



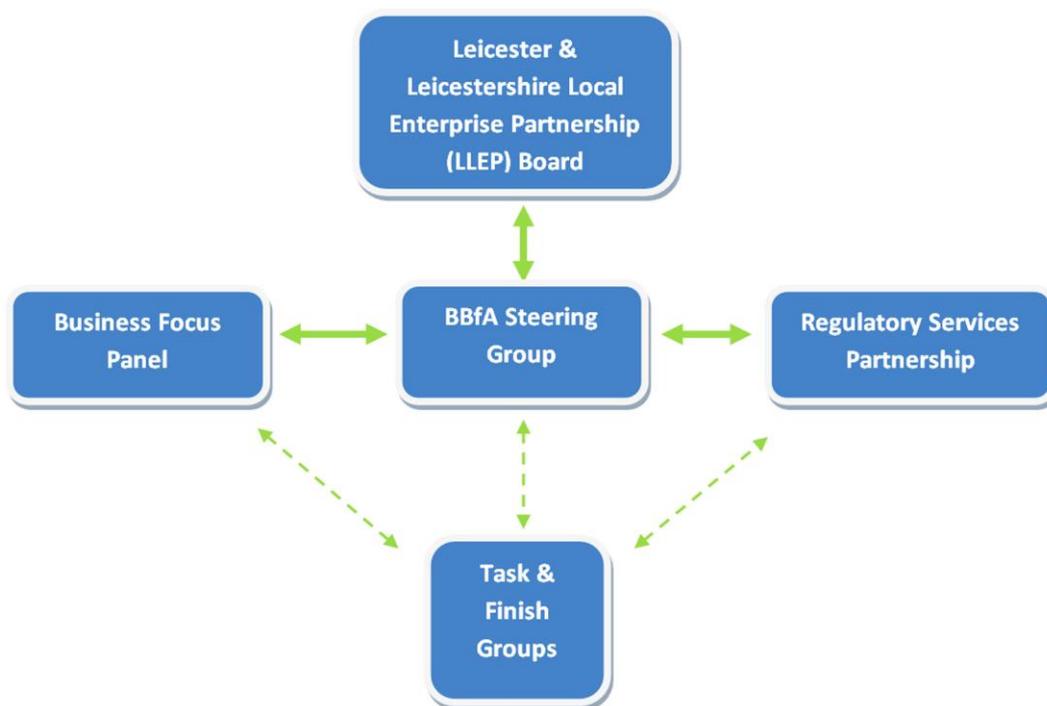
## Delivery of Better Business for All in Leicester and Leicestershire



### Introduction

The right structure to deliver a Better Business for All programme will vary in different LEP areas depending on existing arrangements in place. The approach taken in Leicester and Leicestershire is described in this paper. It is an approach that has worked for the initial stages of the programme as priorities were identified and work plans developed. The structure may evolve as the programme moves on from the development stage.

### Governance structure



## Delivery of Better Business for All in Leicester and Leicestershire

The LLEP Board has 17 members, 8 of which are from the private sector. The Board is the decision making body of the Local Enterprise Partnership.

The BBfA Steering Group comprises both representatives of business and regulatory services. The group is chaired by a LLEP Board member which ensures that the LLEP is kept abreast of developments in the programme and is able to influence and contribute. The Steering Group provides direction to the programme.

The Business Focus Panel (BFP) has members from local business support organisations and trade associations. It is chaired by the Chief Executive of Leicestershire Chamber of Commerce. The BFP is a critical friend to the programme and a consultative mechanism for regulatory services.

The Regulatory Services Partnership (RSP) comprises managers of both local and national regulatory services. Through the partnership managers are working collaboratively to develop a more efficient and effective local regulatory system which supports economic growth. The RSP is chaired by Head of Regulatory Services for Charnwood BC.

A Task & Finish group could be convened by any of the groups detailed above. The role of Task & Finish groups has been to discuss and develop particular activities / products

### **Delivery mechanisms**

The programme is delivered by all partners involved with the programme. However there is a structure in place to ensure this is as smooth as possible.

The Steering Group and RSP both have work programmes against which progress is measured.

The Steering Group in setting the direction of the programme may task either the BFP or RSP to address a particular issue. Both RSP and BFP may also decide to undertake a particular piece of work and this will be reported back to the Steering Group for decision or information.

There is a dedicated Business Support Officer post within the LLEP Support team. It is the role of this post to be the central co-ordinating hub of the programme. The post is the link between all 3 programme groups and workplans. The BSO circulates meeting papers and takes the notes. In addition the BSO also maintains the Business Support scheme, the website and produces the weekly email that is sent to all regulatory staff and other interested parties. This post has been funded through contributions from local authorities and the Environment Agency.



## Steering Group Terms of Reference



### Title

The programme will be known as *Better Business for All*. There will be a Steering Group which will provide direction to the programme.

### Aim

The aim of the programme is to create the conditions for an effective and efficient regulatory system to support business growth through removing real and perceived regulatory barriers.

### Key objectives

The programme will develop a new relationship between businesses and regulatory services through:

- Seeking to reduce the regulatory burden on businesses, whilst ensuring compliance.
- Promoting two way communication between businesses and regulatory services.
- Improving the business perception of regulators.
- Supporting regulators to find the right balance between encouragement, education and enforcement.
- Developing a joint offer of support from regulatory services for businesses.
- Building trust of both regulators and businesses.
- Advising government how to do things better for both businesses and regulators.

### Remit

The programme will be accountable to the Leicester and Leicestershire Local Enterprise Partnership (LLEP) Board.

The Steering Group will establish, where appropriate, Task & Finish groups to complete specific tasks to ensure objectives are achieved. The membership of Task & Finish groups will reflect the nature of the task. The Task & Finish groups will be accountable to the Steering Group.

