

## Appendix 2

### Terms of Reference of the CPCA Business Advisory Panel

#### Functions

The Business Advisory Panel will fulfil the following functions:

- A consultative business group, representative of the business community, to inform the Combined Authority Business Board, CA and partners on the issues, needs and opportunities facing the Combined Authority Area's Business community.
- To consider and review the Local Industrial Strategy and provide practical business feedback and guidance to the Combined Authority on its prioritisation, development and effective implementation.
- To comment to the Combined Authority on the Local Industrial Strategy implementation and the Growth Hub activity.

#### Business Advisory Panel Membership and Composition

The membership of the Business Advisory Panel should be representative of the Combined Authority's business community and consist of representatives of local business groups in the area.

It will include members of key business groups in the combined Authority Area including Chambers, FSB, IOD, Social Enterprise, Low Carbon, Manufacturing, Rural, Exporters and other key CPCA business networks. Membership of the Business Advisory Panel will be by invitation through key business groups.

Business Advisory Panel meetings will take place bi-monthly with dates set at the start of each year. Daytime meetings will typically last for 2.5 hours given the breadth of issues to be considered. The format will typically be a presentation on one or two key topic areas and discussion followed by agreed follow up actions. Where appropriate, briefing papers will be provided 5 days in advance of meetings to allow members to gain an understanding of the issues to be debated.

#### Business Advisory Board Member Appointment

Business organisations will be requested to identify and agree the representatives they wish to put forward to be Panel members. Substitutes may attend subsequent meetings.

The Chair and Vice Chair will be agreed by the Panel. Panel Members and Chair will be subject to formal approval of the Combined Authority Business Board

The Panel will report into the Business Board.

Invitations have been sent to the following persons organisations who have all agreed to participate;

Alan Todd	FSB
John Bridge	Chambers of Commerce
Simone Robinson	IOD
Charlotte Horrobin	Make UK
Stuart Gibbons	UKTI Export Champion & Apprenticeship Ambassador
Caroline Hyde	Allia
Hannah Padfield	NFU

The Chair will formally invite the CBI to join the panel. Other members may be appointed by a simple majority of members and observers invited to attend when considered appropriate by a simple majority of members.

## **CPCA Business Advisory Panel**

### **Forward Plan**

Objective: To provide insight for the Business Board on matters that either restrict or increase the growth of SME's in the Combined Authority area, that would enable the Business Board to better meet the objectives laid out the Local Industrial Strategy.

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|-------------|---|
| 27/06/19 AM | Introduction to Local Industrial Strategy – matters arising   |
| 22/08/19 PM | 30 minute sessions on the skills strategy; business growth strategy; inward investment strategy – matters arising                             |
| 24/10/19 AM | 30 minute sessions on the skills strategy; business growth strategy; inward investment strategy – matters arising                             |
| 19/12/19 AM | 30 minute sessions on the skills strategy; business growth strategy; inward investment strategy – matters arising                             |
| 20/02/20 PM | 30 minute sessions on the skills strategy; business growth strategy; inward investment strategy – matters arising;                            |
| 23/04/20 AM | 30 minute sessions on the skills strategy; business growth strategy; inward investment strategy – matters arising; Agree revised forward plan |