

APPENDIX 1

Sheffield Diverse Business Advisory Board

Terms of Reference: Draft

1 Ambition:

- The Sheffield Diverse Business Advisory Board will be more representative of the city's diverse business base, advising on issues relevant to all areas of business resilience and growth.
- This includes:
 - Businesses starting up.
 - More businesses growing and accessing the support they need to survive, **be more productive, more innovative, be more sustainable and thrive and prosper.**
 - Increasing the number of businesses from outside of the city to invest, employ and scale their businesses in Sheffield.
- By discussing ways in which businesses engage with the Council and its city stakeholders the Sheffield Diverse Business Advisory Board will influence the Council and city stakeholders to become more business friendly in both its customer service and its communication.

2 Focus: The Business Board will:

- Be more representative of the city's diverse business base to oversee and advise on matters relating to Sheffield's economic growth and how economic and business growth strategies effect Sheffield's diverse business base. This includes representative from businesses from SMEs and BAME led businesses.
- By discussing ways in which businesses benefit from business support and business growth strategies it will influence future economic strategy and inform how businesses access and engage with business focussed services, within the Council and the city to shape future business support proposals.
- To inform and influence Sheffield City Council on how businesses access and engage with other business focussed services within the Council, supporting the Council to become more business friendly in its communication and customer service where businesses are its main customer.

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- Support and challenge the Sheffield Council Executive in order to ensure excellent standards of delivery and inclusivity; constantly seeking to maximise Sheffield's economic growth opportunities.
- Act as a Champion and advocate for the city's private sector, providing a business perspective to help shape Sheffield's business environment. Develop the Board alongside other business facing services of the Council and in collaboration with the Sheffield Chamber and BAME business owners.

3 The Role of Board members includes:

- **Advisory:** The Advisory Board will feed into the Economic Development and Skills Policy Committee, Sheffield City Council, where key learnings will be fed into the Policy Committee via the Council's Economic Development, Skills and Culture teams in an advisory capacity.
- **Critical Friend:** Hold public bodies to account in a constructive and purposeful manner to ensure commitments and ambitions are fulfilled.
- **Sounding Board:** Act as a source of innovation and encouragement, supporting inclusive and ambitious growth targets and aspirations to enable the city to realise its full potential.
- **Collaboration:** Work with and support local partners to ensure that future inclusive growth plans and strategies align and engage with Sheffield's diverse business base.

4 Board Membership:

- Members of the Board will be drawn from the private sector (representative of the city's SME business base), Sheffield City Council (Senior Officers), Sheffield Chamber of Commerce and the wider Sheffield economic ecosystem and a REC (Race Equality Commission) Commissioner.
- Private sector Board members are senior business representatives e.g. Managing Directors, CEO, Senior Partner and business owners.
- Members are appointed for 12 months in the first instance, with membership and the roles of Chair and Vice Chair being reviewed annually. Members will serve for a maximum of 2 years.

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- Board members are selected by Business Sheffield, Sheffield City Council's and city stakeholders strong business relationships with diverse Sheffield businesses with support and challenge from a member of the Race Equality Commission.
- A Senior Council Officer will Co-Chair the Advisory Board, supported by a Co-Chair from the private sector.
- Board membership will not exceed 18 members unless agreed otherwise. Members are appointed in their own right and are not required to send a substitute should they be unable to attend a meeting.
- Board membership recruitment will always meet the Race Equality Commission final report recommendations, ensuring Board members are recruited on merit and be drawn from a diverse and inclusive business base.

5 Meeting Format

- The Board will meet x 4 per year and meetings will commence at 4pm and finish by 6pm.
- The location will be agreed, and members notified at least 4 weeks in advance of the meeting. It is important that different venues are used to ensure the Board is connected into communities and to highlight some of Sheffield's key facilities outside of the city centre and all will be easily accessible by public transport. Virtual attendance will also be made available via a secure connection and all meetings will be recorded and minutes provided following the meeting.
- Where a Board member is unable to attend 3 consecutive meetings they will be asked to step down. Board membership will be discussed to ensure that the Board remains representative and inclusive of Sheffield's business and public sector landscape.
- Board members should declare any interests at the start of Board meetings. Declarations of interest will be recorded in the notes of meetings.
- The Chair and Co Chair will agree the agenda and papers for each meeting.
- Papers will be issued five working days before the meeting and a meeting note will be issued within two weeks of the meeting date.

6 Support for the Board:

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- The Board is supported through the Business Sheffield team of Sheffield Council, who will be responsible for the organisation and minute taking. For further information please contact Yvonne Asquith, yvonne.asquith@sheffield.gov.uk .