



NOTTINGHAMSHIRE ECONOMIC DEVELOPMENT PARTNERSHIP

Terms of Reference

NEDP Executive Working Group

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 and will be supported in this role by the NEDP Executive Working Group.

The NEDP Executive Working Group sits below, supports the work of and advises the NEDP Board. It is not a decision-making body in its own right, but makes recommendations to the Board other than where the Board delegates specific decision-making authority to it.

Main roles

1. The main roles are set out below.
 - 1.1. to recommend to the NEDP Board action to address key economic development and regeneration issues in Nottinghamshire, as identified by the Nottinghamshire and Nottingham Economic Assessment and against economic priorities set out within the Nottinghamshire Sustainable Community Strategy (SCS) or other relevant strategies.
 - 1.2. to advise on development of economic strategy, and priorities for economic development and regeneration investment and delivery
 - 1.3. to advise and make recommendations to the Board on 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 advise on alignment of the delivery of the above and other programmes in the interests of maximising impact, efficiency and effectiveness
 - 1.5. to interpret local, regional and national policies, strategies and funding streams of key bodies/government agencies, identify their effect on economic development and regeneration in Nottinghamshire, to inform action to influence such policies, strategies and funding streams to the positive benefit of Nottinghamshire
 - 1.6. to analyse the economic development contributions of key agencies and provide this information to the NEDP Board in order to support their work in holding such agencies to account
 - 1.7. taking a steer from the JLB and key strategies, to advise on the commissioning of activity, using delegated funding streams and through joint and individual member

- activity , to support sustainable economic development and regeneration and meet identified priorities
- 1.8. to produce and advise on the production, co-ordination and implementation of delivery and improvement plans.
 - 1.9. to receive reports on overall delivery of programme funds as contracted, identifying and proposing remedial action if required
 - 1.10. to identify requirements for resources from across the partnership bodies to link the work of the partnership
 - 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 support the monitoring, review and evaluation the implementation and effectiveness of economic development and regeneration strategy, activities and programmes, report this information to the Board and recommend appropriate action to address any issues arising

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

Composition

3. The NEDP Executive Working Group aims to be inclusive and will therefore comprise representatives of local government, private sector, and public / third sector, as follows:
 - 1 NEDP Board member who will act as Executive Working Group chair
 - One officer representative from each of the 7 district and borough councils in Nottinghamshire (representatives ideally Head of Service level)
 - 1 Nottinghamshire County Council representative (representative ideally at Head of Service level)
 - 2 public sector agencies with remits for economic development and regeneration
 - 2 private sector organisations
 - 2 community/voluntary organisations
 - Representatives of those organisations that have a lead role in delivery of the Nottinghamshire LAA

Senior representatives from emda and GOEM will be invited to attend as observers. Other individuals may be invited by the Chair of the Executive Working Group to attend all or part of any meeting to provide advice and assistance where necessary

Membership of the Executive Working Group will be reviewed annually to ensure that all interests are adequately represented.

Quorum

4. One third of all members (or their nominated substitute) must be present in order for the meeting to be considered quorate.

Given its role as Accountable Body for the LSP and the Single Programme, a representative from Nottinghamshire County Council must always be present or quorum will not be achieved.

Deputisation

5. All members of the Executive Working Group 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 meetings.

Attendance by substitutes should be kept to a minimum and preferably reported in advance to the Chair. Non-attendance at two consecutive meetings may result in a member being asked to stand down.

Decision-making

6. Decision-making will ordinarily be by consensus. The Chair will resolve any conflicts.

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 Executive Working Group members with a non-direct interest in the programme will not be required to constitute a consensus.

Conflicts of interest

7. In the interests of openness and transparency of decision making, Executive Working Group 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.hms.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

8. In addition to the ability to constitute sub-groups / task and finish groups (see item 12 below), in emergencies, the Chair and the Vice-Chair (sitting as a sub-committee) may have decision making powers delegated to them by the NEDP 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

9. Meetings will be held not less than quarterly, in advance of scheduled Board meetings.

Meeting 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 to recommendations. Decisions made by written procedures will be reported to the next meeting.

Chair and Vice-Chair

10. The chair will be an NEDP Board member. Their responsibilities will involve:-

- Scheduling meetings and notifying members
- Inviting specialists to attend the meetings when required by the Group
- Guiding Group 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

The Vice-Chair will be elected from within the Executive Working Group:

- chairing meetings in the absence of the Chair
- deputising for the Chair in their unavoidable absence

Responsibilities of members

11. Members commit to attend meetings of the Executive Working Group and to take an active role in the work of the Group:

- 11.1. To attend and contribute to meetings, bringing the views of their organisation / partner they represent
- 11.2. 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.
- 11.3. To take collective responsibility for recommendations made to the Board
- 11.4. To take an active part in the work of the Executive Working Group, sharing responsibilities, participating in task groups and contributing resources in support of the group's objectives
- 11.5. To report back any actions and proposals to the organisation they represent.

Representatives may step down from the Executive Working Group at any time by providing written notification to the Chair.

Sub-Groups / Task and Finish Groups

12. The Executive Working Group may establish appropriate Sub-Groups / Task and Finish Groups as needed to undertake specific tasks. Sub-Groups will be required to report back to the Executive Working Group, and their membership and terms of reference will be agreed by the Executive Working Group, but reported to the NEDP Board.

Support and secretarial arrangements

13. The secretariat for the Group will be provided by officers of Nottinghamshire County Council.

Those organisations participating in the NEDP will be expected to contribute to the work of the group in a tangible way by leading on particular areas, offering staffing and financial resources and contributing to particular task groups.

Reporting arrangements

14. The Executive Working Group will report to the NEDP Board.