
Report to: Business Investment Panel

Date: 12 July 2019

Subject: **Governance arrangements**

Director: Director of Corporate Services

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1. Purpose of this report

- 1.1 To note the governance arrangements for the Business Investment Panel.

2. Information

- 2.1 At the time of report publication, it is anticipated that at its meeting on 11 July 2019, the West Yorkshire and York Investment will be asked to appoint the Business Investment Panel as an advisory sub-committee on the **terms of reference** set out in **Appendix 1**. The terms of reference proposed are unchanged from last municipal year.
- 2.2 It is anticipated that the **quorum** of the Panel remains **4 voting members**, to include:
- 2 members of the Combined Authority or local authority co-optee, and
 - 2 private sector representatives.
- 2.3 The West Yorkshire and York Investment Committee will also be asked to appoint a Chair of the Business Investment Panel and Deputy Chair for the Committee.
- 2.4 The resolutions of the West Yorkshire and York Investment Committee meeting will be verbally confirmed to the Panel at the meeting on 12 July.
- 2.5 The dates of Business Investment Panel meetings as approved by the Combined Authority at the annual meeting, are as follows:

12 July 2019; 2 August 2019; 5 September 2019; 9 October 2019;
7 November 2019; 3 December 2019; 8 January 2020; 5 February 2020;
11 March 2020; 2 April 2020; 30 April 2020 and 11 June 2020.

3. Financial Implications

3.1 There are no financial implications directly arising from this report.

4. Legal Implications

4.1 There are no legal implications directly arising from this report.

5. Staffing Implications

5.1 There are no staffing implications directly arising from this report.

6. External Consultees

6.1 No external consultations have been undertaken.

7. Recommendations

7.1 The Business Investment Panel is recommended to note the governance arrangements for the Panel as verbally confirmed to the Panel, further to the meeting of the West Yorkshire and York Investment Panel on 11 July 2019.

8. Background Documents

None.

9. Appendices

Appendix 1 – Terms of reference for Business Investment Panel