
REPORT TO:	Environmental & Development Services	AGENDA ITEM: 7
DATE OF MEETING:	30 January 2014	CATEGORY: DELEGATED
REPORT FROM:	Chief Executive	OPEN
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SUBJECT:	DERBY & DERBYSHIRE JOINT COMMITTEE FOR ECONOMIC PROSPERITY	REF:
WARD(S) AFFECTED:	All	TERMS OF REFERENCE: EDS03, EDS10, EDS11

1.0 Recommendations

1.1 It is recommended that the Committee:

- Supports the establishment of a Joint Committee for Economic Prosperity in accordance with the draft terms of reference, working arrangements and rules of procedure set out in the Annexes to this report subject to the Council's representatives agreeing to any subsequent amendments that might arise.
- That the Leader of the Council is appointed as the District Council's representative on the Joint Committee with the Deputy Leader appointed as the substitute representative.

2.0 Purpose of Report

2.1 To report on discussions held between Derbyshire County Council, Derby City Council and the eight District and Borough Councils in Derbyshire regarding the establishment of a Joint Committee to deliver economic growth and prosperity across the geographical county of Derbyshire.

2.2 To seek approval to support the establishment of the Joint Committee and to appoint the District Council's representative and substitute representative.

3.0 Detail

3.1 In September of this year the Leaders of the County Council, Derby City Council and the eight District and Borough Councils in Derbyshire gave their approval in principle to establish a Joint Committee to conduct a Governance Review to determine whether the existing governance arrangements for economic development, regeneration and transport in the area are effective or whether the area would benefit from changes, including the establishment of a new Economic Prosperity Board (EPB) covering the whole of Derby and Derbyshire.

- 3.2 In anticipation that the Governance Review will recommend an EPB, it is intended that the Joint Committee will, in effect, act as a shadow EPB and pursue an economic regeneration strategy which reflects the needs of a diverse area by carrying out the following activities whilst an EPB is being established:
- a. To act as the local public sector decision making body for strategic economic development at the D2 level (Derbyshire and Derby City).
 - b. To develop and subsequently monitor investment plans utilising Government and European Union (EU) funds for Derby and Derbyshire.
 - c. To be the accountable body for decision making on Single Local Growth Funding and EU funding streams allocated to the Committee by the D2N2 Local Enterprise Partnership (LEP).
 - d. To own, monitor and review the Derby and Derbyshire Growth Plans and associated investment plans.
 - e. To maintain an ongoing dialogue with the Derby and Derbyshire business community through the relevant Economic Advisory Boards (i.e. the Derbyshire Economic Partnership and the Derby Renaissance Board).
 - f. To oversee the planning, alignment and performance of delivery partners and organisations in order to achieve more effective and efficient commissioning and ultimately better outcomes.
 - g. To hold to account relevant bodies whose work impacts on the economic well-being of Derby and Derbyshire.
 - h. To ensure a smooth transition of activities and functions from the Joint Committee to the EPB.
- 3.3 Draft governance arrangements for the Joint Committee were considered by the Derby and Derbyshire Chief Executives at their meeting on 4 October and an Officer Working Group is being established with representatives from each authority to undertake the Governance Review and workstreams to carry out the activities referred to above.
- 3.4 The Draft Terms of Reference, Arrangements and Rules of Procedure for the Joint Committee are as Annexes to this report, together with a proposed timeline leading to the establishment of an EPB for the whole area by April 2015. These were approved by Derbyshire County Council at its Cabinet meeting held on 12 November subject to the agreement of all of the authorities concerned. The Leader of the County Council has been authorised by the Cabinet to agree to any subsequent changes to the documents that might arise through gaining support of other Councils.
- 3.5 Operationally, it is proposed that the County Council should act as host Authority for the Joint Committee and provide the necessary officer support for the administration of the Committee and the Working Group. Individual Authority representatives on the Officer Working Group will take responsibility for leading on each of the areas of activity of the Joint Committee and a draft workplan and timetable is attached as an Annex.

4.0 Financial Implications

- 4.1 The administration costs of the Joint Committee will be met by the County Council. The costs associated with delivering the areas of work identified in the workplan will be met by the Authority leading on a particular area of work unless the Joint Committee agrees to alternative arrangements. Any financial commitment of the District Council relating to a specific work area would be the subject of a separate report.

5.0 Corporate Implications

- 5.1 The Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000 enables the Council, in respect of functions for which it is responsible, to enter into joint arrangements with one or more other local authorities, including the establishment of a joint committee, to discharge those functions jointly.
- 5.2 The power to create Economic Prosperity Boards is contained in Part 6 of the Local Democracy, Economic Development and Construction Act 2009. The process for creating an EPB is contained in draft Statutory Guidance issued by the Department for Communities and Local Government in 2010.
- 5.3 The activities of the Joint Committee would contribute directly to the Corporate Plan's vision to 'make South Derbyshire a better place to work, live and visit' and to the theme of 'Sustainable Growth & Opportunity – strengthening South Derbyshire's economic position within a 'clean' and 'sustainable' environment'.

