



Hull and
East Yorkshire
Local Enterprise
Partnership

HEY LEP BUSINESS SUPPORT BOARD

Terms of Reference

Aim: To support the development of a competitive business environment where private businesses can grow and create jobs for the benefit of the local community and maximise the opportunities created by the HEY LEPs emerging priorities to drive economic success.

- A To add in once confirmed and with from the main board agreement
- B
- C

Objectives

1. To lead in the development of a unified business support service to ensure that local businesses receive the right support and advice to sustain, develop and grow their business
2. To lead on a customer focused strategy to develop outstanding business support packages and products to meet the evolving needs of business and address UK innovation and productivity gaps.
3. To attract new businesses and overseas investment into the Hull and East Yorkshire area, by facilitating new development opportunities promoted through a range of effective marketing initiatives and serviced through a co-ordinated investor support service
4. To influence the procurement policies of the public sector and large private companies to create local supply chains and open up opportunities for local businesses
5. To co-ordinate international trade and export activity, ensuring that businesses in the-region can access a range of opportunities that meet the needs of the regional economy and that the area is represented effectively in relevant overseas markets whilst supporting businesses in investigating new markets for products and services developed in the Hull & East Yorkshire area.
6. To maximise funding opportunities for businesses and other strategic partners and ensure that funds are leveraged to gain maximum benefits for the Hull and East Yorkshire area.
7. Through collaborative approaches harness the collective strength of partnership working with membership organisations, trade & industry bodies and individual businesses providing a cohesive platform for policy lobbying, business engagement and intelligence gathering to support the development of HEY LEP key sectors and thereby addressing associated barriers to growth.

8. To establish appropriate sub groups to deliver the Board's agenda as required, and to direct and monitor their work
9. To provide strategic oversight to the HEY Business Growth Hub, reviewing its performance and operational outcomes HOW
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Membership: The membership of the Board will be primarily businesses, with appropriate representation from the region's two local authorities.

How the Board will operate

1. The Board will operate in a business-like, non-bureaucratic fashion.
2. Meetings will be held bi-monthly, to be reviewed after the first year.
3. The normal duration of meetings will be two hours.
4. Board members will conduct themselves according to the [Nolan Principles](#).
5. Board members with personal, commercial or financial interests in any agenda items will declare them at the relevant points on the agenda and not participate in votes on those items.
6. Where a vote is required, this will be through a simple majority with a casting vote for the Chair. Co-opted members will not have a vote.
7. The quorum for meetings shall be # board members.
8. Draft minutes will be distributed within one week of the Board meeting.
9. Meeting agendas, papers and minutes are to be circulated to members in advance of the meeting.
10. Board meetings are confined to Board members and the LEP secretariat except for external presenters and observers which have been agreed with the Chair in advance.
11. Minutes of Board meetings will be made available on the LEP's website once approved.
12. Urgent decisions required from the Board may be taken by electronic communication in between meetings, with the same requirements for quorum and declarations of interest as above.

HEY LEP Secretariat

- To confirm which HEY LEP Officers will act as the secretariat for the Business Support Board