

Dorset Local Enterprise Partnership

Enterprise Zone Committee Terms of Reference

August 2020

1. Purpose

- 1.1. The Dorset Enterprise Zone Committee (known as Committee) has been established to focus as an 'investment board' with oversight of the Dorset Enterprise Zone programme. The Enterprise Zone is a major focus for economic regeneration in Dorset, attracting new businesses to achieve economic and employment growth in key sectors.
- 1.2. The primary aim of the Committee is to unlock additional investment for Dorset through growth of the Enterprise Zone site and concurrent business rates growth return.
- 1.3. The Committee is concerned with the overall management of the Enterprise Zone programme.

2. Objectives

- 2.1. Agreeing the local Memorandum of Understanding and governance of the Enterprise Zone.
- 2.2. Reporting on the performance of the Enterprise Zone to the Dorset LEP Board (and onwards as appropriate).
- 2.3. Granting business rate relief on an individual company basis.
- 2.4. Depending upon the outcome of the MOU to consider supporting wider investment packages for the site – to unlock growth and realize best return, once there is surety of being able to service the loan.
- 2.5. Management of the Enterprise Zone business rate growth investment fund over the medium to long term through making recommendations to the Dorset LEP Board as to how future funds should be dispersed.
- 2.6. Agreeing mechanisms to attract businesses and capture opportunities for inward investment across Dorset through similar initiatives.
- 2.7. The Committee's primary aim is to ensure the success of the existing Enterprise Zone Site and to unlock opportunities for additional investment and growth of Enterprise Zone sites (and concurrent generate business rates growth return or other placed based benefits). The Committee is responsible for setting and overseeing the strategic direction and operational delivery performance of the Enterprise Zone including:
 - Reviewing relevant reports that will indicate performance of the Enterprise Zone against original objectives and targets.
 - Reporting to the Board as to the progress of the Enterprise Zone.
 - Reporting to BEIS as to the progress of the Enterprise Zone.
 - Reviewing and approving all business cases for Dorset LEP investment in the Enterprise Zone(s) for final approval by the Dorset LEP Board.
 - Determining business rate relief on an individual company basis, based upon information provided by the Councils.

- To consider Supporting wider investment packages for the site(s) – to unlock growth and realise the optimal return (taking account of discounted business rates).
- Establishing and overseeing the Economic Development funding pot (a separate Business Rate account) for enabling further Enterprise Zone growth.
- Delivering recommendations on the future of Enterprise Zones in Dorset.

3. Status

- 3.1. The Committee is established as Committee to the Dorset LEP Board.
- 3.2. The Committee shall be fully accountable to the Dorset LEP Board.

4. Membership

4.1. Representation

- 4.1.1. All business of the Committee will be conducted in accordance with the Nolan Principles of Public Life (Appendix 1).
- 4.1.2. Membership will include:
 - Up to four members of the Dorset LEP Board.
 - A representative from Dorset Council and a representative from Bournemouth, Christchurch & Poole Council.
 - One representative from Department for Business Enterprise and Industrial Strategy (BEIS), Cities & Growth Unit.
- 4.1.3. Membership of the Committee will be reviewed on an annual basis as the programme develops.
- 4.1.4. In attendance in a non-voting capacity will be:
 - One Army Capability Directorate, Future Force Development, British Army HQ, Andover.
 - Any officers of the Dorset LEP.

4.2. Chair

- 4.2.1. The Chair will be a private sector Board member.
- 4.2.2. The Chair shall be appointed by the Committee from among its members. A Deputy Chair will be elected by the Committee from amongst its members. Both positions will be subject to annual renewal.
- 4.2.3. Duties of the Chair will include:
 - Leading the smooth and effective operation of the Committee.
 - To ensure the Committee is operating effectively and within its mandate, that budgets are appropriately applied and that proper policies and processes are in place and observed.

- To ensure timely advice and reporting to the Dorset LEP Board relating to the work of the Committee.
- To undertake activity as required according to the delivery plan and strategy.

