

Appendix 1
Gloucestershire Economic Growth Joint Committee-Draft Terms of Reference
(version 03.03.14)

1.0 Governance

1.1 The Gloucestershire Economic Growth Joint Committee is a Joint Committee under ss 101(5), 102 Local Government Act 1972 and s20 Local Government Act 2000 and pursuant to the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.

1.2 Political Proportionality rules will not apply to the Gloucestershire Economic Growth Joint Committee ('the Committee') as so constituted.

1.3 The Committee will include the local authorities within the GFirst LEP area ie. Cheltenham Borough Council, Cotswold District Council, Gloucester City Council, Gloucestershire County Council, Forest of Dean District Council, Stroud District Council and Tewkesbury Borough Council.

2.0 Host Authority

2.1 The Committee will be hosted under local government arrangements by Gloucestershire County Council. The Host Authority will provide Secretary/Clerk, s151 and Monitoring Officer roles of the Committee.

3.0 Functions of the Gloucestershire Economic Growth Joint Committee

3.1 Each of the Councils empowers the Joint Committee to discharge on their behalf the power to do anything it considers likely to achieve the promotion or improvement of the economic well being of the area of Gloucestershire together with such additional functions as the respective constituent Councils may determine from time to time.

3.2 To facilitate and enable collaboration between the local authorities on economic development and associated activities.

3.3 In conjunction with the GFirst LEP Board, to formulate and agree the GFirst LEP Plan (and Implementation Plans), the GFirst EU Strategic Infrastructure Fund Strategy, the Gloucestershire Strategic Economic Plan and other plans and strategies related to economic growth , and to work jointly to ensure their delivery.

3.4 To lobby and carry out other activities that help achieve the promotion or improvement of the economic well being of the area of Gloucestershire.

3.5 To promote the vision contained in the Gloucestershire Strategic Economic Plan and to make recommendations to the GFirst LEP Board on any matter relating to the economic well being of Gloucestershire.

3.6 To oversee and review the GFirst LEP Board's activities and consider any further measures necessary to strengthen the relationship with the GFirst LEP Board.

3.7 To seek the allocation of resources to achieve the promotion or improvement of the economic well being of the area of Gloucestershire

3.8 To ensure a co-ordinated approach to and liaise with the:-

- Local Transport Board
- County Strategic Planning and Infrastructure Group
- LEP Investment Panel
- EU Structural and Infrastructure Fund Board
- Business Rates Pool Arrangements

and other relevant Groups/Boards as the respective constituent Councils may determine from time to time.

3.9 To provide political and democratic accountability by:

- Monitoring the delivery of each priority, plan, project or programme included in the SEP and by ensuring that action is taken to review and prepare revised action plans as necessary
- Monitoring the annual SEP budget
- Reviewing the Annual SEP Report of GFirst LEP
- Advising and making recommendations to the Accountable Body.

4.0 **Membership**

4.1 One member from each local authority. Such member to be the Leader (or other appointed executive member where executive arrangements are in place) from each local authority (voting).

4.2 The Chair and one other Board member of GFirst LEP (non-voting).

4.3 Each local authority shall appoint a substitute (being an executive member where executive arrangements are in place). The substitute member shall have the same rights of speaking and voting at meetings as the member for whom the substitution is made.

4.4 Each Committee member shall remain in office until removed or replaced by his or her appointing local authority, or in the case of an executive member, until he or she ceases to be a member of the Executive of the appointing local authority.

5.0 **Voting**

5.1 One member one vote for local authority members.

5.2 Normal rules as to declarations of interest to be applied in accordance with the Gloucestershire County Council Code of Conduct. The Chair has the right to decide whether observers declaring an interest can observe the meeting or should be asked to leave.

5.3 Except as otherwise provided by the Local Government Acts 1972 and 1985, all questions shall be decided by a majority of the votes of the voting members present, the Chair having the casting vote in addition to his/her vote as a member of the Committee.

6.0 **Quorum**

6.1 The quorum for a meeting shall be four members. No business shall be transacted unless quorum is reached. If quorum is not reached within 30 minutes of the start of the meeting, (or if quorum ceases to be present during a meeting), the meeting shall be adjourned to the same time and venue within five working days of the meeting or to a date determined by the Chair.

7.0 **Meetings**

7.1 The Chair of the meeting will be elected at the first meeting and then each Annual Meeting of the Committee and if the Chair is not present at any meeting within 10 minutes of the start of the meeting then those present will elect a Chair to act for that meeting.

7.2 Only a voting member is entitled to be elected as Chair or Vice-Chair of the Committee.

7.3 Each person entitled to attend will send a substitute member as per para 4.3 in the event of his or her unavailability. The Secretary/Clerk for the Committee shall be informed prior to

the commencement of the meeting of any substitute members attending.

- 7.4 A meeting of the Committee must be convened by the Chair within twenty eight days of the receipt of a requisition of any two voting members of the Committee addressed to the Secretary/Clerk to the Committee. All requisitions shall be in writing and no business other than that specified in the requisition shall be transacted at such a meeting.

8.0 **Constitution**

- 8.1 The Constitution of Gloucestershire County Council shall apply to the Committee.

9.0 **Administration**

- 9.1 The secretary/clerk shall keep proper accounts of the money received and expended by the Gloucestershire Joint Committee for the administration of the Committee and shall apportion the expenses of the Committee between the councils in proportion to the population of each council in the GFirst area.

- 9.2 This Terms of Reference and including the functions of the Committee may be amended at any time by the unanimous agreement of the voting members of the Committee.

Scrutiny Arrangements

- 10.0 Decisions made by the Committee shall be subject to the scrutiny arrangements of each local authority (unless and until Joint Scrutiny arrangements have been established).