

July 2019

## GREATER MANCHESTER LOCAL ENTERPRISE PARTNERSHIP TERMS OF REFERENCE & OPERATING GUIDELINES

### 1. PURPOSE

- 1.1 Greater Manchester's approach to promoting local growth has been groundbreaking: public and private sector stakeholders have worked with a common purpose, to bring growth and prosperity to the conurbation's residents and businesses. Local Enterprise Partnerships are key to delivering the government's localism agenda.
- 1.2 Greater Manchester's Local Enterprise Partnership is a private-sector led, voluntary partnership whose core function is to provide strategic leadership (alongside the GM Combined Authority) to deliver the conurbation's growth ambitions. The Greater Manchester Strategy, the overarching strategy that provides the policy framework for growth and reform policies in the city region, sets out these ambitions. Together, the GM LEP and the GMCA provide a robust set of decision-making and governance structures for Greater Manchester.

### 2. KEY OBJECTIVES

- 2.1 The LEP will:
- i. Provide strategic leadership and drive progress in the delivery of the Greater Manchester Strategy and the GM Local Industrial Strategy (in partnership with the GMCA) ensuring that activities maintain a sharp focus on economic growth and driving productivity;
  - ii. Provide oversight of key strategic initiatives for example Greater Manchester's Growth Deals, and key funding streams awarded to the GM LEP including Growing Places, Regional Growth Fund (RGF), and the Local Growth Fund (LGF)<sup>1</sup>;
  - iii. Develop excellent relationships with key private and public sector partners (local, national and international) to help Greater Manchester realise its ambitions;
  - iv. Work with partners and potential stakeholders to create innovative solutions to maximise private and public sector investment to secure the sustainable growth of Greater Manchester's economy.
- 2.2 To ensure that the LEP is effective in this role it has the power to:
- i. commission and publish research and advice from a range of sources, subject to resources being available;
  - ii. develop its own work programme;
  - iii. provide advice to the GMCA on strategic issues such as economic development, planning, housing and transport;
  - iv. engage in dialogue with Government and respond to consultations;
  - v. submit bids for available funding as necessary and appropriate;

---

<sup>1</sup> The LEP is an informal partnership and as such does not have the legal status to enter into contracts, acting through the GMCA as the accountable body

- vi. agree strategies for private sector involvement in delivering their priorities of the Greater Manchester Strategy and the GM Local Industrial Strategy;

### 3. MEMBERSHIP

**3.1** Greater Manchester's LEP has fifteen members, eleven non-local authority members and four representing the GMCA. Non-local authority members are appointed using an open recruitment process with the appointments confirmed by the GMCA. Local authority members are agreed by the GMCA. The term of office is two years for private sector members and GMCA members are reviewed on an annual basis. A list of current members can be found at Annex A.

**3.2 Private Sector Members**

All private sector members of the LEP act in an individual capacity and not as representatives of their respective organisations.

**3.3 GMCA Members**

The GMCA Members are the Mayor and Vice-Chair of GMCA along with two further GMCA members.

**3.4 Chairs of the Strategic Boards**

The Chairs of the Growth Company Advisory Boards for Business Support and Business Finance as well as Internationalisation and Marketing will also join the LEP in an ex-officio capacity. In the event of a decision requiring formal voting, the Chairs of the Advisory Boards will not be entitled to vote.

No substitutes are allowed.

**3.5 Diversity**

Greater Manchester Local Enterprise Partnership is committed to equality and diversity. GMLEP works on behalf of all the people of Greater Manchester and recognises that different people and bring different ideas, knowledge and perspectives.

As part of this commitment, GMLEP regularly refreshes its board membership to ensure it reflects the breadth of industrial sectors on its Board as well as represents the diversity of Greater Manchester's people.

**3.6 Complaints Procedure**

GMLEP shares the same complaints procedure as GMCA. The GMCA's complaints policy covers the GM LEP. The policy sets out how GM is committed to providing quality customer service and how it will deal with any complaints. It sets out that we will:

- Deal with complaints quickly and fairly
- Inform complainants what is happening with their complaint and do everything we can to help them
- Do our best to treat the information in confidence
- Explain our decision
- use complaints to review and improve the way we provide services.

#### **4. ROLE OF GM LEP MEMBERS**

- 4.1 The LEP is a forum for engagement of the private sector in the development of policy and interventions and using LEP members' insights wisely gives us the best chance of delivering our growth aspirations.
- 4.2 The role of LEP members is to
  - i. drive the LEP's ambitions described in the GM Local Industrial Strategy - making best use of your knowledge and expertise;
  - ii. provide the leadership and strategic direction in areas where you have particular skills and experience;
  - iii. act as an advocate of GM's ambitions in local, national and international contexts.
- 4.3 Members may also be asked to represent the LEP on outside bodies that contribute to the wider Greater Manchester Strategy agenda
- 4.4 Private sector members are expected to discharge their duties in line with Nolan Principles for Standards in Public Life as set out in the GM LEP Code of conduct.

