



NOTTINGHAMSHIRE ECONOMIC DEVELOPMENT PARTNERSHIP

Terms of Reference

NEDP Board

Overview

Public, private and third sectors working in partnership to facilitate an effective and co-ordinated approach to economic development and regeneration across Nottinghamshire.

Background

The NEDP is part of new governance arrangements from 1 April 2010 for the Nottinghamshire Partnership (the Local Strategic Partnership (LSP) for Nottinghamshire). The NEDP will be the economic Theme Partnership for the Nottinghamshire Partnership. The NEDP Board will lead the work of the theme partnership.

Main roles

1. The main roles are set out below:

- 1.1. To identify and lead action to address key economic development and regeneration issues in Nottinghamshire, as identified by the Nottingham and Nottinghamshire Economic Assessment and against economic priorities set out within the Nottinghamshire Sustainable Community Strategy (SCS) or other relevant strategies.
- 1.2. To develop and recommend to the Joint Leadership Board (see below) economic strategy, advising on priorities for investment and delivery in economic development and regeneration in Nottinghamshire
- 1.3. To direct delivery of the following economic development and regeneration-related activities:
 - the Economic Development and Enterprise Theme of the Nottinghamshire LAA and the Sustainable Community Strategy
 - the Single Programme for Nottinghamshire
 - Priority Axis 2 European Regional Development Fund within Nottinghamshire
 - Other economic development and regeneration funding streams and programmes as they arise (e.g. LAA Reward Grant)
- 1.4. To strive towards alignment of the delivery of the above and other programmes in the interests of maximising economic impact, efficiency and effectiveness
- 1.5. To direct the work of the theme Partnership so as to ensure overall delivery of programme funds as contracted
- 1.6. To identify, commit and allocate resources from across the Theme Partnership bodies to link and align the work of the Partnership
- 1.7. To guide and approve development and implementation of delivery and improvement plans, ensuring the allocation of responsibility for specific outcomes (including National Indicator targets).
- 1.8. To seek to influence local, regional and national policies, strategies and funding streams to support economic development and regeneration in Nottinghamshire, by championing, promoting and advocating for the interests of Nottinghamshire
- 1.9. To review the economic development contributions of key agencies and to hold such bodies to account for delivery in Nottinghamshire

- 1.10. To agree the commissioning of activity, using delegated and other funding streams, to support economic development and regeneration taking a steer from the Nottingham and Nottinghamshire Joint Leadership Board and key strategies.
- 1.11. To strive towards improved services and added value through innovative and collaborative working practices, agreed use of resources and resolution of barriers to joint working
- 1.12. To receive reports on the implementation and effectiveness of economic regeneration strategy, evaluate activities and programmes, and seek to disseminate best practice
- 1.13. To implement performance management and self-evaluation

Relationships/Links with Other Partnership Bodies

2. The NEDP will maintain effective working relationships and strong linkages with the Nottingham and Nottinghamshire Joint Leadership Board (JLB), the Nottingham Core City Board (NCCB), the Nottinghamshire: City and County Employment and Skills Board (ESB) and those partnerships operating across Nottinghamshire on areas of mutual interdependence. This will include supporting the delivery of the Sustainable Community Strategies and Local Area Agreements, together with Local Development Frameworks, Local Transport Plans and Homes and Communities Agency (HCA) Single Conversations.

The NEDP, the JLB and NCCB will need to come to an arrangement on how matters of detail are to be progressed to avoid duplication and confusion amongst partners. In broad terms, the Joint Leadership Board will have oversight on matters of policy and strategy whilst the NEDP will focus on implementation and delivery (including the detailed commissioning and endorsement of projects).

Both the role of the NEDP and the role of the Joint Leadership Board will evolve over time. It will be important for both bodies to keep under review their role and their relationship to ensure that each is adding value, maximising efficiency / effectiveness, and to take measures to rationalise where appropriate

Relationships with Accountable Funding Bodies

3. On matters relating to the distribution of funding, the NEDP Board is an advisory partnership organisation, not an accountable body. Accountable bodies are legally required not to fetter their decision-making powers. Therefore, the NEDP will make recommendations variously to the County Council, *emda* and other organisations, as accountable bodies, for the deployment of funding investments as appropriate.

Composition

4. The NEDP aims to balance inclusivity and effectiveness. The board will comprise:
 - A senior elected member representative of the County Council and seven district and borough councils in Nottinghamshire (8 representatives)
 - Private sector (5 representatives, including the Chair),
 - Public / third sector (5 representatives).

Senior representatives from *emda* and GO-EM will be invited to attend as observers.

Other individuals may be invited to attend all or part of any meeting at the request of the Chair on behalf of the Board to provide advice and assistance where necessary.

