



TERMS OF REFERENCE

Regional Leaders Summit Steering Group

August 2019

Purpose:

The Midlands Engine is convening the fifth UK/China Regional Leaders' Summit (RLS) which will be the most politically significant Anglo-Chinese event the region has ever held. It will take place during the week commencing Monday February 17, 2020.

As the second largest economy in the world, China has been identified as a key market where the Midlands Engine can develop trade links in support of its post-Brexit Internationalisation Strategy. This will be delivered through an ambitious China Strategy which sets out priority sectors and regions which complement China's economic priorities. A major objective of the China Strategy is to build and nurture the region's existing relationships that include six provincial partnerships and ten sister city relationships. The RLS provides a unique platform to do this and to identify new relationships.

The Regional Leader's Summit Steering Group (RLSSG) convenes representatives from across the Midlands to oversee the design, delivery and evaluation of the RLS programme.

Scope:

- Defining the strategic goals for and high level outcomes required from the RLS so that a project delivery plan can be developed and executed
- Ensuring that the financial resources and income required are identified by the Project Delivery Team and transparently allocated - drawing on existing budgets, Government allocation, sponsorship and in-kind contributions.
- Enabling the staffing and technical resources for the successful delivery of the RLS to be secured, including influencing facilitated secondments from partner organisations as part of the matched contributions needed
- Approving a package of commissioned services to facilitate the delivery of a highly successful event - including a comprehensive engagement plan to identify the requirements of partners are ensure these are met
- Approving a bespoke engagement and communications plan for the RLS including dedicated resources to enable maximum engagement by partner organisations, media interest throughout and securing of attendance from key leaders and influencers
- Approving the content development plan for the RLS
- Receiving reports from the Project Delivery Team and providing direction throughout the programme period on key decisions recommended, risks, issues and challenges - including highlighting any issues arising for noting to the Board



- Reporting to the Midlands Engine Executive Board and engaging with the Midlands Engine Operating Board regarding the plan for, progress towards and success of the RLS
- Directing the commissioning and publishing of an inclusive impact evaluation of the RLS.

Membership:

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| Chair of Midlands Engine Operating Board and Programme SRO | Anthony May (Chair) |
| Chair of the Midlands Engine Trade and Investment Group | Neil Rami, Chief Executive, West Midlands Growth Company |
| China Sub-Group Representative | TBC |
| East Midlands Local Authority Representative | Ian Curryer, Chief Executive Nottingham City Council |
| West Midlands Local Authority Representative | John Henderson, Chief Executive Staffordshire County Council |
| West Midlands Combined Authority Representative | TBC |
| Enterprise University Representative | Jenny Kenning, Director, Midlands enterprise Universities (Nottingham Trent University) |
| Innovation University Representative | Jason Feehily, University of Nottingham |
| East Midlands LEP Representative | TBC |
| West Midlands LEP Representative | TBC |
| Department of International Trade Representative | Mick Carling |
| Midlands Engine Programme Director | Rachael Greenwood |
| RLS Programme Manager | TBC |
| External consultant - Programme | TBC |
| External consultant – communications | TBC |
| Business Support | TBC |

Accountability:

- To the Executive Board reporting at each of its meetings over the programme period. To also provide information reports to the Operating Board on any material matters including financial matters.
- To the Government together with interim updates on progress, utilisation of budget and impact.

Ways of Working

- The Regional Leaders Summit Steering Group (RLSSG) will receive initially reports from RLSSG members to determine the strategic goals of the Midlands Engine RLS.
- Once agreed, the RLSSG will direct and enable the work of the RLS Project Delivery Team (abbreviated as PDT) to ensure achievement of a successful event. Reports

on progress, communications, key decisions, finance/resourcing and risk mitigation will be prepared by the RLS Programme Manager and submitted to the RLSSG for discussion and decision on any matters not within the delegated authority of the project group.

- The RLSSG will be established by 31 August 2019 (in receipt of the decision from the Foreign Secretary) and will conclude not later than June 2020 (on completion/publication of the RLS evaluation study).

Meetings

- The RLSSG will meet monthly initially (in person where practical) between August and October to establish critical early momentum. Thereafter the most appropriate frequency of meetings will be determined by the Chair.

Review

- The RLSSG will have scrutiny from the Executive Board, reporting to the Board on not less than three occasions throughout the programme. The RLSSG will commission an independent evaluation study on the benefits secured, economic impact realised and medium to long term economic and relationship prospects which are likely to result.

Administration

- Meetings will be coordinated and recorded by the Midlands Engine Executive Team initially and subsequently by the PDT Business Support when appointed.

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