

**Coast to Capital Local Enterprise Partnership Joint
Committee Terms of Reference
(Local Assurance Framework - Annex H)**

Approved by the Joint Committee at its meeting on 6 March 2019.

- 1.** The over-arching purpose of the Joint Committee is to promote and support sustainable economic development and growth across the area served by the Coast to Capital Local Enterprise Partnership ("the LEP"). To achieve this, the Joint Committee will agree the Strategic Economic Plan as developed by the Board of the LEP ("the Board") and also may advise the Board from time to time on the economic development and growth priorities of the area. The Committee is also responsible for ensuring the democratic accountability of the LEP to all local authorities within its area.
 - 1.1. The Joint Committee is a joint committee appointed by two or more local authorities represented on the Joint Committee in accordance with section 102(1) (b) of the Local Government Act 1972.
 - 1.2. The Joint Committee may appoint one or more sub-committees.
 - 1.3. The lead authority for the Joint Committee is Croydon Council as the Accountable Body, whose functions in that capacity shall include financial, administrative and legal support (see paragraph 10)

2.0 Functions

- 2.1 The functions of the Joint Committee are specified in paragraph 2.2 below, and may be exercised only in respect of the LEP Area.
- 2.2 The functions referred to in paragraph 2.1 are as follows:
 - (i) To agree the Strategic Economic Plan and its revisions and amendments as proposed to the Joint Committee by the Board.
 - (ii) To provide strategic advice to the Board from time to time on the economic development and growth priorities for the LEP Area.
 - (iii) To nominate on request from the Board representatives from the district and borough local authorities who are members of the Joint Committee to serve as Directors on the Board.

3.0 Reporting and Accountability

The Joint Committee shall submit an annual report to each of the bodies represented on the Joint Committee.

4.0 Membership

4.1 The following bodies shall be members of the Joint Committee:

County/Unitary Authorities

Brighton & Hove City Council

London Borough of Croydon

Surrey County Council

West Sussex County Council

District and Borough Authorities

Adur District Council

Worthing Borough Council

Lewes District Council

Mid-Sussex District Council

Horsham District Council

Crawley District Council

Arun District Council

Chichester District Council

Epsom and Ewell District Council

Tandridge District Council

Mole Valley District Council

Reigate and Banstead District Council

South Downs National Park Authority

4.2 Each of the bodies listed in paragraph 4.1 shall be represented at the Joint Committee by one person.

4.3 Each local authority member shall be represented at the Joint Committee by an elected Member nominated annually or a nominated substitute (see paragraph 7).

4.4 The South Downs National Park Authority shall be represented at the Joint Committee by its Chairman

5.0 Chair of the Joint Committee

5.1 The Chair and Vice Chair of the Joint Committee shall be the District Council representatives on the Board as agreed by the Coast to Capital Chairman.

6.0 Voting

6.1 Decisions will be made on a simple majority of votes cast by members represented at a meeting.

6.2 Where voting at a meeting results in an equal number of votes cast in favour and against, the Chair of the Joint Committee shall have a casting vote.

7.0 Substitution

7.1 Where a representative of a member of the Joint Committee is unable to attend a Joint Committee meeting, a substitute representative of that member (if approved by it) may attend, speak and vote, in their place for that meeting.

7.2 A substitute member must be appointed from a list of approved substitutes submitted by the respective member to the Joint Committee at the start of each municipal year.

8.0 Quorum

8.1 No business shall be transacted at any meeting of the Joint Committee unless at least eleven of the whole number of voting members are present.

8.2 In no case shall any business of the Joint Committee be transacted unless at least two voting representatives from the County/Unitary Authorities are present.

9.0 Time and Venue of Meetings

9.1 The Joint Committee will meet annually.

9.2 The Chair of the Joint Committee may call a special meeting of the Joint Committee at any time, subject to providing members with minimum notice of ten working days.

10.0 Administrative and legal support

10.1 Administrative and legal support to the Joint Committee shall be provided by the lead authority, such legal support to include Monitoring Officer and Proper Officer functions in relation to the Joint Committee meetings.

10.2 Other members of the Joint Committee shall contribute to the costs incurred by the lead authority in connection with the activities of the Joint Committee where such costs are incurred by the lead authority.

11.0 Observer status

11.1 The LEP shall have the right to attend meetings of the Joint Committee as an observer and to provide information and advice as requested by the Joint Committee, but will not have any role in voting or decision making.

12.0 Review and Variation of Heads of Terms

12.1 These Heads of Terms may be varied only by complete agreement of all the members of the Joint Committee and in consultation with the LEP Board.

13.0 Procedure at meetings

13.1. The standing orders of the lead authority will apply to meetings of the Joint Committee.

14.0 Withdrawal

- 14.1 Any member of the Joint Committee may give six months' notice in writing of intention to withdraw from membership of the Joint Committee and involvement in the Strategic Economic Plan.

15.0 Declarations, Disclosure and Conflicts of Interest Procedure

- 15.1 Prior to each Committee meeting and initially prior to appointment to the Committee, the Coast to Capital declaration of interests, disclosure and conflicts register must be completed by all members of the Committee.

16.0 Transparency of Joint Committee decision making

- 16.1 Joint Committee meeting agendas are published in advance of each meeting in two parts. Part A of the Agenda is published on our website in the public domain and any member of the public can submit a comment or view on any Part A agenda item. Public comments will be considered by the Committee at the time of the agenda item being discussed. In this way the Committee can take into account public comments before making decisions on Part A agenda items. Any items that are commercially confidential are covered under Part B of the Committee agenda. Due to the nature of these items these are not published in advance.
- 16.2 All Part A Committee papers are also published on our website in advance of meetings. Any member of the public wishing to comment on any Part A agenda item must send their comments to reach the Committee secretary no later than 24 hours before the meeting.
- 16.3 Part A agenda item minutes and decisions are published on our website following Committee meetings.
- 16.4 Part B agendas are not published in advance of Committee meetings, but where the Committee decides, decisions reached under Part B will be published in the public domain with or without redaction. The Committee reserves the right not to publish Part B decisions if those decisions are in themselves commercially sensitive or confidential, including any decisions that have legal confidentiality issues, or those which are legally privileged.