

Greater Manchester Business Board

Terms of Reference

1. PURPOSE

- 1.1 The Greater Manchester (GM) Business Board provides GMCA with a strong, independent and diverse business voice in the delivery of the Greater Manchester Strategy (GMS)
- 1.2 The GM Business Board is made up of members from both the public and private sector and is central to driving a successful economy across Greater Manchester, addressing the challenges and opportunities presented by the dynamic political and economic context to deliver for all parts of the city region.

2. REMIT AND OBJECTIVES

- 2.1 The GM Business Board will use the insight, experience and expertise of the private sector to add value to key Greater Manchester agendas with a focus on the GMS and its vision of a greener, fairer, more prosperous city-region.
- 2.2 The Board will:
 - Propose an annual set of GMS priorities for the Board to lead on for approval by GMCA. This will include both short term issues and longer term responsibilities to support Greater Manchester's sustainable economic growth and the resources available to do this
 - Support GMCA colleagues and partners to implement these priorities through the provision of advice, guidance and constructive challenge and to help shape and drive their delivery
- 2.3 Alongside this framework, and in line with Government guidance, GMCA may invite the Business Board to contribute to the delivery of broader GM economic priorities. These additional responsibilities will be at the discretion of GMCA and may include:
 - Consultation on emerging plans
 - Feedback on implementation of economic programmes
 - Engagement with districts
 - Endorsement for significant public funding proposals including those relating to functions previously overseen by the GM Local Enterprise Partnership such as Enterprise Zones, Local Growth Fund and Get Building Fund
 - Linking into wider economic plans and engagement structures such as the GM Business Growth Hub, TfGM and LSIP
 - Connecting to wider or pan-regional economic planning organisations

3. ROLE OF MEMBERS

- 3.1 The role of GM Business Board members is to:
 - Make best use of their knowledge and expertise in realising the ambitions of the GMS and related strategies, programmes and projects.
 - Provide the leadership and strategic direction in areas where they have particular skills and experience;
 - Act as an advocate of GM's ambitions in local, national and international contexts

- Represent the GM Business Board on outside bodies that contribute to the wider GMS agenda
- 3.2 All private sector members of the GM Business Board act in an individual capacity and not as representatives of their respective organisations.
- 3.3 All Board roles are non-remunerated and no member, Chair or Deputy Chair receives a salary for their participation.

4. MEMBERSHIP

- 4.1 The GM Business Board has 4 members representing the GMCA and a maximum of 15 private sector members including the Chair, along with any co-opted members as agreed by GMCA. A Deputy Chair will be appointed from either the public or private membership.
- 4.2 Local authority members are agreed by the GMCA and will include the Mayor along with three further GMCA members.
- 4.3** The private sector chair of the GM Business Board is appointed via an open and transparent recruitment process, overseen by the portfolio lead for Economy, Business and Inclusive Growth and approved by GMCA.
- 4.4 The remaining private sector members (including any co-opted members) are appointed using an open and transparent recruitment process overseen by the Chair of the Board and one of the public sector members with the appointments confirmed by the GMCA.
- 4.5 At least one of the private sector members will be appointed or co-opted from a Business Representation Organisation.
- 4.6 The Chair of the GM Business Board has right to attend and speak at GMCA meetings in a non-voting capacity.
- 4.7 GM Business Board works on behalf of all the people of Greater Manchester and recognises that different people bring different ideas, knowledge and perspectives. As part of this commitment, Board membership will be refreshed at the end of each term of office to ensure it continues to reflect the breadth of industrial sectors and businesses of all sizes as well as the diversity of Greater Manchester's people.
- 4.8 The term of office is two years for private sector members and GMCA members are reviewed on an annual basis. For private sector members there is no automatic expectation that their membership would be renewed – this would be dependent on the situation, their skills/contribution and relevant business board issues at the time.
- 4.9 The decision to renew a private sector board member's term for a further two years is for the Chair. In addition, should a Business Board member's situation change radically during their two year term (e.g. moved sector, location, retired etc) their position on the Board could be reviewed/terminated within the two year term at the discretion of the Chair

5. MEETINGS AND DECISION MAKING

- 5.1 The Business Board will meet on a bi-monthly basis unless otherwise determined by the GM Business Board
- 5.2 Meetings will be held in private on a confidential basis including any discussions along with the agenda, minutes and reports subject to any required disclosure under the Freedom of Information Act 2000 – see below.
- 5.3 Most decisions shall be made by consensus. In the event of a consensus not being reached, a decision shall be taken by a vote of those members present at the meeting and entitled to vote – this includes all public and private sector member but excludes co-opted members.
- 5.4 In the case of an equality of votes, no member of the Board (including the Chair) is to have a casting vote.
- 5.5 In order to ensure that the GM Business Board is able to progress its business in an efficient manner the Board may reach a decision outside of formal meetings by written consent

6. CONFLICTS OF INTEREST

- 6.1 All GM Business Board members must declare any personal or prejudicial interests relating to agenda items at the beginning of each Board meeting.
- 6.2 A Register of Interests covering all Board members will be collated and published on the GM Business Board website. The register will be reviewed bi-annually.

7. TRANSPARENCY AND ACCOUNTABILITY

- 7.1 All Board members are expected to abide by the Nolan Principles for Standards in Public Life including selflessness, integrity, objectivity, accountability, openness, honesty and leadership in conduct at all times.
- 7.2 If any Board member does not adhere to these principles their position on the Board could be reviewed/terminated within the two year term at the discretion of the Chair.
- 7.3 The GM Business Board follows the same complaints procedure as GMCA.
- 7.4 The Board is also covered by the GM Whistleblowing Policy which supports people in raising any serious concerns they have about suspected illegal or illegitimate practices within the Board or GMCA.
- 7.5 As part of the GMCA, the GM Business Board is required to respond to Freedom of Information and Environment Information requests.