

Terms of Reference Key Cities

July 2018

1. Purpose

- 1.1. The purpose of the Key Cities Group is to create a cross party, unified voice to ensure that member cities are more visible and consistently represented in policy-making at a regional, national and international level. This is in order to help create vibrant cities which can compete across Europe and the globe for business and growth.
- 1.2. The Key Cities Group will focus on lobbying Government and increasing its dialogue and profile with relevant Ministers - based on a clear and consistent set of key asks and messages which are unique to the Group.
- 1.3. The Group works to;
 - Provide a united, cross party voice for mid-sized cities
 - Make the case for greater investment in our cities, by raising the profile of the cities with Government, businesses and investors
 - Share expertise and promote collaboration between cities, sectors and industries, to share knowledge, ideas, and best practice and to seize post-Brexit opportunities
 - Develop and influence policy to strengthen resilience, and improve economic performance and social cohesion in our cities
- 1.4. Key Cities will also:
 - Recognise the diversity of the group and ensure the strengths of individual cities are maximised
 - Working constructively alongside other relevant stakeholders and interest groups, including the Core Cities to enhance the prospects of all UK cities and to promote effective city leadership.
- 1.5. Key Cities provides a link to the Local Government Association (LGA) through its position as a Special Interest Group of the LGA.

2. Membership

- 2.1. Membership of the Key Cities comprises of the Leaders/Elected Mayors and Chief Executives of local authorities of the cities listed in Appendix A
- 2.2. When becoming a member, local authorities implicitly accept the requirement to provide 12 months' notice of their intention to leave the group (i.e. termination notice).
- 2.3. Eligibility to Key Cities is extended to mid-sized cities included in the Centre for Cities 'Cities Index' as well as other areas which do not fit into this population band but are significant to the wider area in their local economy and to the UK as

a whole. Eligibility to Key Cities from any local area may be considered by the Executive – and may not necessarily be restricted to this definition.

- 2.4. Applications for new membership to Key Cities will be considered and agreed by the Key Cities Executive Group, utilising the following criteria;
- Is the city a 'mid-sized' place and recognised within its region as such?
 - Does the city come from a region or conurbation currently underrepresented by existing member cities?
 - Does the city have strengths in an economic sector or industry underrepresented amongst the existing wider group?
 - Is the city leadership prepared to make an active contribution to supporting the aims of the Group, including lobbying government and working with Key Cities peers?

3. Governance

Composition of Key Cities

- 3.1. Key Cities is not a statutory body but a network. These Terms of Reference reflect that status.
- 3.2. Key Cities is comprised of three main bodies:
- Key Cities Full Group; comprised of all member Leaders, Elected Mayors and Chief Executives.
 - Key Cities Chief Executives Group; comprised of all member Chief Executives.
 - Key Cities Executive Group; comprised an agreed number of member Leaders, currently standing at 12.

Chairing arrangements

- 3.3. The Chair of the Key Cities Full and Executive Groups will be appointed for a term of 12 months at the Annual General Meeting (AGM), as will the position of two Deputy Chairs – one Labour and one Conservative. If vacancies arise before the AGM, these will be reviewed and filled at the next Executive Group meeting. There will be no limit to the number of individual terms the Chairs and Deputy Chairs can serve.
- 3.4. The Chair of the Chief Executives Group will be the representative Chief Executive from the same local authority as the Full Chair.

Elections

- 3.5. Nominations for the position of Chair, Deputy Chair and Executive Group members should be made to the AGM. If unopposed, members will be elected to the roles they have been nominated for. Otherwise the voting process set out at section 6.5 should be followed.

Member roles

- 3.6. The Chair will:-

- Ensure efficient conduct of Key Cities' business;
- Ensure, where possible, that all members are given the opportunity to express their views before decisions are taken, and, where not possible, the reasons for this are recorded and communicated to members;
- Establish a constructive and supportive working relationship amongst Key Cities members and other key stakeholders, including the APPG, LGA, think tanks etc.;
- Where established, ensure that sufficient authority is delegated to any sub-groups to enable the business of Key Cities to be carried out effectively between meetings;
- Ensure that actions comply with the Terms of Reference and the spirit of Key Cities;
- Represent Key Cities as appropriate, including liaison with Central Government;
- Work in consultation with other members to take any decision delegated to the Chair;
- Seek to ensure Key Cities receives professional advice when needed either within one of the Local Authorities or from external sources;
- Provide support, direction and guidance to the Key Cities secretariat.

