring programme finance and output metrics, including other essential information on the Growth Hub performance and management of risk.
- Meet quarterly and will be deemed quorate if at least 2 LEP Business Board members attend the meetings.
- The Membership and Chairmanship of the sub-group and its Terms of Reference will be reviewed on an annual basis by the LEP Board (see details of membership overleaf).
- Have a geographical balance to its membership.

- The sub-group members will receive meeting papers from the LEP supporting officer 5 working days before a meeting and minutes of the meetings will be circulated 5 working days after every meeting.
- MGH Steering Group is a sub group of the LEP partnership boards, it is therefore not open to the public of members of any local authority. Only members are permitted to attend.

Membership:

Sector	Name	Job Title and Organisation
Chair (Private Sector)	Vacancy	
BEIS Local	Oliver Hindle	Assistant Director, Cities & Local Growth Unit, Department for Business, Energy and Industrial Strategy
3 Private Sector representatives	Frank Myers MBE	Chair of Herefordshire Business Board – Director, MCP Systems Consultants Ltd
	Beth Heath	Shropshire Business Board Representative, Director, Shropshire Festivals, Director, Shropshire Think Tank
	TBC	Telford Business Board Representative – TBC
Shropshire Chamber of Commerce (Business Rep)	Maisy Owen	Chamber Member – Chair of Members Committee, Director of MO Management Consultancy
Shropshire Chamber of Commerce (Officer Rep)	Richard Sheehan	Shropshire Chamber of Commerce Chief Executive Officer
Herefordshire & Worcestershire Chamber of Commerce (Officer Rep)	Sharon Smith	Herefordshire & Worcestershire Chamber of Commerce Chief Executive Officer
Federation of Small Businesses	Hollie Whittles	Federation of Small Businesses - Area Lead Shropshire, Herefordshire and Worcestershire and Director FragglesWorks
Skills Representative	Colin Thaw	Chair- Marches Skills Provider Networks, Director SBC Training

University of Wolverhampton	Richard Nicklin	University of Wolverhampton - Deputy Director – Business Engagement
Department for International Trade	Steve Havins	Head of Business Development and Partnerships
Public Sector Representative	Kathy Mulholland	Telford & Wrekin Council – Inward Investment & Business Support Service
	Nick Webster	Herefordshire Council - Economic Development Manager
	Matt Potts	Shropshire Council - Head of Business Growth and Inward Investment
Marches LEP	Kathryn Jones	Partnership Manager
	Yasmin Sulaman	Business Support Lead

Last updated 4 September 2020