



**Dorset Innovation Park Enterprise Zone Committee**

**Terms of Reference**

**July 2019**



**1. Purpose**

The Dorset Innovation Park Enterprise Zone Committee (known as EZ Committee) has been established to focus as an ‘investment board’ with oversight of the Dorset Local Enterprise Partnership Enterprise Zone programme. Its aim is to provide strategic management and oversee operational delivery of Dorset Innovation Park Enterprise Zone to unlock additional investment for Dorset through the growth of the EZ until 2042 (end of EZ status).

**2. Status**

The Enterprise Zone Committee is as an advisory and recommendatory body for the Dorset LEP Board

**3. Membership**

The Enterprise Zone Committee consists of the following voting members:

* One member of the Dorset LEP Board, who will be Chair
* One member of the Dorset LEP ‘Business Growth and Inward Investment Committee’.
* Up to three private sector representatives from companies outside the Enterprise Zone

In addition, the following non-voting organisations will be represented at Enterprise Zone Board meetings:

* Department for Business Enterprise and Industrial Strategy, Cities & Growth Unit

Membership of the Board will be reviewed on an annual basis.

The Dorset LEP Enterprise Zone Development Manager will report to the Board

**2. Quorum**

Three voting members, one of whom must be a LEP Board member

In the circumstance of a tied vote the Chair will have the deciding vote

**3. Frequency of meetings**

Bi-monthly or more often if circumstances dictate.

**4. Roles and responsibilities**

The EZ Committee’s primary aim is to unlock additional investment for Dorset through growth of the EZ site (and concurrent business rates growth return). The EZ Committee is responsible for setting and overseeing the strategic direction and operational delivery of Dorset Innovation Park Enterprise Zone including:

* Setting the strategic scene for the Enterprise Zone within the wider Dorset business and economic development context (Local Industrial Strategy, Council economic development plan, local authority plan etc.)
* Determining priorities for the Enterprise Zone and approving five-yearly strategic Implementation Programme action plans to achieve these
* Granting business rate relief on an individual company basis
* Supporting wider investment packages for the site – to unlock growth and realise best return
* Reviewing and approving of all business cases for investment in the Enterprise Zone for final approval by the LEP Board
* Establishing and overseeing the Economic Development funding pot (a separate Business Rate account) for enabling further EZ growth
* Overseeing the marketing of the EZ
* Consideration of regular reports on the generation of commercial floorspace enquiries in the EZ
* Considering incoming business application appeals not in line with the Occupation Policy
* Considering performance monitoring and evaluation reports including financial report
* Considering re-profiling of the programme if required to ensure optimum outcomes are maximised
* Regular reporting of progress to the LEP Board and DCLG
* Establishing and overseeing working groups as required

**5. Minutes**

* 1. Minutes shall be made publicly available on the Dorset LEP website. Minutes will be redacted were they contain personal information about individuals or commercially sensitive data or for good legal reason.