

Economic Development Partnership Board: Draft Terms of Reference

1. THE PARTNERSHIP

- 1.1 The partnership is called the Economic Development Partnership Board. It is one of the seven partnerships commissioned by Without Walls to take responsibility for the themes within the York City Vision and Community Strategy, *York, a city making history*. The current area of responsibility for the Economic Development Partnership Board is *York, a Thriving City*. The Sustainable Community Strategy is under review, but it is intended that the Board will fulfil a similar role following this review. It also acts as an advisory body to the Council, providing advice to the Council's Executive on those matters related to the economic development of the City that fall under the responsibility of the local authority.

2. PURPOSE

- 2.1 The mission of the Economic Development Partnership Board is:

To enhance the economic well-being of the City, being at the forefront of innovation and change with a prosperous and thriving economy supporting the progress and success of businesses and encouraging new enterprises that will sustain high employment rates whilst ensuring that all sections of the community are able to benefit from economic opportunities.

- 2.2 The key roles of the Economic Development Partnership Board are to:

- a) **Set the strategy for action and concentrate on the most important issues for the economic well-being of the City** – develop, monitor and review strategic goals and shared ambitions that underpin the economic development of the City.
- b) **Prepare an annual economic development plan** - setting priorities and ensuring action, taking account of resources allocated by the Partnership and by partners, and budgets.
- c) **Review performance** – demonstrating progress against the vision, strategy and plans.
- d) **Provide a focus for land and development issues** – particularly the impact on the local economy and how these can best respond to needs.
- e) **Provide a focus for skills and inclusion issues** - ensuring that future employment needs are considered within the City's skills, education and training strategies so that the best employment opportunities are available for residents and businesses have available the necessary skilled workforce.
- f) **Provide a focus for supporting existing businesses and encouraging new enterprises** – maintaining a prosperous and flourishing economy that will sustain high employment rates.
- g) **Providing a focus for considering sub-regional, city regional and regional issues** - as they impact on the York economy.
- h) **Exploring new ways of working and service delivery.**

- 2.3 The partnership will oversee the development and implementation of the Thriving City theme within the city's community strategy, ensuring engagement and ownership. The Board will:
- a) be a key forum for shaping strategic goals with all relevant partners and stakeholder organisations, including priorities for the allocation of resources;
 - b) provide a strategic forum for engaging with leaders from the business community in the development of policy and in responding to key economic issues;
 - c) take the lead responsibility under the Local Strategic Partnership for developing policy, priorities and actions under the Thriving City theme and for collaborating with other theme leaders to achieve the overall vision for the City.

3. STRATEGIC AIMS (Taken from the existing Community Strategy)

- 3.1 To have a leading edge, modern, knowledge and science-based economy.
- 3.2 To be ranked and recognised as an international quality leisure and business visitor destination.
- 3.3 To have a broad based economic structure, characterised by good working practices, and with a highly skilled and motivated workforce.
- 3.4 To provide a strong and distinctive cultural sector, enriching the lives of residents and visitors.
- 3.5 To be a focus for high quality external investment and supportive of local business and small business development.
- 3.6 To support the University maintaining its top position within the UK and in its role of acting as a key local and regional economic generator.
- 3.7 To play a full regional and sub-regional economic role.
- 3.8 To have a modern, sustainable and uncongested transport network.
- 3.9 To enable local people, including those with disabilities, to benefit from the new job opportunities and increased income levels from increased economic prosperity.

4. GUIDING PRINCIPLES

- 4.1 When working on issues the partnership will aim to add value to all new and existing work by:
- a) Viewing the issue as a whole and at a strategic level
 - b) Co-ordinating the compilation of information
 - c) Co-ordinating the use of resources
 - d) Engaging with partners that might have a contribution to make on individual issues
 - e) Informing and empowering individuals, organisations and partnerships to help resolve issues

- f) Acting as a unified lobbying group
- 4.2 Members will agree their role and commit to fulfilling this role.
- 4.3 Objectives will be realistic and must be signed up to by members.
- 4.4 The process for developing objectives and subsequently implementing them will be clear to all.
- 4.5 While being forward looking, the partnership must reflect and evaluate. The focus of evaluation will be:
 - a. How is the partnership working?
 - b. What is the partnership achieving?
- 4.6 There will be collective ownership and responsibility within the partnership.

5. MEMBERSHIP

- 5.1 The membership will comprise representatives of:
 - a. The City of York Council -
Leader of the Council and up to 2 other Councillors
 - b. Strategic Partnerships - one nominated by each of the following:

Science City York
York Area Tourism Partnership
Yorkshire Forward

Learning and Skills Council

York and North Yorkshire Chamber of Commerce

Trade Unions
 - c. Sector Representatives: - from each of the following, to be determined by the Council in consultation with the Local Strategic Partnership:
Major employers (employing over 250) in the City – two places
Smaller local employers (employing less than 250) – two places
 - d. Co-opted
The Economic Development Partnership Board will nominate any additional co-opted members to the Council for approval.

