

# APPENDIX A – BUSINESS ADVISORY BOARD

## TERMS OF REFERENCE

### 1. Purpose

- 1.1 The Business Advisory Board (“Board”) will provide regional business contribution into the MCA;
- 1.2 The Board will provide a strong, independent and diverse business voice into the work and decision making of the MCA;
- 1.3 The MCA, individual Portfolio Leads, officers of the MCA and the Mayor may consult the Board or its members out with the formal meeting cycle to ensure views of business are taken into account when formulating policy and making decisions;
- 1.4 The Board may be commissioned to carry out work for the MCA.

### 2. Responsibilities

- 2.1 Having regard to the desire to ensure the MCA has access to a strong, independent and diverse business voice, the Board will be established with a role and remit that includes:-
  - 2.1.1 Shape South Yorkshire’s thinking on short and long-term issues of importance to businesses and the region’s economic future, and to ensure these are heard and considered by the MCA to inform its decisions;
  - 2.1.2 Help develop thinking on MCA priorities within the agreed remit and core priorities where the business voice can bring most added value while allowing for agility to respond to emerging issues;
  - 2.1.3 Cover a range of business topics that the MCA is directly involved with and where in-depth business input strengthens its thinking, supports delivery, and secures backing;
  - 2.1.4 Share intelligence which informs the region’s approach to delivering the business facing interventions including business growth, skills programmes, and investments in digital and physical infrastructure;
  - 2.1.5 Serve as a forum to surface issues that the Mayor and the MCA may need to address;
  - 2.1.6 Carry out work commissioned by the MCA; and

2.1.7 Advocating for the region, networking, and engagement regionally.

### **3. Delegated Authority**

3.1 The Board is an advisory body and has no delegated authority. It is not a Committee of the MCA, but is integral to the decision making process to ensure a strong business voice is taken into account.

### **4. Membership**

4.1 Non-MCA membership will be up to 12 members.

4.2 The non-MCA members will be either nominated representatives of business bodies active in the MCA area or will be openly recruited in a transparent process that ensures a mix of experiences, skills and diverse voices.

4.3 The Board will be chaired by a private sector board member, who will be appointed annually at the MCA AGM following agreement between the board members and the MCA.

4.4 The Chair of the MCA Regional Skills Advisory Board will be invited to sit on the Board to support joined up working and communication between these groups.

### **5. Frequency**

5.1 Meetings will be held approximately every 8 weeks

### **6. Secretariat**

6.1 The MCA Executive Team will provide secretariat for the Board.

6.2 Papers and presentations for the meetings, will as far as possible, be circulated to the members of MEAC five clear working days in advance of the meeting.

### **7. Quorum**

7.1 As the Board is non-decision making there will be no minimum attendance required.

### **8. Conflicts of Interest**

8.1 All members must complete a Register of Interests Form within 28 days of being appointed to the Board. This must disclose any disclosable pecuniary interests (as defined in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012) for the Member, their spouse, their civil partner or partner. Completed Register of Interests Forms for all members are published on the MCA website.

- 8.2 It is the responsibility of every member to ensure that their Register of Interests Form is up-to-date and declare any new interests within 28 days of this being known.

### ***Declarations of Interest at Board Meetings***

- 8.3 It is the responsibility of members to declare any disclosable pecuniary interests (as defined in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012) and any other personal interests whether financial or non-financial in specific agenda items at the start of each meeting.

## **9. Transparency**

- 9.1 The membership of the Board together with each members declarations of interest form will be published.
- 9.2 Meetings will not be public meetings and meeting papers will not be routinely published.
- 9.3 For each meeting, a note of the matters considered will be published on-line no later than 10 working days after the meeting.
- 9.4 The Board will publish its annual work programme (if developed) and an annual report detailing its activity in the previous year. This will be presented to the MCA Board by the Chair of the Board.
- 9.5 The Chair of the Board will be invited to attend each MCA Board meetings and may speak at such meetings in a non-voting capacity.

