

Dorset Local Enterprise Partnership

Strategic Infrastructure Committee Terms of Reference

October 2020

1. Purpose

- 1.1. To provide oversight of strategic infrastructure development and delivery in Dorset and wider region including transport, digital, housing and clean growth.
- 1.2. To bring together key partners the Strategic Infrastructure Committee (referred to hereafter as 'committee') will identify in order to assist in promoting integrated, efficient and sustainable strategic infrastructure priorities in the area.
- 1.3. The committee has a role in ensuring infrastructure investment.
- 1.4. The committee has the ability when required to create time limited working groups to investigate specific topics to report back to the Board.

2. Objectives

- 2.1. Act as a collaborative forum bringing together key partners to share strategic priorities and objectives and identify future infrastructure needs to support economic growth in Dorset.
- 2.2. Provide an overview of the strategic infrastructure network in Dorset and the wider region.
- 2.3. Identify and collate priorities for infrastructure investment for improvements in connectivity and efficiency and renewable energy in Dorset.
- 2.4. Develop and communicate a strategic spatial blueprint for infrastructure provision that will support economic growth in Dorset.
- 2.5. Inform discussion and influence decision making in infrastructure provision and investment in Dorset at a local, regional and national level.
- 2.6. Provide strategic oversight of planned infrastructure development for inclusive growth in Dorset and wider region.
- 2.7. Provide a platform from which to springboard applications and bids for strategic infrastructure investment in Dorset.
- 2.8. Work with delivery partners to understand where there are challenges and problems in delivery and identify strategies to addresses these issues.
- 2.9. Act as a forum to share best practice relating to infrastructure development and delivery.
- 2.10. Respond to and where agreed act upon recommendations of commissioned infrastructure reports, this includes the Dorset LEP Housing Report and South East Dorset Urban Mobility Strategy (SEDUM).
- 2.11. Identify potential external policy changes that will impact on Dorset responding where appropriate.
- 2.12. Advise the Dorset LEP Board on opportunities for strategic infrastructure development, policy matters and funding opportunities.

2.13. Work with the Connected Dorset group.

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. The committee will have a minimum membership of 8.
- 4.1.3. Committee members will act in the interests of the committee and Dorset Local Enterprise Partnership.
- 4.1.4. Members will have sufficient seniority to be able to make a strategic contribution and influence unlocking of resources in their respective organisations.
- 4.1.5. The role of business and third sector members is to represent the views and interest of private and community/voluntary sector businesses, with reference to particular sectors, business size and geographical area, whilst always ensuring that decisions are taken in the best interests of Dorset's business community as a whole.
- 4.1.6. Membership to include:
 - Public: Local Authority Directors of Place
 - Board Members x 2
 - Private sector. For example: built environment, real estate, digital expertise, clean growth/ energy, housing association
 - Advisors to the committee, representatives from Department of Transport, Highways England, Network Rail, Homes England, South West Energy Hub, Utilities – water, electric, gas, communications.
- 4.1.7. The Strategic Infrastructure committee will invite other parties to meetings as appropriate to provide specific expertise and advice

4.2. Chair

- 4.2.1. The Committee Chair shall be a member of the Dorset LEP Board. A Deputy - Chair will be appointed within the first meeting.
- 4.2.2. Duties of the Chair will include:
 - Leading the smooth and effective operation of the Committee;
 - To ensure the Secretariat 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 and any key issues that arise;

- 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 66% of meetings over a twelve month period.

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, or a nil return, on joining the Committee, in response to any request for an update and on becoming aware of any new interest. The Secretariat will circulate a request for information about interests annually.
- 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 will initially be held three times per year in a schedule that allows feeding into the Board meetings. This arrangement will be reviewed after 12 months.
- 5.1.2. 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 approved by the Chair and issued at least 5 working days in advance of the meeting by the Secretariat.

5.3. Quorum

- 5.3.1. There should be a quorum of 75%.

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. 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.
- 5.4.5. 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.
- 5.4.6. 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.