6.0 Community Implications

- 6.1 The activities of the Joint Committee would contribute directly to the South Derbyshire Partnership's Sustainable Community Strategy vision of 'a dynamic South Derbyshire, able to seize opportunities to develop successful communities, whilst respecting and enhancing the varied character of our fast growing district'. 'Sustainable Development' is highlighted as a key theme, with the aim of achieving 'sustainable existing and new communities that meet the population's needs and aspirations.

7.0 Conclusions

- 7.1 It is recommended that Members support the establishment of the Joint Committee and appoint the Leader of the Council as its representative on the Joint Committee with the Deputy Leader appointed as the substitute representative.

8.0 Background Papers

- 8.1 Department for Communities and Local Government: Economic Prosperity Boards and Combined Authorities – consultation on draft statutory guidance (2010)

Annex A: Proposed Joint Committee - Draft Arrangements, Terms of Reference and Rules of Procedure

Annex B: Proposed Timeline

Annex C: Working Group Tasks and Allocations (Draft) – Terms of Reference

Derby and Derbyshire Authorities Joint Committee for

Economic Prosperity

Draft Arrangements

Introduction

The Joint Committee will be a legally constituted body with powers delegated to it by its constituent member authorities in the following areas:

- Decision making on Government and EU funds available in the area, including those delegated by the D2N2 LEP
- Decision making on future delivery arrangements, including potential pooled resources, commissioning and performance / contract management
- Reviewing future governance requirements and how best these can be met in Derby and Derbyshire
- Strategic performance management of key economic growth focussed projects and initiatives. This to include transport and housing related initiatives and, potentially, welfare to work and skills programmes

The above delegated powers may change, subject to the outcome of the wider review into governance and the potential establishment of an Economic Prosperity Board.

1. Operating Arrangements

Derbyshire County Council shall act as the host authority for the Joint Committee and provide necessary officer support. D2N2 to be asked to provide core funding for D2 secretariat.

2. Membership

- 2.1 The Joint Committee shall be made up of 1 councillor from each of the 10 constituent authorities (8 District/Borough Councils, 1 City Council, 1 County Council).
- 2.2 All members of the Joint Committee may vote in proceedings of the Committee.
- 2.3 Co-opted non-voting members / observers eg. Chief Executives or nominees, Chief Executive of D2N2 LEP, Chief Executive of SCR LEP, BIS Local representative, business community representatives.

3. Casual Vacancies

- 3.1 A vacancy on the Joint Committee arises when a councillor resigns from the membership of the Joint Committee.
- 3.2 Each constituent authority will fill vacancies for their representative on the Joint Committee in accordance with the arrangements in its constitution.

4. Term of Office

- 4.1 A council representative shall be appointed annually to the Joint Committee to hold office for the following municipal year and all such appointments shall be notified to the host authority no later than 31 May in each year, subject to the proviso that he or she shall cease to be a member of the Joint Committee if he or she ceases to be a member of the appointing council (and does not on the same day again become a member of that council).
- 4.2 Where possible a council will give consideration to continuity of membership to enable the Joint Committee's expertise and skills to be developed for the effective delivery of the objectives of the Joint Committee.

5. Resignation and Removal of Councillor Members

- 5.1 A council may decide in accordance with its procedures to remove its representative from the Joint Committee at any time and upon doing so shall give written notice to the host authority of the change in its representative.
- 5.2 A council representative may resign from the Joint Committee at any time by giving notice to the appointing council who will inform the host authority.
- 5.3 In the event that any member resigns from the Joint Committee or is removed from the Joint Committee by his or her council, the council shall immediately take steps to nominate and appoint an alternative member to the Joint Committee, in accordance with the agreed arrangements.

6. Non-Attendance at Meetings

- 6.1 Where a council representative fails, throughout a period of six consecutive months from the date of his or her last attendance, to attend any meeting of the Joint Committee then the host authority shall recommend to the relevant council that due consideration be given to removing the member from the appointment to the Joint Committee and the appointment of a replacement member from that council.

7. Allowances and Expenses

Each council has the discretion to pay its representative on the Joint Committee special responsibility allowances and to reimburse reasonable expenses incurred. No allowance or expenses payments will be made by the Joint Committee to council members. Any allowances or expenses which may be made to councillor members arising out of Joint Committee membership shall be determine and borne by the appointing council for each Joint Committee member individually.

8. Conduct

All councillor members must observe the Code of Conduct of their appointing council and any related protocols as agreed by the Joint Committee.

