

## **Appendix 1**

### **Role Description for Overview and Scrutiny Lead Member for the Business Board**

#### **Background**

The Business Board is the Local Enterprise Partnership (LEP) for the Cambridgeshire and Peterborough region whose accountable body is the Cambridgeshire and Peterborough Combined Authority.

Key Roles of the Business Board:

- ❖ The Business Board is the custodian and plays a vital leadership role in the development of the Local Industrial Strategy.
- ❖ It allocates local growth funds to improve economic opportunity in the area and will monitor the delivery of funded projects.
- ❖ The Business Board develops initiatives to address the local skills challenges and will play a key role in developing the University of Peterborough
- ❖ The Business Board supports applications for the Industrial Strategy Challenge Fund programme

With significant areas of the local economy being considered by the Business Board the Overview and Scrutiny Committee (O&S) has a role in scrutinising the work of the Business Board. In order to do so, an appointed member of Overview & Scrutiny will lead in respect of the work of the Business Board, this member will occupy the position of Lead Member.

#### **Role Title**

Lead Member for Business Board

#### **Role Purpose**

To scrutinise the work of the Business Board, adopting an independent mindset

#### **Role Description**

- Reviewing the Forward Plan, agendas, minutes and reports of the Business Board
- Attending meetings of the Business Board as an observer
- Attending interview panels for Senior Business Board appointments, including Private Sectors Members and Senior Officers
- Attending the Dragons Den (EAP) sessions as an observer
- Reviewing and scrutinising decisions recommended by the Business Board, to the Combined Authority Board  
Liaising with the Chair of the Business Board and officers, to obtain a better understanding of projects
- Reporting findings back to the O&S Committee and Business Board.

#### **Access to Exempt and Confidential Documents**

The Lead Member will not be entitled to copies of:

- (a) of any such document or part of a document as contains exempt or confidential information unless that information is relevant to
  - (i) an action or decision that that member is reviewing or scrutinising; or
  - (ii) any review contained in any programme of work of such a committee or sub-committee of such a committee; or
- (b) of a document or part of a document containing advice provided by a political adviser

The Lead Member will not be permitted to observe meetings of the Business Board where confidential reports and/or documents are being discussed.