

Enterprise M3 Board Ltd
COVID 19 Sub Group – Terms of Reference
April 2020

1 Introduction

- 1.1 In recent weeks, it has become increasingly apparent that as for almost all businesses, COVID 19 will have far-reaching implications for Enterprise M3. It is clear already that Enterprise M3 will have to review and re-focus its external programmes of activity as well as review our internal ways of working. It is likely that this will move at pace and this paper sets out a proposed Terms of Reference for a COVID 19 sub-group of the Enterprise M3 Board which will have delegated decision-making powers, including approval of any associated budgets up to £1.5m. It is envisaged that this funding will come from the remaining unallocated funding in our capital programme which currently totals circa £7m or our remaining capital to revenue fund which has a balance of £0.9m.
- 1.2 The role of the COVID 19 sub group will be to discuss and take any business critical decisions relating to Enterprise M3's response to COVID 19. The proposed membership of the COVID 19 sub group includes the Chairs of Enterprise M3's governance structures and this structure will help to ensure that the wider structures of Enterprise M3 are informed of any key decisions. Where timing allows for an issue to be considered by the full Enterprise M3 Board of Directors (or another relevant group within the Enterprise M3 structure) then this will be the preferred decision-making approach.
- 1.3 It is proposed that the COVID 19 sub group has decision making powers, including the approval of any associated budgets up to £1.5m. Following a decision by PMG on 12 March 2020, the Chief Executive has delegated authority to utilise £250k of the Local Growth Fund capital to revenue swap funding to support activity associated with COVID 19. This can be utilised in consultation with the Chair of the Resources, Finance and Audit Committee and the Accountable Body. The COVID-19 sub-group will have the ability to approve any additional funding (up to £1.5m) to support any additional activity.

2. Role of the group

- 2.1 The COVID 19 sub group will consider and take decisions on any business critical issues which require review as a result of the impacts of COVID 19 where it is not possible to obtain a decision from the Enterprise M3 Board and/or Programme Management Group. They will also act as a 'sounding board' where ideas might be 'tested' and discussed ahead of a full meeting of Enterprise M3 Board Directors. In carrying out these functions, it is proposed that the COVID 19 sub group will undertake the following roles:
- Provide recommendations and advice to the Enterprise M3 Board on Enterprise M3's COVID 19 response;
 - Approve expenditure relating to Enterprise M3's COVID 19 response up to a maximum of £1.5m.
 - Provide recommendations and advice to Enterprise M3's other committees – including Nominations Committee, Resources Finance and Audit Committee, Programme Management Group, Local Industrial Strategy Group and Joint Leaders Board.
 - Ensure that the way in which the COVID 19 sub group operates meets the requirements set out in the Enterprise M3 Assurance Framework and the National Assurance Framework.
 - Regularly review its operation to ensure that it remains fit for purpose; and

- Carry out any other relevant functions as required and agreed by the Enterprise M3 Board.

3 Membership

3.1 The following membership is proposed:

Enterprise M3 Chair (to act as Chair of the COVID 19 sub group)

Chair of Resources, Finance and Audit Committee

Chair of Nominations Committee

Chair of Programme Management Group

Chair of Local Industrial Strategy Group

Enterprise M3 lead Board Director on Communications

Chair of Joint Leaders Board

Accountable Body representative

Chief Executive

3.2 Guests can be invited at the discretion of the Chair.

4 Frequency of Meetings and Quorum

4.1 COVID 19 sub group meetings will generally take place by video conference on a fortnightly basis. The frequency of meetings will be monitored on a regular basis so that meetings only take place when there is a clear need to do so.

4.2 When necessary the Chair of the COVID 19 sub group can convene extraordinary meetings.

4.3 A meeting will not be quorate unless four members are present.

4.4 Decisions will be taken by consensus, where the COVID 19 sub group is unable to reach consensus, the Chair may judge a majority decision on an item or refer a decision to the Enterprise M3 Board.

4.5 Minutes will be taken for all COVID 19 sub group meetings, clearly indicating the recommendations made to the Enterprise M3 Board. As the COVID 19 sub group is decision-making, papers and minutes from meetings will be published on the Enterprise M3 website in line with the requirements set out in Enterprise M3's Assurance Framework.

5 Conflicts of Interest

5.1 Normal Enterprise M3 procedures around conflicts of interest will apply. COVID 19 sub group members will be asked to provide details of any relevant interests upon being admitted to the group, and conflicts of interest will be a standard item on the COVID 19 sub group agenda.

6 Review

6.1 The LEP shall review the effectiveness of the COVID 19 sub group on an ongoing basis to ensure it is fit for purpose. It is proposed that the ongoing need for this sub-group is formally reviewed at each Enterprise M3 Board Meeting.

6.2 The overarching principle will be to disband this sub-group as soon as possible and go back to Enterprise M3's standard decision-making processes.