(Definition: A 'partner' is the organisation, partnership or sector. A 'member' is a representative of that organisation, partnership or sector)
- 5.2 To allow effective decision-making membership of the partnership must be constrained to the above categories but members will be appointed as far as

possible to ensure that the membership reflects the wide variety of interests with respect to economic well-being within the city.

- 5.3 Each 'member' should be empowered to represent the views of the partner they represent and that, insofar as the constitution of the partner allows, they should be able to commit that partner.
- 5.4 Each partner may nominate a standing deputy. In the event that a member is unable to attend the deputy will have the same rights as the member that they are deputising for.
- 5.5 The Economic Development Partnership Board may invite organisations not represented on the partnership to attend and participate in that part of their meetings that are of relevance to that organisation.
- 5.6 All representatives shall be encouraged to take an active part in proceedings and appropriate support shall be provided where necessary to facilitate this.
- 5.7 The membership of the partnership shall be reviewed annually prior to the annual meeting of the partnership to be held in June (or as near as possible) of each year. New members required will be sought using Nolan principles.
- 5.8 The individual term of office will be 3 years for all ; Members may be re-nominated when this term of office expires.
- 5.9 The Chair and Vice Chair of the Partnership board shall be elected each year at the annual meeting of the Partnership. If the Chair is elected from the private sector, then the Council will hold the position of Vice Chair. It is intended that the Chair of the Economic Development Partnership Board will be a member of the Without Walls Partnership and the Chair (or nominated representative) will be required to attend meetings of the WOW Executive Delivery Board.

6. MEETINGS

- 6.1 To encourage strategic working, the partnership should aim to meet approximately four times a year. Further ad hoc meetings may be arranged as determined by the partners.
- 6.2 Advance notice of items for the agenda of the next meeting shall be submitted to the Chair who will determine the agenda for that meeting.
- 6.3 Voting at meetings, when required, shall be by a show of hands and matters determined by a simple majority. All board members shall have one vote, and in the event of equality of voting, the Chair shall have a casting vote.
- 6.4 A declaration of interest shall be made by any member and recorded in the minutes of the meeting where there may be a conflict of interest in the matter under discussion. Where the interest is personal and prejudicial the member shall withdraw from the debate and shall not participate in any vote.

7. DELEGATION OF AUTHORITY

- 7.1 It is understood that each partner will, through its own procedures, make explicit commitments to support the partnership.

8. ACCESSIBILITY

- 8.1 Meetings of the Economic Development Partnership Board will normally be open to the public to attend unless confidential or sensitive information is being discussed in which case a special resolution will be made to exclude the public for that item.
- 8.2 Minutes and papers shall be made freely available to the public unless specifically excluded for reasons of confidentiality.

9. PARTNERSHIP SUPPORT

- 9.1 The Council will be responsible for providing support to the partnership e.g. administering the meetings.
- 9.2 The partnership is committed to capacity building and engagement of non statutory sector bodies and every effort will be made to ensure that they are fully involved and are able to participate effectively in the Board.

10. THE WORKPLAN

- 10.1 The Economic Development Partnership Board will develop and maintain a workplan identifying priorities drawn from the outcomes framework within the Thriving City Theme of the Community Strategy (or any similar theme following the revision of the Community Strategy) and setting out:
- * key objectives and actions which will deliver on the priorities
 - * measures against which to monitor progress
- 10.2 The Economic Development Partnership Board will appoint “champions” from within its members to lead the work on each identified priority area. Task groups will be set up as necessary to act on the partnership’s behalf. Regular progress reports will be made to meetings of the Board. Task groups will be disbanded once the task is complete.
- 10.3 The Economic Development Partnership Board will report on progress against the Community Strategy to the Without Walls Executive Delivery Board.
- 10.4 The Economic Development Partnership Board will take responsibility for the economic development and employment indicators within the Local Area Agreement and co-ordinate necessary action to deliver on the agreed targets.
- 10.5 The Economic Development Partnership Board will take responsibility for contributing to any initiatives at a sub-regional, City regional or regional basis which will impact on the economic well-being of the City.

11. ALTERATIONS TO THE CONSTITUTION

11.1 The constitution will be adopted by the board. Any proposed alterations to the constitution must be proposed and seconded at a meeting of the Economic Development Partnership Board by two members and to be carried must be supported by at least thirds of those present and eligible to vote. Any changes to this constitution will also require the approval of the Council.