

One Surrey Growth Board – Terms of Reference (2024)

Purpose and Responsibilities of the Board

The One Surrey Growth Board (OSGB) is the Council’s main strategic economic advisory board that can meaningfully be involved in constructive check and challenge for local decision-making, consultation on key strategies, and provide feedback on the implementation of economic growth programmes and policies.

The One Surrey Growth Board will:

- play a key role in supporting the development and endorsement of key economic strategies that provide the strategic framework for activity (such as the *Plan for Growth* and *Surrey Skills Plan*).
- perform an influencing function to inform, advise, and endorse key SCC decisions regarding Surrey’s economic strategies, funding decisions and related activity.
- act as a strategic economic advisory mechanism for Surrey County Council Cabinet.
- be responsible for seeking external funding opportunities, and act as a strong vehicle for leveraging match funding to support the development and delivery of key projects to support growth.

Meetings

One Surrey Growth Board meetings will take place in-person on a quarterly basis. The location of meetings will be different each quarter and when possible, rotate around the county. There will be the option to host informal ad-hoc virtual and/or in-person meetings between quarterly meetings (e.g. based on specific topics of interest or to get Board Member input into time-sensitive issues).

Meetings will be held as closed meetings, but the meeting agenda will be published on the Business Surrey website one week in advance of the meeting and minutes will be published within two weeks of the meeting being held. Meetings will not be recorded.

Connection with other Boards and Groups

The OSGB is a forum to support the review / consultation of upcoming SCC Cabinet and Council decisions related to economic growth and positioned to make recommendations or written submissions that will go to Cabinet as part of the formal decision-making process.

The Growth Board will also ensure appropriate delivery mechanisms are in place, utilising the network of Programme Steering Groups including the Surrey Place Leaders

Group, Surrey Skills Leadership Forum and the Surrey Innovation Board, to help achieve the ambitions of the Board and delivery of the local economic strategy.

It is important that there is a clear and strong connection between the Surrey Business Leaders Forum (SBLF) and the OSGB. The SBLF will act as an advisory forum responsible for feeding a broad business perspective into the OSGB discussions, as representatives of the larger and diverse businesses in Surrey. The connection between the two groups will be established through the OSGB Vice-Chair role, which will be held by the Chair of the SBLF. In addition, the OSGB membership will have a private sector majority with six SBLF members nominated to act as business representatives on the Growth Board. The six business representatives will comprise:

- 1 SME (Small and medium-sized enterprise)
- 1 large business (250+ employees)
- 2 Employer Representative Bodies
- 2 businesses from a priority sector (Priority sectors currently include Cyber Security, Gaming, Artificial Intelligence, Automotive, Space, TV/Film/CreaTech, Life Sciences, Animal Health, Med/Bio Tech, and AgriTech & FoodTech).

Private sector representatives must attend both SBLF and OSGB meetings to ensure they are able to contribute informed input into discussions – memberships will be reviewed and could be revoked if private sector Forum and Board Members are unable to consistently attend both meetings. There will be an opportunity to refresh the private sector representatives sitting on the One Surrey Growth Board every two years.

Membership Criteria

The Board will comprise of a mix of public and private sector representatives, combining business voice with wider contributing partners (such as those from the education sector and Districts & Boroughs). The OSGB membership has a private sector majority to ensure the Board provides an independent voice and diverse business representation, to support local democratic decision-making processes relating to the economy. The Board will be comprised of 12 members and nominees will sit on the OSGB as a representative of a local organisation, business, or sector. The table below sets out details of the OSGB membership and the recruitment process:

Count	Membership	Recruitment Process
1	<p>Chair</p> <p>Matt Furniss</p>	<p>The Chair of the OSGB will be the Cabinet Member with Portfolio for Economic Growth, to ensure the views of the Board can be reflected in the local democratic decision-making processes of the County Council in respect of economic growth.</p>

1	Vice-Chair Chris Hurren	The Vice-Chair will be Chair of SBLF to bring a strong independent business voice represented through the wider Surrey Business Leaders Forum membership.
2	District and Borough representative Cllr Ann-Marie Barker (Leader) Andrew Pritchard (Chief Executive)	The District and Borough representatives will be nominated by the Borough and District Chief Executive and Leaders Groups. 1 Leader and 1 Chief Executive.
1	Higher Education representative Will Davies	A Higher Education representative will be agreed between the Surrey Universities.
1	Further Education representative Gary Headland	A Further Education representative will be nominated by the FE Principals Group.
6	Business Representatives Bruce Penson (SME) Mike McNicholas (Large business) Tracey Blandford (ERB) Louise Punter (ERB) Andrew Cawthorne (Priority sector) Helen Foord (Priority sector)	In addition to the Vice-Chair, a further six business representatives will be nominated by the Surrey Business Leaders Forum based on the following criteria: <ul style="list-style-type: none"> - 1 SME - 1 Large business (250+ employees) - 2 Employer Representative Bodies - 2 priority sectors.

