

South East Business Support Advisory Board

TERMS OF REFERENCE

Purpose

To oversee the development of a Regional Business Support Simplification Programme (BSSP) Transition Management Plan and the development of a regional business support strategy

Objectives

The role of the Advisory Board will be:

- To advise on the scope and principles of the Transition Management Plan in line with the principles and policy framework developed at national level
- To act as champions of business support simplification in the region
- To monitor progress towards milestones in the Transition Management Plan
- To ensure business support in the region is made simpler for businesses by reducing the number of services on offer, making them easier to understand and improving access
- To advise on the migration of existing services to the new BSSP portfolio
- To provide ongoing review of business support in the region and to ensure it meets regional, sub-regional and local needs
- To be alert to re-proliferation of business support services and to act as the guardians of a simplified business support structure
- To advise on the development of a regional business support strategy within the national BSSP framework
- To advise on future arrangements for Business Link and to champion Business Link as the primary access channel for business support
- To engage all parties with an interest in business support and to ensure there is effective communication with them
- To ensure effective links between this Board and the regional Employment and Skills Board.

Links to national governance of business support

The National Transition Management (later to be Strategic Management) Board will set the national framework for BSSP transition and subsequent business support policy. The South East Business Support Advisory Board is part of a network of nine regional bodies which will provide reports through the RDA to the national body. The national Transition Management Board will review and sign off the regional Transition Management Plans.

Membership

The membership of the South East Business Support Advisory Board will comprise:

- Institute of Chartered Accountants in England and Wales
- Institute of Directors
- CBI South East region
- Federation of Small Businesses
- Engineering Employers Federation (South)
- South East England Chambers of Commerce and Industry
- Business Link (current chair of the SE BL consortium)
- South East Sector Consortia (representative)
- Sub Regional Strategic Partnerships (representative)
- Third Sector (representative)
- Local Authority (representatives)
- SE Sector Skills Councils (representative)
- Higher Education South East
- Association of South East Colleges
- SEEDA
- Government Office for the South East
- Learning and Skills Council
- SEERA
- UKTI
- Jobcentre Plus

Other organisations may be co-opted to the Board by agreement of existing members. Members are expected to communicate effectively with the members of their own networks and organisations.

Chairmanship

The Board will be chaired by the Executive Director, Global Competitiveness, SEEDA.

Secretariat

Secretariat for the Board will be provided by SEEDA

Frequency of meetings

The Board will meet quarterly, or at intervals agreed by the members.

Decision making

The Board's role is advisory, and all viewpoints will be heard and recorded. It is not anticipated that a mechanism is required for decision making where there is not unanimity of opinion or a broad consensus.

[As at 15 April 2008]