The Steering Group will regularly liaise with the Business Focus Panel to ensure the programme is meeting the needs of local businesses.

The Regulatory Services Partnership will be represented on the Steering Group.

## **Membership**

Membership of the Steering Group will include a nominated representative at an appropriate level of seniority from the following organisations:

LLEP Board member  
Federation of Small Businesses  
Leicester Asian Business Association  
Leicestershire Chamber of Commerce  
Leicestershire Fire & Rescue Service  
Environment Agency  
Health & Safety Executive  
HMRC  
Leicester City Council Regulatory Services  
Leicestershire County Council Trading Standards  
District Councils Environmental Health (including Licensing)  
Department of Business, Innovation and Skills (observer)

A designated alternative may attend meetings although this is to be discouraged.

The Steering Group may co-opt additional members on a permanent or temporary basis according to need.

## **Chair**

The Chair of the Steering Group will be the nominated LLEP Board member.

## **Administrative Support**

Administrative support will be provided by the LLEP Support team.

## **Meetings**

During the first 12 months the Partnership will meet every 6 weeks. Meetings will take place 2 weeks before LLEP Board meetings. Meeting dates will be set in advance and notified to all members.

## **Review**

Terms of reference will be reviewed annually and as appropriate throughout the year.



## Business Focus Panel Terms of Reference



### Title

The Business Focus Panel, established as part of the *Better Business for All* programme, will be known as the 'Leicester and Leicestershire Business Focus Panel'.

### Role

The role of the Focus Panel is to provide a wider business perspective to the *Better Business for All* programme to ensure the programme is having a positive impact.

### Remit

The Focus Panel will liaise with the *Better Business for All* Steering Group.

The Focus Panel will:

- Act as a critical friend to the *Better Business for All* programme.
- Contribute to measuring the performance of the *Better Business for All* programme.
- Act as a conduit to the businesses in Leicester and Leicestershire that they represent.
- Contribute to consultation exercises.
- Nominate members to sit on Task & Finish groups where appropriate.
- Promote *Better Business for All*.

### Membership

Membership of the Focus Panel will include nominated representatives from:

Federation of Small Businesses  
Leicester Asian Business Association  
Leicestershire Chamber of Commerce  
National Federation of Retail Newsagents  
Business Support Organisations  
Trade Associations

Additional members from Trade Associations will be encouraged; however, individual businesses will not form part of the membership.



Leicester & Leicestershire  
Enterprise Partnership

### **Chair**

The Chair of the Focus Panel will sit on the *Better Business for All* Steering Group.

### **Administrative support**

Administrative support will be provided by the LLEP Support Team.

### **Meetings**

During the first 12 months the Partnership will meet every 8 weeks. Meetings will take place 2 weeks before *Better Business for All* Steering Group meetings. Meeting dates will be set in advance and notified to all members.

In addition where consultation with the Focus Panel is required outside of the planned meeting schedule email responses may be sent from Focus Panel members.

### **Review**

Terms of reference will be reviewed annually and as appropriate throughout the year.



## Regulatory Services Partnership Terms of Reference



### Title

The Partnership will be known as the 'Leicester and Leicestershire Regulatory Services Partnership' (LLRSP).

### Aim

The aim of the Partnership is to develop and manage the local regulatory system in Leicester and Leicestershire in a way which better protects the public, the environment and supports business growth.

### Key objectives

The Partnership will work smartly and collaboratively to:

- Keep track of developments in public health and welfare, the environment and economy of Leicester and Leicestershire.
- Monitor and support business compliance with regulation.
- Increase public and business engagement in the management and running of the regulatory system.
- Raise public and business awareness of the positive contribution of regulation to public protection and business growth.
- Strengthen the capability and capacity of local regulators.
- Reduce the cost and burden of local regulation to the public and businesses.

### Remit

The Partnership will liaise and report to the Leicester and Leicestershire Local Enterprise Partnership (LLEP) via the *Better Business for All* Steering Group.

The Partnership may establish Subgroups and Task & Finish groups to undertake specific pieces of work. The membership of Task & Finish groups will reflect the nature of the work. The Task & Finish groups will be accountable to the Leicester and Leicestershire Regulatory Services Partnership.

## Delivery of Better Business for All in Leicester and Leicestershire

The Partnership will regularly liaise with the Business Focus Panel to ensure regulatory services are responding to the concerns of business.

The Partnership will be represented on the *Better Business for All* Steering Group.

### Membership

Membership of the Partnership will include a nominated representative at an appropriate level of seniority from the following organisations:

Blaby District Council	Leicester City Council
Charnwood Borough Council	Leicestershire County Council
Environment Agency	Leicestershire Fire & Rescue Service
Harborough District Council	Melton District Council
Health & Safety Executive	North West Leicestershire District Council
Hinckley & Bosworth District Council	Oadby & Wigston Borough Council
HMRC	

A designated alternative may attend meetings as required.

The Partnership may invite additional members on a permanent or temporary basis according to need.

An open invitation to attend the partnership meetings will be extended to:

Leicestershire Constabulary	OFSTED
Border Agency	Care Quality Commission
DEFRA	Office of Fair Trading
Job Centre Plus	Food Standards Agency
Security industries Authority	

### Chair

The Chair of the Partnership will represent the Partnership on the *Better Business for All* Steering Group.

### Administrative Support

Administrative support will be provided by the LLEP Support team. Minutes will be drafted within 2 weeks of the meeting.

### Meetings

During the first 12 months the Partnership will meet every 8 weeks, or as appropriate. Meeting dates will be set in advance and notified to all members.

### Review

Terms of reference will be reviewed annually and as appropriate throughout the year.