OSGB members will sit on the Board for a 2 year term. Every 2 years the membership will be reviewed and refreshed to ensure representation remains relevant according to the roles and responsibilities, as set out in the Terms of Reference.

Role and Expectations of Board Members

Members of the One Surrey Growth Board pivotal in shaping and steering the economic future of Surrey. They will work in partnership with other stakeholders and senior business leaders across Surrey to influence, endorse, feedback, and inform the economic and infrastructure priorities, policies, strategies, and action plans in the local area. All Board Members hold an impartial role and are required to act in the best interests of the public, avoiding any unethical financial, professional or political gain on

the part of such individuals and their spouse or partner. As such, specific expectations are set to ensure active and meaningful participation:

- **Active Engagement:** Members must actively participate, attending in-person meetings and contributing to discussions with insights from the area or sector that they are representing. If members miss more than 2 meetings without providing apologies / delegated representation, the membership will be reviewed with the Chair.
- **Representation:** Members are expected to represent their area or sector's wider interests and perspectives, advocating for policies and initiatives that promote economic growth and sustainability across Surrey. It is expected that Board Members representing several organisations (such as those from the Higher Education, Employer Representative Bodies, and Further Education sectors) meet with their peers / other representatives frequently between Board meetings to understand the wider view of the sector and ensure all parties collectively inform and support the continuing economic work programme.
- **Ambassadorship:** Acting as an ambassador for the Board and Council, members should promote the shared economic growth objectives within their network, encouraging collaboration and support for the Board's decisions and ambitions. This may also include contribution to the wider economy and growth work programme outside of meetings as required.

Board Members are required to complete and return the **Register of Interest**, and agree to the One Surrey Growth Board **Code of Conduct** policy – see Appendix.

Role of the Board Chair

The One Surrey Growth Board Chair holds responsibility for bringing together public and private sector representatives to act as an informal economic advisory mechanism for Surrey County Council's Cabinet, ensuring collaborative and productive conversations during Board meetings to help inform local decision-making in relation to economic growth. The Chair is a representative role which considers Surrey's economic strategy interests, views of the representatives and sectors, local partners and stakeholders, and local economic needs and opportunities. The Chair must also hold Board Members accountable to act in accordance with the Code of Conduct, and consider and review any conflicts of interest that may be raised by Board Members during meetings.

The Council are also committed to the importance of a strong business voice by introducing the Vice-Chair format to the Board, that combines the democratic leadership of an elected Cabinet Member with the Chair of the newly enhanced Surrey Business Leaders Forum. This format will ensure that both the Chair and Vice-Chair are sighted on the agenda ahead of meetings, working collaboratively to shape the focus of meetings to bring together democratic leadership and accountability with business voice.

Appendix

Code of Conduct

All Members of the One Surrey Growth Board are required to operate in accordance with the Code of Conduct on commencing their membership of the Board. It is the role of the Chair to uphold the integrity of the One Surrey Growth Board meetings, and Board Members will be held to account by the Chair to act in line with the behaviours as set out in the Code of Conduct.

1. As a Member of the One Surrey Growth Board you are required to act in accordance with the Nolan Principles of public life:
 - a. **Selflessness** – Board Members are expected to act solely in terms of the public interest
 - b. **Integrity** – Board Members are expected to avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their role on the Board
 - c. **Objectivity** – Board Members are expected to act and take decisions impartially, fairly and on merit using the best evidence and without discrimination or bias
 - d. **Accountability** – Board Members are accountable to the public and other Surrey stakeholders for their decisions and actions
 - e. **Openness** – Board Members are expected to act and take decisions in an open and transparent manner
 - f. **Honesty** – Board Members are expected to be truthful. This includes declaring any conflicts of interest and taking steps to resolve such conflicts
 - g. **Leadership** – Board Members are expected to actively promote and support these principles by applying them to their own behaviour and challenging poor behaviour.

2. When acting in your capacity as a Member of the One Surrey Growth Board:
 - a. You must treat your fellow Board Members, members of staff and others you come into contact with when working in their role with respect and courtesy at all times.
 - b. You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
 - c. You must not place yourself under a financial or other obligation to outside individuals or organisations that might be reasonably regarded to influence you in the performance of your official duties.
 - d. When carrying out your duties as a Board Member, you must make all choices and decisions based on evidence, being as open as possible about your decisions and actions, and should be prepared to give reasons for those.
 - e. You must declare any actual or perceived private interests, both pecuniary and non-pecuniary, including membership of any Trade Union and political party,

that relates to your duties as a Board Member. You must take steps to resolve any conflicts, following the procedures set out in the Register of Interest document.

You must promote and support high standards of conduct when serving as a Board Member, in particular as characterised by the above requirements, by leadership and example