

Enterprise M3 Joint Leaders Board

Terms of Reference

1. GOVERNANCE

- 1.1 The Joint Leaders Board brings together the elected leaders of the 15 partner councils within the Enterprise M3 Local Enterprise Partnership (EM3 LEP) with the purpose of strengthening the local authority governance arrangements in support of Enterprise M3, to assist in the development and implementation of actions that will deliver the Strategic Economic Plan and other strategic objectives, and to collaborate on economic development issues affecting the wider area.
- 1.2 Meetings of the Joint Leaders Board shall be open to the public, and reports and minutes of the meetings of the Board shall be published and available through a link from the Enterprise M3 website.

2. MEMBERSHIP

- 2.1 The Membership of the Joint Leaders Board shall comprise the Leader from each constituent authority as named in the table below:-

| | | | |
|---------------------------------------|---------------------------------|------------------------------|-----------------------------|
| Basingstoke and Deane Borough Council | East Hampshire District Council | Elmbridge Borough Council | Guildford Borough Council |
| Hampshire County Council | Hart District Council | Runnymede Borough Council | Rushmoor Borough Council |
| Spelthorne Borough Council | Surrey County Council | Surrey Heath Borough Council | Test Valley Borough Council |
| Waverley Borough Council | Winchester City Council | Woking Borough Council | |

- 2.2 Members of the Board may be accompanied by their local authority's Chief Executive or other senior officer, who may attend and participate at meetings in a supporting role.
- 2.3 Each Board Member shall nominate a standing deputy to attend in their place if they are unable to attend.

3. ROLE AND PURPOSE OF THE JOINT LEADERS BOARD (JLB)

- 3.1 To strengthen local authority collaboration in support of Enterprise M3 and provide democratic accountability for the Enterprise M3 growth agenda.
- 3.2 To appoint the district council Local Authority Members to the Enterprise M3 Board in accordance with Enterprise M3's criteria for local authority representation. The JLB may also replace and substitute local authority representatives on the Enterprise M3 Board where required.
- 3.3 To advise Enterprise M3 on the collective view of councils on strategic priorities for economic growth and for the Strategic Economic Plan.

- 3.4 To co-ordinate the contribution of councils on actions and activities to deliver the strategic objectives of the LEP - making best use of, and potentially aligning, economic development resources and activities.
- 3.5 To be a forum for collaboration and discussion between the Enterprise M3 LEP councils on issues affecting economic development and regeneration across the area – particularly spatial planning (including the 'duty to co-operate'), housing and transport.
- 3.6 That, on at least an annual basis, a meeting of the JLB will meet as a scrutiny panel dedicated to scrutinising aspects of Enterprise M3. This will take place before the Annual Performance Review.
- 3.7 To communicate to residents the economic successes and growth achieved through projects and activities delivered through Enterprise M3.
- 3.8 Each Council to be responsible for internal communication of EM3 work, infrastructure gains and project successes, which are achieved for the area through support to the Joint Leaders Board partnership.

4 LOCAL AUTHORITY REPRESENTATIVES APPOINTED TO THE EM3 BOARD

- 4.1 The Joint Leaders Board will provide the mandate for the local authority representatives who are appointed to the Enterprise M3 Board. Elected Members who are appointed to the EM3 Board are expected to represent the collective views and interests of the Joint Leaders Board in a balanced and fair manner.

5. MEETING PROTOCOLS AND PROCEDURES

- 5.1 The Joint Leaders Board meetings will be held in accordance with the following Meeting Protocols and Procedures.

Frequency

- 5.2 The frequency of Joint Leaders Board meetings shall usually mirror the frequency of Enterprise M3 Board Meetings. Dates will be published for the 12-month period ahead.

Location

- 5.3 Meetings shall be held at various locations within the Enterprise M3 area.

Appointment of Chairman and Vice-Chairman

- 5.4 A Chairman and Vice-Chairman for the Joint Leaders Board shall be appointed annually at the first meeting of the municipal year from amongst the membership of the Leaders Board and shall be eligible for re-appointment. In the absence of both the Chairman and Vice-Chairman, the Board shall appoint a Chairman for the meeting.

Decision Making

- 5.5 Decisions shall be taken on a general consensus of opinion. Where this is not possible, matters shall be decided by a simple majority of those Members voting and present in the room. In the event of a deadlock, the proposal under consideration will not be carried. The Chairman shall not have a casting vote.

Access to Information

- 5.6 Meetings and related papers shall be open to the public. However, where necessary, the Board shall have discretion to exclude the press and public from discussion on an agenda item(s).

Dissemination of Information

- 5.7 The Joint Leaders Board will prepare progress reports for dissemination within each local authority, with information also available through a link from the Enterprise M3 website.

6. Support Arrangements

- 6.1 Each Council shall make a financial contribution towards the costs of administrative support and accommodation for meetings of the Joint Leaders Board.
- 6.2 Co-ordination and collaboration may include sharing and aligning economic development resources within the EM3 area, in order to deliver projects in the Strategic Economic Plan.

7. WORK PROGRAMME

- 7.1 The Joint Leaders Board will develop and maintain a rolling programme of work in support of the Strategic Economic Plan.