#### **5. LEP ADVISORS**

- 5.1 GMCA officers are advisors to the LEP and will be responsible for providing policy advice and support.
- 5.2 The LEP has the right to invite other advisors to attend meetings or advise the LEP as required. LEP advisors cannot vote.

## 6. MEETINGS

- 6.1 The LEP will meet on a bi monthly basis unless otherwise determined by the LEP and will normally meet in central Manchester.
- 6.2 The meetings will be held in public except any items which are commercially sensitive.
- 6.3 Papers will normally be available five working days in advance and will be published on the GMCA and LEP websites. Any commercially sensitive papers will be emailed directly to members.
- 6.4 Action points and/or minutes will be available within five working days of the meeting.

## 7. QUORUM

- 7.1 The meeting of the Greater Manchester LEP will be quorate when seven members are present. To be quorate there must be present at least one member from the GMCA. In the event that all GMCA members have a conflict of interest and have to withdraw from a vote, the meeting will be quorate if seven other members remain present.

## 8. DECLARATIONS OF INTEREST

The following conditions should be understood to apply regarding declarations of interests:

- 8.1 A Register of Interest covering all Board members will be collated and published on the LEP website. The register will be reviewed bi-annually.
- 8.2 Subject to point 3 below, members (and advisors) must declare any interests (on the form provided (see Annex B)), either at the start of the meeting or as soon as any potential interest in an agenda item becomes apparent during the course of the meeting.
- 8.3 Members must declare their interest when the business being discussed specifically relates to:
  - a. their business
  - b. any body of which they are a member
  - c. any person or body who:
    - employs them
    - makes payments to them
    - has a contractual relationship with them
  - d. any land or property in which they have an interest
- 8.4 This also applies to any close member of their family or person with whom they have a close relationship.
- 8.5 For the purposes of the above:
  - an interest of which a member has no knowledge and of which it is unreasonable to expect him or her to have knowledge shall not be treated as an interest of his or hers;
  - in relation to a non-pecuniary interest, a general notice given to the LEP that a member is to be regarded as having an interest, of the nature and the extent specified in the notice, in any transaction or arrangement in which a specified person or class of persons is interested shall be

deemed to be a disclosure that the member has an interest in and such transaction of the nature and extent so specified.

- 8.6 Members (and advisors) with a declared interest in an item of business would usually be required to leave the room. However, the board may want such an individual to contribute their knowledge and experience to the discussion despite the interest so declared. If this is the case the affected member can remain in the room - functioning as a resource that can be drawn upon to assist the board in their deliberations. The affected member must withdraw at the decision-making stage if the member has a pecuniary interest unless otherwise determined by the Chair of the meeting. In the absence of the Chair or where an item of business relates to the Chair or an interest of the Chair, the meeting shall be chaired by the nominated Deputy Chair if present or by a member selected by the meeting for that purpose.
- 8.7 Provided that a member has disclosed the nature and extent of any material interest and otherwise complies with the above requirements, that member, notwithstanding his or her membership of the LEP:
- may be a party to, or otherwise interested in, any transaction or arrangement with the LEP or in which the LEP is otherwise interested;
  - may be a director or other officer of, or employed by, or a party (directly or indirectly) to any transaction or arrangement with the LEP or in which the LEP is otherwise interested; and
  - shall not, by reason of his membership of the LEP, be accountable to the LEP for any benefit which he derives from any such office or employment or from any such transaction or arrangement or from any such interest and no such transaction or arrangement shall be liable to be avoided on the ground of any such interest or benefit.
- 8.8 Without prejudice to the obligation on members to declare interests, if a question arises at a meeting of the LEP or of a committee of the LEP as to the right of a member to participate in the meeting (or part of the meeting) for voting or quorum purposes, the question may, before the conclusion of the meeting be referred to the Chair of that meeting whose ruling in relation to any member other than the Chair is to be final and conclusive. If any question as to the right to participate in the meeting (or part of the meeting) should arise in respect of the Chair of that meeting, the question is to be decided at by the Deputy Chair at that meeting, for which purpose the Chair shall not participate and is not to be counted as participating in the meeting (or that part of the meeting) for voting or quorum purposes.

## **9. DECISION MAKING**

- 9.1 Most decisions shall be made by consensus. In the event of a consensus not being reached, a decision shall be taken by a vote of those members present at the meeting and entitled to vote. In the event of a decision needing a formal vote, voting shall be by a show of hands and shall be a simple majority vote. In the case of an equality of votes, no member of the LEP is to have a casting vote.
- 9.2 In order to ensure that the LEP is able to progress its business in an efficient manner the LEP can progress its business by using the following written

procedure. Members will receive an email notification which identifies the following:

- i. issue date of the proposal and date that responses are required by
- ii. name of the person or persons making or putting forward the proposal/decision.
- iii. details of the proposal.