9. Validity of Proceedings

The validity of the proceedings of the Joint Committee shall not be affected by a vacancy in the membership of the Joint Committee or a defect in appointment.

DRAFT TERMS OF REFERENCE

Derby and Derbyshire Authorities Joint Committee for Economic Prosperity

PURPOSE

To bring together the City Council, County Council and all District and Borough Councils in Derbyshire into a robust, formally constituted arrangement to deliver regeneration and economic prosperity across the whole geographical county of Derbyshire.

This falls within the broader governance structure associated with the Derby, Derbyshire, Nottingham and Nottinghamshire Local Enterprise Partnership (D2N2 LEP) and is intended to lead as soon as possible to the establishment of an Economic Prosperity Board. The Joint Committee will work closely in partnership with its Nottinghamshire counterpart and with neighbouring bodies including the Greater Manchester and Sheffield City Region Combined Authorities.

The Joint Committee intends to pursue an economic regeneration strategy through a balanced approach, with economic, social and environmental sustainability at its heart. This has to reflect the needs of a diverse area, the City of Derby and its hinterland, the spheres of influence of Manchester, Sheffield and Nottingham, local communities which have lost their former economic bases and rural areas of high environmental and social value.

The Joint Committee accepts and embraces managed and sustainable economic growth as a policy instrument to help deliver jobs and growth to communities and households to provide a foundation for the long term security of the quality of life of all the people of the area.

REMIT

1. To conduct a governance review to determine whether the existing governance arrangements for economic development, regeneration and transport in the area are effective or whether the area would benefit from changes, including establishing a new Economic Prosperity Board.
2. In anticipation that the governance review will recommend the establishment of an EPB for the whole of the Derby and Derbyshire area, the Joint Committee will act as a shadow EPB and carry out the following activities whilst an EPB is being established.
 - a. To act as the local public sector decision making body for strategic economic development at the D2 level (Derbyshire and Derby City)
 - b. To develop and subsequently monitor investment plans utilising Government and EU funds for Derby and Derbyshire

- c. To be the accountable body for decision making on Single Local Growth Fund and EU funding streams allocated to the Committee by the D2N2 LEP
- d. To own, monitor and review the *emerging economic strategies* and associated investment plans
- e. To maintain an ongoing dialogue with the Derby and Derbyshire business community through the relevant Economic Advisory Boards (i.e. the Derbyshire Economic Partnership, the Derby Renaissance Board and the Derbyshire Rural and Farming Network)
- f. To oversee the planning, alignment and performance of delivery partners and organisations in order to achieve more effective and efficient commissioning and ultimately better outcomes
- g. To hold to account relevant bodies whose work impacts on the economic well-being of Derby and Derbyshire
- h. To ensure a smooth transition of activities and functions from the Joint Committee to the EPB

Derby and Derbyshire Authorities Joint Committee for

Economic Prosperity

Draft Rules of Procedure

1.0 Chair of the Joint Committee

- 1.1 The Chair and Vice-Chair of the Joint Committee will be appointed by the Joint Committee at the beginning of the municipal year. When the Chair is appointed from the County or City Councils, the Vice Chair should be appointed from the District/Borough Councils with the roles alternating between the sectors annually.
- 1.2 The Chair shall, unless s/he resigns or becomes disqualified, continue in office until his/her successor becomes entitled to act as chair in the following municipal year.
- 1.3 In the event of the resignation or disqualification of the Chair, a new Chair will be appointed at the next meeting.

2.0 Meetings of the Joint Committee

- 2.1 There shall be a minimum of six ordinary meetings of the Joint Committee held in public in each municipal year to carry out the functions of the Joint Committee. In addition, extraordinary meetings may be called from time to time.
- 2.2 An extraordinary meeting may be called by the Chair, by four members of the Joint Committee or by the Director of Legal Services of the host authority.

3.0 Quorum

A meeting of the Joint Committee cannot take place unless at least six voting members (or their nominated substitutes) are present.

4.0 Substitutes

A nominated substitute will be appointed for each council representative by their authority.

5.0 Voting

All council representatives (or their nominated substitutes) may vote in proceedings of the Joint Committee. Voting will be by show of hands and by simple majority.

6.0 Disorderly Conduct

The Chair may, in the event of a disturbance interfering with the orderly despatch of business, adjourn or suspend a meeting for such period as the Chair considers appropriate.

7.0 Work Programme

The Joint Committee will be responsible for setting its own work programme taking into account the responsibilities set out in the Terms of Reference for the Joint Committee.

8.0 Agenda Items

8.1 The agenda for a meeting of the Joint Committee shall include consideration of any item requested by a member of the Joint Committee members subject to the Director of Legal Services of the host authority receiving written notice at least 10 working days before the date of the meeting.

