

Dorset Local Enterprise Partnership

Dorset Innovation Park Enterprise Zone
Committee
Terms of Reference

August 2020

1. Purpose

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.

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.

The Committee is concerned with the overall management of the Enterprise Zone programme and has three decision-making functions.

Key objectives will include:

- Agreeing the local Memorandum of Understanding and governance of the Enterprise Zone;
- reporting on the performance of the Enterprise Zone to the Dorset LEP Board (and onwards as appropriate);
- granting business rate relief on an individual company basis;
- depending upon the outcome of the MOU to consider supporting wider investment packages for the site – to unlock growth and realise best return, once there is surety of being able to service the loan;
- 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;
- agreeing mechanisms to attract businesses and capture opportunities for inward investment across Dorset through similar initiatives.

2. Status

The Committee is established as Committee to the Dorset LEP Board and as such is fully accountable to the Dorset LEP Board.

3. Membership

The Committee consists of the following members:

- Four members of the Dorset LEP Board, one of which from the Private Sector will be Chair.
- 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.

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

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.

2. Quorum

50% of members, one of whom must be the Chair. In the circumstance of a tied vote the Chair will have the deciding vote.

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.

3. Frequency of meetings

Three times per year to accord with the reporting to BEIS or more often if circumstances dictate.

4. Roles and responsibilities

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.

5. Meetings and Minutes

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.

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.

Meeting minutes shall be approved in draft form and 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.

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.

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.