



## **CIoS LEP Board Terms of Reference**

### **Objective**

To identify and pursue the key economic priorities that result in the creation of new jobs and a better environment for sustainable business growth in Cornwall and the Isles of Scilly.

### **Purpose**

- To understand the local economy and the barriers to economic growth
- To provide a means by which businesses can reach a common view with other sectors on how to best tackle those barriers
- To identify the key economic priorities
- Establish an evidence and need based strategy and business plan including targets and outcomes
- Bid for or give guidance on how to secure appropriate funding
- Consider major economic development projects and lobby on economic issues at the national and European level on behalf of Cornwall and the Isles of Scilly.

### **Priorities**

The Partnership will agree its key priorities and focus its energy on a smaller number of key priorities where it can make the most impact rather than spreading finite resources by trying to do too many things. In this way, the LEP will concentrate on doing fewer things better

### **Modus Operandi**

The Partnership will adopt a vigorous 'business case' based approach to establishing projects and initiatives that may become key LEP priorities. This will focus on the relevance of the project to the key economic priorities identified, where the key opportunities lie, where there is demand, need, how deliverable the project is, and its potential to secure funding.

### **Operational and Statutory Functions**

The Board shall fulfil the statutory role of the Partnership to consider major economic projects.

### **Commissioning**

The Board will guide the commissioning of public, private and voluntary sector delivery agents in accordance with the projects, programmes and functions to be delivered and the financial situation pertaining to the project or programme. Accountability will lie with a legally constituted body.

### **Membership**

The Board of the Partnership has 15 members. It includes 10 appointed representatives of the private sector, 3 nominated Cornwall Council representatives, 1 nominated representative from the Council of the Isles of Scilly and 1 nominated Higher Education/Further Education representative.

Substitutes will not be allowed to attend meetings. A quorum of 7 with a majority of

private sector representatives will be required for each meeting. The Board will elect from its ranks a vice chair from within the group for the purposes of chairing the meetings if the Chairperson is unavailable. Board members will usually serve a 3 year term with no more than 2 terms being served by any member. The exception for this will be in the case of the Cornwall Council Board members where appointment is by virtue of their office.

### **Ways of Working**

Wherever possible the Partnership will use rapid and concise methods of working, such as, e-mails, telephones to achieve effective consideration and decision making in regard to issues. The Partnership will be business-led and operate in a business like, non- bureaucratic fashion. Decisions will be devolved to the most appropriate level.

### **Partnership Principles and Values**

The Partnership and its individual members and officers shall work according to the Nolan principles:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

The Partnership will also work according to the following values:

- Putting the whole of Cornwall and Isles of Scilly first
- Proposals based on evidence with key milestones and targets
- Engagement with stakeholders
- Audited progress of LEP activities.

### **Sub Board of the Partnership**

The Cornwall and Isles of Scilly Local Enterprise Partnership (C&IoS LEP) Board has formally constituted Sub Boards to support the C&IoS LEP Board in the implementation of its Strategic Economic Plan. These Boards include:

- Employment and Skills Board
- Enterprise Zone Board
- Growth Hub Steering Group
- C&IoS Local Transport Board

Each of these Boards will have a clear Terms of Reference and will report to the LEP Board.

### **Consultation with Partners**

The Partnership will engage with wider representative bodies to include the LEP Business Consultative Group, the Federation of Small Businesses and Cornwall Chamber of Commerce and wider businesses in Cornwall. The Partnership will also develop relationships with other LEPs and appropriate organisations including Government departments. Where and when appropriate, people will be invited to present to the Board.

The Partnership will refer to and take advice from individuals or organisations whose skills or knowledge are not represented on the Board as and when appropriate in the same way that any business would call in advisors to help or advise

### **Meetings**

The Board meetings will take place on a bi-monthly basis. Special meetings of the Board can be called at the discretion of the Chairman to discuss pressing issues. The LEP board intends to operate an open and transparent policy – all agendas will be placed on the LEP website. Notes from previous meetings will appear on the website once ratified at the subsequent meeting.

### **Decision - Making**

It is anticipated that the Partnership will work on the basis of establishing agreement by informed consensus as a general rule. Voting will take place when necessary. In the event of a tied vote, the Chairman shall have a casting vote.

### **PR and Communication**

The Partnership will work in a transparent and accountable manner. The issue of press releases and the use of an appropriate website will form a key part of the communication of the partnership with the wider business community and Cornwall as a whole. Media enquiries shall in the first instance be directed to the LEP Chief Executive. Whilst the Chairman will normally be the person quoted in press releases, the Chairman might decide that there is good reason why another Board member should have input and involvement on occasions.

A separate communications plan will be written outlining the LEP's approach.

### **Accountability**

Board members will be accountable for their activities in support of the Partnership and will always act in the best interests of Cornwall and the Isles of Scilly. The Partnership is accountable for its conduct and decisions to the Partner organisations and sectors from which the Board are drawn. The Economy and Culture Policy Advisory Committee will receive regular information reports on the work of the LEP. Given that the LEP is operating as an unincorporated body, it is expected that other organisations will act as the accountable body for any contractual purposes.

### **Confidentiality**

The Partnership will from time to time consider projects and proposals of a "commercial in confidence" or sensitive nature. All Board members will observe the need for confidentiality in this respect.

### **Legal Structure and Governance**

The LEP is currently set up as an unincorporated partnership and it is for members to consider whether this model needs to alter. To register the name, a not for profit company limited by guarantee has been established but Board Members have not been appointed as directors and the company is dormant. Depending upon the nature of LEP activities, e.g. commissioning, it may be appropriate to enter into partnership agreements with relevant organisations. Members are insured under a Partnerships Policy with Zurich for their LEP activities.

### **Board Members – Conflict of Interest**

## CIOS LEP Assurance Framework Appendix 1

Board members shall make declarations of interest in respect of relevant items at each LEP Board meeting. Board members will complete a conflict of interest declaration form which is published on the LEP website and will be updated annually.

### **Board Members – Resignation**

Board members wishing to resign should do so in writing to the Chairman. Letters of resignation will be tabled at an appropriate Board meeting for approval by Board members.

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