

# **Business Communications Group**

## **Governance arrangements**

### **Aim**

To support the Leeds City Region Enterprise Partnership (LEP) by acting as a two-way communications channel to and from the private sector business community across Leeds City Region.

### **Membership**

The Group consists mainly of representatives from the various private sector business representative organisations (which have cross boundary membership) from across the Leeds City Region as well as representatives from key industry sectors. Their involvement with the Group means that they can use their memberships as a dissemination vehicle for and to the LEP.

Representatives on the Group will generally be those who are involved in the day to day activities of their representative organisations rather than a member business.

### **Activities**

The primary role of the Group is to disseminate information about the LEP to and from the private sector business community, but additional activities also include:

- promoting the activities of the LEP amongst the wider private sector business community,
- raising awareness amongst the private sector business community of any events, business support or other activities led by the LEP,
- providing a conduit for feedback to the LEP Board from the wider private sector, business community, so that the LEP Board can consider an appropriate response to issues holding back business growth,
- providing an opportunity for other boards, panels and committees associated with the LEP to engage with the wider private sector business community,
- providing feedback in relation to the recruitment of the LEP Chair, in accordance with the LEP's Recruitment Procedure For Private Sector Representatives,
- providing members, either from the group or from their memberships for possible "task and finish" work groups that may be established to undertake work on behalf of the LEP, and
- being identifiable "point of entry" for those from the private sector, not involved in any LEP related activity, wanting to make contact with the LEP.

The above is not a finite list and may be reviewed from time to time.

### **Meetings**

The Group meets on a quarterly basis and meetings include:

- updates from previous LEP Board meetings including any actions or priorities that the Group should be taking forward,
- feedback from the various representatives about the performance of the local economy including any major barriers to growth or significant changes to economic activity, and
- feedback from any “task and finish” groups that may have been established.

Formal feedback on the activities of the Group to the LEP Board is provided by the chair of the Group.

### **Time commitment**

The Group meets once per quarter and each meeting lasts around two hours. There are occasions when pre-meeting preparation is required or members are asked to participate in “task and finish” work groups or other workshops to help shape LEP policy or service design. This will only take place with the relevant individual’s agreement. The basic time commitment is around half to one day per quarter.

### **Chair**

Ideally, the chair of the group is a private sector representative from the LEP Board as this aids communications as well as facilitating support for the Group by the LEP Board. Regular updates will be provided to the chair about the activities of the group.

However, if the chair is not on the LEP Board then it should be an independent business person at the appropriate level (that is, a senior leader or decision-maker) who is still actively involved in business. The person should be well respected and well networked with the Leeds City Region business community and have a good, broad understanding of the barriers to growth as well as a desire to see the economy grow and prosper.