

NEW ANGLIA LOCAL ENTERPRISE PARTNERSHIP GROWING BUSINESS FUND PANEL

TERMS OF REFERENCE

1. The role of the Growing Business Fund (GBF) Panel (the Panel) is:

- 1.1. To provide a forum to consider GBF grant applications (via Panel Reports and other information prepared and presented by Finance East) by approving (including setting conditions if necessary) or rejecting and providing other advice or recommendation on submitted applications according to a set of published guidelines issued by New Anglia.
- 1.2. To provide support to the New Anglia Local Enterprise Partnership (New Anglia) and its partner organisations to promote and deliver the GBF programme.
- 1.3. To provide advice or recommendations on GBF grant applications and delivery processes as required by New Anglia, Suffolk County Council as a GBF Accountable body or its partner organisations.

2. Membership of the Panel

- 2.1. The Panel comprises of one representative from each of the following seven organisations or sectors:
 - 2.1.1. New Anglia - Executive
 - 2.1.2. New Anglia - Board (Private Sector Member)
 - 2.1.3. Private Sector (1)
 - 2.1.4. Private Sector (2)
 - 2.1.5. Private Sector (3)
 - 2.1.6. Norfolk County Council
 - 2.1.7. Suffolk County Council

Individual Panel Members, who will be of suitable seniority and experience, will be invited by New Anglia to join the Panel.

- 2.2. Current Panel Members are listed by name in the attached Annexe 1, which will be updated annually in April. Each Panel Member will be expected to sign a Declaration, in the form attached at Annexe 2, in

confirmation of their appointment to the Panel and acceptance of these Terms of Reference.

- 2.3. Two Private Sector representatives will take the roles of Chair and Deputy Chair of the Panel. The full Panel will elect them on an annual basis, at its April meeting.
- 2.4. Membership of the Panel is undertaken on a voluntary basis.
- 2.5. Membership of the Panel is for twelve months (1 April – 31 March), renewable at the discretion of New Anglia and confirmed or otherwise at the April Panel meeting, unless a Member's appointment is terminated under paragraphs 2.6, 2.7 or 2.8 below.
- 2.6. A Panel Member may terminate his or her Membership by giving at least three months' notice in writing to New Anglia.
- 2.7. New Anglia may terminate the Panel Membership of any Member if he or she does not act at all times in accordance with these Terms of Reference.
- 2.8. Panel Membership will be terminated if the GBF programme comes to an end.

3. Panel Meetings

- 3.1. Panel meetings will be chaired by the appointed Chair of the Panel, or in his or her absence, by the appointed Deputy Chair. Should both Chair and Deputy Chair be absent, the remaining Panel Members will elect a Chair from within their number, for that meeting only.
- 3.2. A minimum of four Panel Members will be required to render a meeting Quorate, failing which no formal business should be conducted, and the meeting should be re-arranged for a new date.
- 3.3. Panel meetings will be held monthly, with dates, times and locations determined at least three months in advance. Meetings will be located evenly between venues in Norfolk and Suffolk, and arranged and coordinated by New Anglia.
- 3.4. Panel Members will be expected to attend at least 8 (eight) meetings a year. Any apologies should be advised to New Anglia at least one week before meetings are held. New Anglia will take Members previous

attendance records into account when considering renewal of annual Membership.

- 3.5. Panel Members unable to attend a meeting should ensure that they submit a vote, with any further comment considered relevant, on each grant application to be tabled at that meeting, so that a complete set of Members views may be taken into account in reaching a final decision, to New Anglia and Finance East.
- 3.6. No grant awards can be made unless at least four Panel Members vote to support the application.
- 3.7. Panel Members should not enter into any discussion on applications submitted prior to a meeting, other than to clarify matters of detail in relation to those applications. Opinions on the eligibility or quality of applications should be reserved for Panel meetings. Questions on matters of detail should be submitted to Finance East, who will respond to all interested parties to ensure consistency of information.
- 3.8. If a Panel Member has either a personal or professional interest in any organisation or project to be considered by the Panel, he or she should declare his or her interest before any discussion on that project commences. This Panel Member will have no right to vote on that particular application.
- 3.9. Representatives of GBF programme delivery partner organisations may attend Panel meetings in an Advisory capacity only; they will not have a right to vote.
- 3.10. No other attendees will be permitted at meetings unless at the specific request of New Anglia.
- 3.11. Suffolk County Council will record Minutes of meetings, and the GBF Coordinator will circulate copies subsequently to all attendees. Suffolk County Council and New Anglia will each retain a copy in secure files, for use in the event of subsequent correspondence in relation to meetings held. Minutes are not publically available as they might contain sensitive commercial information. As a Public Authority, Suffolk County Council, and New Anglia are subject to the provisions of the Freedom of Information Act 2000.

4. This Terms of Reference document

- 4.1. This Terms of Reference document is approved by New Anglia and the Panel jointly, and signed as such by a New Anglia Executive, and the Chair of the Panel.
- 4.2. This Terms of Reference document will be reviewed by New Anglia and the Panel annually, at the Panel’s April meeting.
- 4.3. Exceptional changes to this Terms of Reference document may be considered at other times, at the discretion of New Anglia. Such changes should be considered as a formal Agenda item at a full Panel meeting. Approval will require at least four Panel Members voting in favour of the proposed change.

THIS TERMS OF REFERENCE DOCUMENT WAS DULY APPROVED ON

..... (date)

Name	Nataliya Klymko	Mike Burrows
Position	GBF Coordinator	Chair of the Panel
Signature		

ANNEXE 1 - GBF Panel Members

No	Name	Panel Role	Organisation / Sector
1	Mike Burrows	Chair	Private Sector
2	Mark Prince	Deputy Chair	Private Sector
3	Jeanette Wheeler	Panel Member	Private Sector
4	Davina Tanner	Panel Member	New Anglia - Board
5	David Dukes	Panel Member	Norfolk County Council
6	Mike Dowdall	Panel Member	Suffolk County Council
7	Julie West	Panel Member	New Anglia - Executive

THIS PANEL MEMBERSHIP WAS DULY APPROVED ON

..... (date)

Name	Nataliya Klymko	Mike Burrows
Position	GBF Coordinator	Chair of the Panel
Signature		

ANNEXE 2 – GBF Panel Membership Declaration

I hereby declare that I accept New Anglia Local Enterprise Partnership’s invitation to become a Member of its Growing Business Fund Panel and contribute my time, skills and knowledge to support New Anglia Local Enterprise Partnership and its partner organisations Finance East and Suffolk County Council in order to successfully deliver the Growing Business Fund programme according to its main targets and objectives.

I am fully aware that I must endeavour at all times to comply with all the conditions of the Growing Business Fund Panel Terms of Reference document.

Full name	
Position	
Organisation	
Full address	
Tel.	
Mob.	
E-mail	
Date	
Signature	