4.3. Attendance

4.3.1. Committee members are expected to attend not less than 75% of meetings over a twelve month period.

4.3.2. If attendance by any member is delegated to another member of their organisation, the attendee will have the authority to vote and make decisions on their behalf and will be expected to do so.

4.4. Conflict of Interest

4.4.1. The Committee shall ensure that all conflicts of interest are fully disclosed.

4.4.2. The Secretariat shall maintain a Register of Members' Interests. Members shall supply information to the Secretariat for inclusion in the register, on joining the Committee, in response to any request for an update and on becoming aware of any new interest.

4.4.3. Should a member's interests change, s/he shall inform the Secretariat at the earliest opportunity.

4.4.4. Should an issue be discussed by the Committee which presents a conflict of interest to a member, the member shall declare the conflict of interest, regardless of whether s/he has previously declared the interest in the Register of Members' Interests. Such declarations shall be minuted.

4.4.5. Members shall not vote or participate in discussions on any issues on which they have registered an interest.

5. Meetings

5.1. Frequency

5.1.1. Committee meetings shall be held three times per year. A calendar of future meetings will be set for a year at a time although the minimum notice required for a meeting is two weeks, to ensure that all members are afforded the opportunity to attend.

5.2. Papers

5.2.1. The agenda and papers for meetings shall be issued at least 5 working days in advance of the meeting by the Secretariat.

5.2.2. Members may be asked to consider confidential or sensitive information concerning personal data, contracts, procurement processes or commercially sensitive data. In these circumstances may be asked to sign a non-disclosure agreement.

5.3. Quorum

5.3.1. There should be a quorum of 50% one of which is the Chair.

5.4. Decision Making

- 5.4.1. The Committee shall operate on the basis of consensus.
- 5.4.2. In the event that a consensus cannot be achieved on a matter requiring decision, that decision shall be taken by vote and carried if it is supported by over 50% of those present.
- 5.4.3. In the event of a tied decision, the Chair of the meeting will cast the deciding vote.
- 5.4.4. The Committee will not have the power to delay or refer decisions back to Dorset LEP.
- 5.4.5. The Committee will be able to publicise its conclusions and make recommendations for improvements to Dorset LEP's decision making processes. Alternatively issues may be referred to the Finance Audit and Corporate Risk Committee for consideration.
- 5.4.6. If a decision needs to be made outside of the meeting, decision can be sought via Written Procedure (Appendix 2). In such cases, the Secretariat shall write to each Committee member requesting agreement to a specified course of action. Committee members shall be given no fewer than five working days to respond to the Secretariat.
- 5.4.7. For a decision to be taken by Written Procedure, the number of members participating and the composition of those members must be as required for a quorate meeting. Over 50% of members responding to the request must indicate agreement to the proposal.
- 5.4.8. All decisions made by Written Procedure shall be ratified at the next scheduled meeting.

5.5. Minutes

- 5.5.1. Meeting minutes shall be disseminated to members no later than ten working days following the meeting. Minutes shall remain in draft until approval by the Committee at the next meeting.
- 5.5.2. Minutes shall be made publicly available on the Dorset LEP website. Minutes will be redacted where they contain personal information about individuals or commercially sensitive data or for good legal reason.

6. Performance Review

- 6.1. The Committee shall arrange for periodic reviews of its own performance and review its Terms of Reference annually to ensure it is operating at maximum effectiveness and to recommend any changes it considers necessary.

Appendix 1: Nolan Principles of Public Life

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix 2: Written Procedures

1. A copy of the written resolution must be sent to every member of the committee together with a statement informing the member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse.
2. A member of the committee signifies their agreement to a proposed written resolution when the Company receives from him or her an authenticated Document identifying the resolution to which it relates and indicating his or her agreement to the resolution.
3. If the Document is sent to the Company in Hard Copy Form, it is authenticated if it bears the member's signature.
4. If the Document is sent to the Company by Electronic Means, it is authenticated if it bears the member's signature or if it is from an email Address notified by the member to the committee for the purposes of receiving Documents or information by Electronic Means.
5. A written resolution is passed when the required majority of eligible members have signified their agreement to it.
6. A proposed written resolution lapses if it is not passed within 28 days beginning with the circulation date.