

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 Key Performance Indicators for the Growth Hub and monitoring progress.
- Receiving and to review activity and performance reports from the LEP Director and Growth Hub Manager and recommending actions, as appropriate.
- Monitoring expenditure to ensure it represents value for money and it is financed in accordance with the funding agreement with BIS (dated 12 March 2015) 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 clients 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. data protection.
- 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 (post April 2016), 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 (interim Spring 2016) and to undertake and review actions outlined within BIS Business Simplification Review Toolkit, dated 28 March 2015.
- Approving and monitoring the marketing plan to be developed by the procured Marketing and PR agency.
- Agreeing the Memorandum of Understanding and data sharing between the Marches Growth Hub, BIS 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 Growth Hub Project Manager and other LEP supporting officers 4 working days before a meeting and minutes of the meetings will be circulated 4 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.
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Membership:

Sector	Name	Job Title and Organisation
Chair (Private Sector)	Paul Hinkins	LEP Board Member and Chair of Telford Business Board
BEIS Local	Michelle Kynaston	BEIS West Midlands
3 Private Sector representatives	Frank Myers	Chair of Herefordshire Business Board - Director, MCP Systems Consultants Ltd
	Vacancy	Shropshire Business Board
	Johnny Themans	Telford Business Board Representative – Director, Good 2 Great Ltd
Shropshire Chamber of Commerce (Business Rep.)	Maisy Owen	Chamber Member - Chair of Members Committee, Director of MO Management Consultancy Ltd
Skills Representative	Paul O'Neill	Director - Marches Skills Provider Networks
Federation of Small Businesses	Lindsay Barton	Shropshire Branch Leader FSB Shropshire, Managing Director of Golden Kite Solutions Ltd
University of Wolverhampton	Marc Fleetham	Director - Business Solutions, Regional Transfer Partnership Director, Chair KTP National Forum
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 Delivery Manager
	Nick Webster	Herefordshire Council - Economic Development Manager
	Matt Potts	Shropshire Council – Business Growth & Investment Manager
Marches LEP	Gill Hamer	Marches LEP Director
	Kathryn Jones	Marches LEP Partnership Manager
Supporting Officers	Kate Jarman	Marches Growth Hub Coordinator
	Yasmin Sulaman	Marches LEP Business Support Manager
	Louise Pierce	Marches LEP Data & Marketing Officer

Last updated 11/05/2018