8.2 The Joint Committee's agenda will be issued to Joint Committee members at least 5 clear working days before the meeting (unless the Chair is satisfied that there is good reason to consider an urgent item). It will also be published on the host authority's website and by sending copies to each of the authorities and by any means the Joint Committee considers appropriate.

9.0 Notice of Meetings

9.1 Ordinary meetings will take place in accordance with a programme decided by the Joint Committee, and will start at the time decided by the Joint Committee.

9.2 Members of the Joint Committee will be given at least 5 clear working days' notice of a meeting of the Joint Committee (unless the Chair is satisfied that there is good reason to hold an urgent meeting).

10.0 Report to the Joint Committee

The publication of reports or recommendations is subject to the exclusion of any exempt or confidential information as defined in the rules on access to information in the Local Government Act 1972 (as amended).

11.0 Advisory Groups

- 11.1 Time limited advisory groups may be established from time to time by the Joint Committee to undertake specific task-based work.

- 11.2 The work undertaken by an advisory group will be scoped and defined beforehand, together with the timeframe within which the work is to be completed and the reporting time for the outcome of the work.

PROPOSED TIMELINE

In July 2013, the LEP Board and the Derbyshire Leaders gave their approval in principle to work to establish a Joint Committee and/or EPB for Derby and Derbyshire.

Indicative timescales for the establishment of the Joint Committee and EPB are shown below:

Date	Action	Responsibility
September 30 th	Derbys Leaders Meeting to discuss and approve project arrangements in principle.	
October 4 th	Chief Executives meeting to consider draft terms of reference or Joint Committee.	
October/November	Working Group meeting – agree which authorities are taking responsibility for which tasks/workstreams.	All
	Work Plan established with timetable.	Working Group
September to December	Work to finalise Joint Committee ToRs, membership, voting rights and protocols.	Working Group
September to December	Regular updates for the Leaders and Chief Executives.	Derbyshire
November 2013 date tbc	Derby and Derbyshire Strategic Leadership Forum (Project Forum)	All
November 2013	Report to each Executive (Cabinet) for approval of Joint Committee ToRs, membership and update on governance review.	All
December 2013	Working Group finalise Governance Review and business case for EPB.	Working Group
January 2014	First meeting of Joint Committee to consider Governance Review.	Derbyshire
February 2014	Report to each authority for approval of Governance Review final report and business case for an EPB. Working Group proposes operational arrangements for EPB.	All
February/March 2014	Working Group carry out consultation with partners and stakeholders on proposed EPB.	All
March/April 2014	Joint Committee considers/approves EPB scheme.	Derbyshire
March/April 2014	EPB scheme published and sent to Secretary of State.	Derbyshire

May 2014 – March 2015	Secretary of State consults relevant authorities, etc leading to statutory order being laid before Parliament for approval.	
April 2015	EPB comes into being.	

D2 Joint Committee for Economic Prosperity**Working Group Tasks and Allocations****Terms of Reference**

To provide technical and administrative support to the setting-up of the Joint Committee, its business and its transition (subject to governance review) to the Economic Prosperity Board.

Remit Item	Task	Lead Officer(s)	Reporting Requirements	Notes
1. To conduct a governance review to determine whether the existing governance arrangements for economic development, regeneration and transport in the area are effective or whether the area would benefit from changes, including establishing a new Economic Prosperity Board.	<p>Gather evidence and stakeholder views on the effectiveness of current arrangements:</p> <ul style="list-style-type: none"> a) Economic development b) Regeneration c) Transport <p>Review Government and D2N2 policy framework within which Joint Committee/EPB will operate.</p> <p>Outline options for governance and scope for coordination of strategy and activity:</p>			

	<ul style="list-style-type: none"> a) Economic development b) Regeneration c) Transport <p>Establish framework for monitoring the performance of the Joint Committee/EPB in improving economic prosperity. Make recommendations on detail of Joint Committee governance ie quorum, substitute membership, allowances, publication scheme, bodies to be granted 'observer' status.</p> <p>Establish support requirements for the Joint Committee/EPB.</p>			
<p>2. To establish and maintain relationships between the Joint Committee/EPB and key stakeholders.</p>	<p>Develop process 'map' for the relationship between the Joint Committee and individual authorities' roles and responsibilities for economic development.</p>			

	<p>Establish definitive picture of key stakeholders including Government departments and agencies, D2N2, SCR and other LEPs, DEP and DRB etc.</p> <p>Compile a communications plan for ongoing liaison with each.</p>			
<p>3. Develop an investment plan for the economic prosperity of Derby and Derbyshire.</p>	<p>Review resources known or likely to be available through Government agencies, D2N2, individual authorities and other sources.</p> <p>Establish, in liaison with D2N2, priorities for investment and business case requirements.</p>			