

Digital Creative Industries Business Group

Terms of Reference

Purpose

The purpose of the business group is to bring together private and public sector representatives with an interest in supporting the growth of digital creative industries across Coventry & Warwickshire.

This group aims to support business creation, sustainability, growth and competitiveness, by focusing of the following priorities:

- Business Support
- Inward Investment
- Property/ infrastructure
- Skills

Roles and responsibilities

To oversee and support the delivery of the Digital Creative Programme Delivery Plan and adjust the priorities in relation to business need. On occasion members will be asked to take the lead on projects and will be required to report back to the group on progress. All members are expected to play an active role in supporting the delivery of the programme plan and to act as a champion for digital creative industries across Coventry & Warwickshire.

Membership

- The Chair of the business group will be a LEP Board Director appointed by consensus by the LEP Board. The Vice Chair will be agreed by and from within, the Business Group.
- Membership of the group should be a balance of private and public sector representation always with a majority being private sector representatives.
- All members are entitled to a vote should a formal decision be required.
- Advisors or other key individuals/groups may be invited to attend Business Group meetings to discuss specific items on the agenda, however they will not have a vote in decisions.
- Current membership of the Business Group is shown in Appendix 1

Governance

- The Business Group will operate in line with CWLEP policies and guidance, including the Code of Conduct.
- The group will commit to meeting a minimum of 4 times per year but will aim to meet bimonthly.
- Agendas and Minutes of these meeting will be made publicly available via the CWLEP website.
- The Business Group will be deemed quorate if three or more voting members are in attendance.
- The CWLEP Executive representative will not have the right to vote at a meeting

Conflicts of Interest

It is acknowledged that members of the Business Group will often be engaged in discussions or involved with projects that will have a benefit to their business sector. Clearly by the very nature of this group those with the requisite knowledge and experience are also those with a vested interest in the outcomes. Any member who has a financial or other personal interest in any agenda item or discussion must declare that interest prior to the discussion taking place, or as soon as the interest becomes apparent, this will be recorded in the minutes. If appropriate, you may be asked to leave the room for the rest of that discussion.

Transparency and Accountability

The Business Group will work in a transparent way and communicate clearly in order to maximise its engagement with businesses, organisations and the public. Minutes of meetings will be published on the LEP website, excluding any commercial in confidence items.

Commercially Sensitive Issues

Certain discussions and papers will be treated as “commercial in confidence” where highlighted in documents/discussions. In these cases information must not be shared in any way without agreement of chair and other stakeholders.

Amendments to the Terms of Reference

The workings of the Terms of Reference will be reviewed and revised as appropriate but will be formally reviewed on an annual basis.

Appendix 1

Digital Creative Industries

Business Group Members

Sarah Windrum: (CHAIR) Board Director Lead

Stacy O'Connor: CWLEP Executive support

Member	Organisation
Tom Willcock	Auster Aviation
Al Allaway	CAB Studios
David Hope	Coventry City Council
Paul Fairburn	Coventry University
Nick Harper	Exient
Kate Ainscough	Freestyle Innovation
Jaymie Thakordas	Growth Hub
Gemma Gathercole	CWLEP
Louise Partridge	Merryhill Accountancy
Jane Bailey	Motionhouse
Neil Curtis	Netvisibility
Liz Katz	Noisegate Media
Rebekah Simpson	Playground Games
Jon Nealon	RBH
Helen Routledge	Totem Learning
Annie Gardener	Vitsoe
Andrew Todd	Warwick University
Simeon Lee	Warwickshire County Council
Rhys Jarman	Wright Hassell