

# **Marches LEP Board Task and Finish Group to oversee the implementation of the Marches LEP Ltd Incorporation Action Plan**

## **Draft Terms of Reference**

### **Purpose and responsibilities of the Task and Finish Group**

1. To ensure the Board Members of Marches LEP Ltd are compliant with their Directors' responsibilities as a Company Ltd by Guarantee the Members of the Task and Finish Group will join, at least 4 weekly, virtual progress meetings
2. Before the meetings to receive an agenda and an updated Incorporation Action Plan showing actions taken
3. To provide challenge and advice on the actions being undertaken to Gill Hamer, Chris Buss (Interim consultant) and the Director for Corporate Services (to be appointed by September 2020)
4. To monitor whether the actions outlined in the Incorporation Action Plan are being addressed in a timely fashion and support the resolving of any delays
5. To agree the content of the progress reports submitted to LEP Board meetings
6. To complete all of the actions with the LEP Board signing them off by January 2021.

### **Membership of the Task and Finish Group**

- Mandy Thorn, MBE DL LEP Chairman of Marches Care Ltd
- Cllr David Hitchiner, Leader Herefordshire Council
- Dr Catherine Baxter, University Secretary, Harper Adams University
- Paul Bennett, Chair of Shropshire Business Board
- James Staniforth, Principal of Shrewsbury Colleges Group
- Gill Hamer, Chief Executive Marches LEP
- Chris Buss, Interim Consultant

### **Frequency of Meetings**

4 weekly. Dates to be agreed to fit with preparation of papers for Board meetings