Membership of the Board will be reviewed annually to ensure that all interests are adequately represented and that good practice on engagement and involvement is being followed.

Quorum

5. One third of all members (or their nominated deputies) must be present in order for the meeting to be considered quorate. (6 members out of 18 must be present).

Deputisation

6. All members of the Board will be expected to be familiar with economic development, to carry the appropriate authorisation of the organisation they are representing and to prioritise their attendance at Board Meetings. In exceptional circumstances where Board members are unable to attend a meeting, a deputy may attend, providing the deputy is suitably accountable, qualified and briefed. Where a deputy is to attend the meeting they should be notified in advance to the Chair of the Board. Non-attendance at two consecutive meetings may result in a member being asked to stand down.

Decision-making

7. Decision-making will ordinarily be by consensus. The chair will resolve any conflicts.

No decision relating to Single Programme investment shall be binding unless the County Council, as Accountable Body for the Nottinghamshire Single Programme, supports it.

For decisions relating to the current ERDF Priority Axis 2 programme alone (for which Ashfield, Bassetlaw and Mansfield are the only eligible district areas in Nottinghamshire) the assent of those board members with a non-direct interest in the programme will not be required to constitute a consensus.

The Board may, at any time, alter these terms of reference provided that there is consensus upon the changes to be made.

Conflicts of interest

8. In the interests of openness and transparency of decision making, members will be asked to make declarations of interests in accordance with the model code of conduct adopted by all local authorities (see http://www.England-legislation.HMSO.gov.uk/si/si2007/uksi_20071159_en_1). Non councillor members will also be asked to observe the code in relation to declarations of interests where there may be a conflict of interest in the matter under discussion.

Delegation

9. In addition to the ability to constitute working/advisory groups (see item 13 below), in emergencies, the Chair and the Vice-Chair (sitting as a sub-committee) may have decision making powers delegated to them by the Board. Any decisions taken under this emergency arrangement will be reported to the next meeting of the full Board.

Frequency of meetings and timeframes of operation

10. Meetings will be held not less than quarterly.

Papers will be circulated by email no less than five working days in advance of a meeting. Minutes will be circulated by email no later than ten working days after the meeting.

Where it is necessary to conduct business by written procedures, members will be given five working days in which to respond. Nil returns will be taken as agreement. Decisions made by written procedures will be reported to the next Board meeting.

Chair and Vice-Chair

11. The Chair of the Board will be drawn from the private sector representatives following an election in which Board members will participate.

Responsibilities of the chair will involve:-

- Scheduling meetings and notifying members
- Inviting specialists to attend the meetings when required by the Board
- Guiding board meetings according to the agenda and time available
- Building consensus to the decision-making process
- Ensuring that all partners have equal opportunity to express the views of their organisation or area of interest and that those views are given due consideration
- Facilitating change and addressing conflict
- Ensuring all discussion items end with a decision, action or definite outcome
- Reviewing/Approving draft minutes before distribution

Responsibilities of the Vice-Chair will include:

- Chairing meetings in the absence of the Chair
- Deputising for the Chair in their unavoidable absence

Responsibilities of members

12. The responsibilities of all members are as follows:

- 12.1. To attend and contribute to meetings, representing the views of the organisation / partner they represent and bringing resources to the partnership. To achieve this, members will need to consult others within their organisation in order to gain a range of views to inform discussion.
- 12.2. To be prepared to operate by consensus, and allow the Chair, using appropriate channels, to seek to resolve any disagreements
- 12.3. To act with integrity to ensure fairness, transparency and inclusivity. This will include declaring interests at the start of a meeting and taking no part in decision-making relating to these issues, although, subject to the agreement of the chair, members may be allowed to speak on the item. However, to allow for open discussion, members with an interest should be willing to leave the room whilst discussion of such items takes place.
- 12.4. To report back any decisions, actions and proposals to the organisation they represent.

Working / Advisory Groups

13. The Board may establish appropriate Working / Advisory Groups as needed to enable it to effectively execute its responsibilities, and may delegate tasks to these Working / Advisory Groups. Working /Advisory Groups will be required to report to the Board, and their membership and terms of reference will be agreed by the Board.

Support and secretarial arrangements

14. The secretariat will be provided by Nottinghamshire County Council. Other partners will also be expected to contribute to the work of the partnership in a tangible way by leading on particular areas, offering staffing and financial resources and contributing to particular task groups.

Reporting arrangements

15. The Board will report to the Nottinghamshire Partnership (the Local Strategic Partnership for Nottinghamshire). It is recognised that this partnership, with a private sector lead, will be afforded a degree of autonomy by the Nottinghamshire Partnership.