3.7. Other Key Cities members will:

- Uphold the values and objectives of Key Cities, contribute to and share responsibility for its decisions and act in the interests of the group;
- Respect confidentiality of information;
- Prepare for and attend meetings and other events;
- Act as portfolio holders where these have been delegated for specific topics, taking a lead on all matters relating to those portfolios and seeking the views of members before decisions are taken;
- Represent the Key Cities Executive, Full and Chief Executive Groups as appropriate;
- Declare any relevant interests;
- Scrutinise financial information provided to ensure that financial controls and systems of risk management are robust and defensible;
- Operate in accordance with the Terms of Reference.

4. **Key Cities Portfolios**

- 4.1. Issues discussed at meetings are wide ranging and strategic in nature. Members of the Key Cities Executive Group will become a portfolio holder for a specific topic as agreed by the Executive.
- 4.2. In doing so, portfolio holders agree to lead on associated items at meetings, lead on the identification of external funding opportunities and associated projects, and will be supported in their role by their own staff and resources to progress collaborative opportunities/strategic projects.
- 4.3. Portfolio leads will be reviewed annually at the AGM or filled upon a vacancy arising.
- 4.4. Executive Members will be appointed to specific outside bodies as and when required, usually linked to their portfolio lead.

5. Support arrangements

- 5.1. Member authorities of Key Cities agree to pay an annual subscription, the value of which will be considered and agreed annually at the AGM.
- 5.2. Secretariat, contracting and financial management support is provided by Wakefield Council.
- 5.3. Support for portfolio holders will be provided by their own local authority staff. They will be responsible for producing updates and reports to scheduled Key Cities meetings.
- 5.4. The broad financial position of Key Cities will be considered by the Executive on an annual basis. If projects are proposed, through portfolio leads or otherwise, which require funding through the Key Cities subscriptions, this will be agreed at the relevant Executive meeting once a breakdown of associated costs and an overview of the financial position of the group is undertaken. All spend must represent value for money.
- 5.5. Communications and public relations support will be led by Wakefield Council in the first instance, with input sought from other Key Cities members as required. All communications will be signed off by the Chair.

6. Meeting arrangements

- 6.1. Key Cities meetings will be held in London, with the Full and Chief Executive groups meeting on a quarterly basis, and the Executive Group meeting approximately every 6 weeks. An Annual General Meeting will also be held in July of each year, and counts as a meeting of the Full Group.
- 6.2. Time limited sub groups may also be formed to progress specific issues.
- 6.3. Key Cities meetings need the following attendance, including substitutes, for the groups to be quorate:
 - Key Cities Full Group – a quarter.
 - Key Cities Chief Executives Group – a quarter.
 - Key Cities Executive Group - 6.
- 6.4. Guests may be invited to attend Key Cities meetings as and when they are required, but will not be permitted to take part in any decision making unless specifically authorised to do so.
- 6.5. Where a decision of any grouping of Key cities cannot obviously be made, the Chair of the meeting will take a vote through show of hands to establish whether a consensus exists. Results of the vote will be recorded. If a consensus cannot be reached the matter will either be dealt with following an adjournment or deferred to a subsequent meeting to allow informal deliberations and information gathering to take place.

7. Meeting content

- 7.1. The agenda for each meeting will be agreed with the Chair of the relevant group. Matters for inclusion on the agendas and any other reports or documents shall be

sent to the Host Authority (Wakefield) normally at least ten days before the meeting.

- 7.2. As set out in sections 4.2 and 5.3 above, portfolio holders agree to lead on associated items at meetings, and will be supported in their role by their own staff and resources to progress collaborative opportunities/strategic projects, including the provision of related items on meeting agendas.

8. Work programme

- 8.1. The work programme for Key Cities meetings will be fluid as it will invariably need to respond to emerging concerns. However all portfolio areas will be considered at least once a year.
- 8.2. The Chair of each group will review forward agendas for forthcoming meetings on a regular basis with the secretariat.
- 8.3. An annual report will be issued following the AGM each year.

Appendix A

List of Key Cities Member Authorities

- Blackpool
- Bournemouth
- Bradford
- Coventry
- Derby
- Doncaster
- Hull
- Kirklees
- Medway
- Newport
- Norwich
- Plymouth
- Portsmouth
- Preston
- Salford
- Southampton
- Southend on Sea
- Sunderland
- Tees Valley
- Wakefield
- Wolverhampton