9.3 Two working days after the close of responses, members will then be circulated with the details of:

- i. responses received in agreement
- ii. responses received in disagreement
- iii. any mitigating action taken to address members' stated views or concerns
- iv. if a decision is required the voting rules shall be the same as those for a decision taken in a meeting.
- v. if a decision is reached members will also be notified of the date when any decision comes into effect.

9.4 The LEP may delegate any of its powers and responsibilities:

- i. to such person or committee;
- ii. by such means (including by power of attorney);
- iii. to such an extent;
- iv. in relation to such matters; and
- v. on such terms and conditions as the LEP thinks fit.

9.5 The LEP may at any time revoke any delegation in whole or part, or alter the terms and conditions of any such delegation. Committees to which the LEP has delegated any of its powers and responsibilities must follow procedures which are based, as far as they are applicable, on those provisions of these Terms of Reference which govern the making of decisions by members of the LEP and the LEP may make rules of procedure for any committee.

## **10. REPORTING ARRANGEMENTS**

10.1 The LEP will have a close relationship with GMCA, its officers, the 10 Local Authorities, the GM Health and Social Care Partnership, Greater Manchester Police and Transport for Greater Manchester.

10.2 Decisions of the GM LEP are reported promptly, via a copy of the draft minutes, to the next GMCA meeting following the GM LEP. These papers are publicly available. Decisions taken using delegated authority are reported back to the full GM LEP board the following month.

## **ANNEX A: GM LEP MEMBERSHIP 2019-2021**

### **PRIVATE SECTOR MEMBERS 2019-21**

Mike Blackburn	Independent consultant
David Birch	Independent Consultant
Lou Cordwell	Magnetic North (Deputy Chair and SME Representative)
Juergen Maier	Siemens PLC
Chris Oglesby	Bruntwood
Prof Dame Nancy Rothwell	University of Manchester
Richard Topliss	RBS & Manchester Growth Co. chair
Lorna Fitzsimons	The Pipeline
Fiona Gibson	Everyman and Playhouse
Amanda Halford	GE Healthcare
Mo Isap	IN4.0 Group

### **GMCA REPRESENTATIVES 2019-20**

Andy Burnham	GM Mayor
Cllr Sir Richard Leese	GMCA Vice Chair
Cllr Brenda Warrington	GMCA Member
Cllr Elise Wilson	GMCA Member

### **CHAIRS OF STRATEGIC BOARDS**

Iwan Griffiths	PwC
Vanda Murray	Non-Executive Director (Diversity Champion)

**ANNEX B: DECLARATIONS OF INTEREST FORM**



**DECLARATIONS OF INTEREST**

**DATE:**

(To be completed as necessary by all board members and advisors)

**Name:** \_\_\_\_\_.

<b>Minute Ref / Item No</b>	<b>Nature of Interest</b>

**COMPLETE THIS FORM IF YOU HAVE AN INTEREST IN ANY PARTICULAR ITEM ON THIS AGENDA (SEE GUIDANCE OVERLEAF).**

**ANY COMPLETED FORMS SHOULD THEN BE HANDED IN TO ALLAN SPARROW AT THE START OF THE MEETING**



## **GUIDANCE ON DECLARATION OF INTERESTS (AS PER DRAFT TERMS OF REFERENCE)**

1. Subject to point 3) below, members (and advisors) must declare any interests (on the form provided), either at the **start of the meeting or as soon as any potential interest in an agenda item becomes apparent** during the course of the meeting.
2. Members must declare their interest when the business being discussed specifically relates to
  - Their business
  - Any body of which they are a member
  - Any person or body who:-
    - Employs them
    - Makes payments to them
    - Has a contractual relationship with them
  - Any land or property in which they have an interest

This also applies to any close member of their family or person with whom they have a close relationship.

3. For the purposes of the above:
  - An interest of which a member has no knowledge and of which it is unreasonable to expect him or her to have knowledge shall not be treated as an interest of his or hers.
  - In relation to a non-pecuniary interest, a general notice given to the LEP that a member is to be regarded as having an interest, of the nature and the extent specified in the notice, in any transaction or arrangement in which a specified person or class of persons is interested shall be deemed to be a disclosure that the member has an interest in and such transaction of the nature and extent so specified.
4. Members (and advisors) with a declared interest in an item of business would usually be required to leave the room. **BUT** the board may want such an individual to contribute their knowledge and experience to the discussion despite the interest so declared. If this is the case the affected member can remain in the room - functioning as a resource that can be drawn upon to assist the board in their deliberations. The affected member should then withdraw when the decision on the matter is being taken and must withdraw at the decision-making stage if the member has a pecuniary interest unless otherwise determined by the Chair of the meeting. In the absence of the Chair or where an item of business relates to the Chair or an interest of the Chair, the meeting shall be chaired the nominated Deputy Chair if present or by a member selected by the meeting for that purpose.