

Terms of Reference for the Enterprise Zone Sub Group of the Oxfordshire Local Enterprise Partnership Board

<p>Purpose</p>	<p>The Enterprise Zone Sub Group (the Group) is charged with the oversight of the two Oxfordshire Enterprise Zones, Science Vale Oxford and the Didcot Growth Accelerator.</p> <p>The responsibilities of the Group are to:</p> <ul style="list-style-type: none"> • Monitor and review the performance of the Enterprise Zones, including updates on reporting to the OxLEP Board, local government and central government. • Monitor and review the core work streams of Enterprise Zone infrastructure projects, infrastructure development, inward investment delivery and Enterprise Zone marketing. • In conjunction with other OxLEP sub-groups, develop additional time bound, discrete projects for approval by the OxLEP Board. • Support delivery of the Oxfordshire Local Industrial Strategy ambitions and aspirations • Deliver, through its work plans and actions, OxLEP’s commitment to sustainable development, social equality and diversity.
<p>Membership</p>	<p>The Group does not have any delegated decision-making powers, rather it is an advisory group that makes recommendations to the main Board.</p> <p>The Group shall elect from its membership a Chair, which will be subject to ratification by the Nominations and Personnel Committee on behalf of OxLEP board.</p> <p>Members of the group are acting in their capacity as individuals, and therefore deputies are not permitted to attend in the absence of a Group member other than the Councillor representatives who can deputise to a named Cabinet member from their Council.</p> <p>Membership will be made up as follows:</p> <ul style="list-style-type: none"> - 3 x OxLEP Board Members - 1 x Councillor representative from South Oxfordshire District Council - 1 x Councillor representative from Vale of White Horse District Council - 2 x independent business representatives
<p>Frequency of Meetings</p>	<p>The Group will meet quarterly, or more frequently as required at the discretion of the Chair. The Group’s meeting’s will be scheduled at least two weeks in advance of OxLEP Board meetings. The minutes of meetings shall be reported to the OxLEP Board on a quarterly basis and will be published on the OxLEP website.</p>

<p>Quorum and voting</p>	<p>A quorum shall be four members for any meeting at least one of which must be from the District Councils and one from the OxLEP Board (where a representative of a Council is also an OxLEP Board Member they will be counted only as a representative of a Council).</p> <p>If the Chair is unable to attend a meeting, then a Chair for the meeting will be chosen by the members of the Group present.</p> <p>Only Members will have voting rights.</p> <p>All decisions required by the Group will be decided by a majority vote. If votes are equal, the Chair will have the casting vote.</p>
<p>Administration</p>	<p>Administrative and secretariat support to the Group will be provided by OxLEP.</p> <p>Officers supporting the work of the EZ from OxLEP and partner organisations will be invited by the Chair to attend meetings to report to the Group.</p> <p>Agendas will be set in advance by the Chair (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to members and attendees at least 5 working days in advance of the meeting where possible.</p> <p>Any member can ask for items to be added to the agenda subject to the Chair's approval</p> <p>Action points arising from the meetings will be noted and where appropriate added to the work programme and reported at subsequent meetings.</p> <p>The Group will review these terms of reference including membership and self-assess its performance on an annual basis prior to any changes to be submitted to the OxLEP Board for approval.</p>
<p>Conduct</p>	<p>All members of the group will need to complete a declaration of interest which will be published on the website.</p> <p>If any member of the group, through personal interests or through employment or through relatives, or close personal friendship, have an interest in matters discussed by the group this should be declared through the Chair.</p> <p>All sub-group members will be expected to comply at all times with the seven Nolan Principles of public life.</p> <ol style="list-style-type: none"> 1. Selflessness Holders of public office should act solely in terms of the public interest.

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| | <ol style="list-style-type: none">2. 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.3. Objectivity
Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.4. 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.5. 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.6. Honesty
Holders of public office should be truthful.7. 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. |
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Version control:

ToR agreed at EZ Sub Group meeting held on 3rd September 2019
and approved at OxLEP Board meeting held on 10th September 2019