**Item 6 - Appendix 2**

**Generic Terms of Reference**

**Stoke-on-Trent and Staffordshire Enterprise Partnership (SSLEP) – Advisory Sub-groups**

1. **Role of the Sub-groups**
	1. SSLEP has established a set of sub-groups to stimulate and support economic growth and raise productivity across the LEP area. The sub-groups provide expertise and leadership that will direct and support coordinated action to achieve the strategic aims of the LEP, as articulated in its Local Industrial Strategy, Strategic Economic Plan and supporting policy documentation.
	2. This document sets out the Terms of Reference common to all sub-groups. Each sub-group will have its own complementary Specification, which will be specific to the remit and specialism of that sub-group.
	3. The sub-groups have an advisory role, providing the opportunity to inform and influence LEP strategies and delivery plans. They have no control of, or responsibility for, budgets.

**2. Purpose**

The functions of the Advisory Sub-groups will be to:

* 1. Identify the barriers to growth, the economic challenges and potential solutions that maximise commercial opportunities for the SSLEP area pertinent to the remit and specialism of the sub-group;
	2. Contribute to the growth of the LEP economy and productivity by recommending priority actions and investment to feed into delivery plans;
	3. Promote business engagement and networking within the sector/theme, championing the LEP through partnership activities;
	4. Develop and monitor the effectiveness of policies relevant to the remit and specialism of the sub-group;
	5. Work within the scope of the Sub-group Specification and to share information and collaborate across other sub-groups on areas of work that are cross-cutting, liaising closely with the LEP Chair to provide strategic coordination.
1. **Timetabling/Frequency**

The sub-groups will meet bimonthly, as a minimum. The Chair of each sub-group will have the discretion to convene extra meetings to ensure the effective operation of the sub-group.

1. **Representation & Attendance**

Each sub-group will develop a membership that offers expertise relevant to its remit and specialism. As a minimum, the following core representation will apply:

* Chair - SSLEP Executive Business Board member
* Vice Chair – SSLEP Executive Board member or appropriate expert to be recommended by the sub-group Chair and agreed with the Executive Board
* LEP Lead Officer – a member of the LEP secretariat
* HEI sector/thematic specialist
* 6-8 Business sector/thematic specialists – either employer or professional body representation, as appropriate
1. **Conflicts of Interest**

Sub-group members, and supporting staff, are required to adhere to the codes of practice, standards of behaviour, processes and procedures set out in the SSLEP Assurance Framework. In conducting its business, each sub-group will promote the values of SSLEP.

Board members are required to complete a Register of Interests form before participating in any decisions, as set out in the “National Local Growth Assurance Framework” guidance. Members’ declarations of interest can be found on SSLEP’s website:

<https://www.stokestaffslep.org.uk/about-us/governance/>

1. **Accountability**

The Advisory Sub-groups will be accountable and report to the SSLEP Executive Board.