

Local Growth Strategy Group– Terms of Reference

Greater Cambridgeshire Greater Peterborough Enterprise Partnership (GCGPEP)

1. Purpose

The purpose of the Local Growth Strategy Group (the Group) is to provide a co-ordinated local authority (LA) forum to collaborate with, support, inform, influence and challenge the GCGPEP at the strategic level in relation to planning, infrastructure, housing, skills and economic growth. The group will influence, support and facilitate the implementation of the LEP's Key Priorities and develop and implement programmes of activity that genuinely respond to the GCGPEP's needs and opportunities, facilitating joint working and communication between the GCGPEP and the LA members. The groups shared objective is to maximise funding, inward investment and growth for the membership's geography.

2. Membership

The Group membership shall comprise one nominated senior (director level) attendee from each of the following organisations:

- Greater Cambridgeshire Greater Peterborough Enterprise Partnership
- Cambridgeshire County Council
- Huntingdonshire District Council
- Cambridge City Council
- Fenland District Council
- South Cambridgeshire District Council
- East Cambridgeshire District Council
- Peterborough City Council
- West Suffolk (Forest Heath and St Edmundsbury Councils)
- Rutland County Council
- King's Lynn and West Norfolk Borough Council
- Uttlesford District Council
- North Hertfordshire District Council
- South Holland District Council
- South Kesteven District Council
- Opportunity Peterborough
- Cambridge City Deal

External speakers, members of the GCGPEP, PSB or Leaders board or members of the groups in appendix 1 as is appropriate to the meeting agenda and as agreed in advance by the Chair and Vice chairs.

3. Authority

The Group is commissioned by Public Sector Boards (PSB) and the GCGPEP area LA Leaders' Board (Leaders) to fulfil the above purpose. In doing so the Group is tasked with pursuing a programme of work which will research, assess, determine and agree the strategic priorities for the GCGPEP area in relation to planning, infrastructure, housing,

skills and economic growth. The work of and outputs from the Group will be reported to the LEP Board, PSB and the Leaders groups. It will inform, guide and direct other relevant operational public sector groups (see Appendix 1).

4. Role, duties and responsibilities

In meeting its objectives, the Group is specifically charged with:

- taking a lead role in the shaping of economic strategies and associated plans in the GCGPEP area with specific input around planning, infrastructure, housing skills and economic growth issues
- ensuring GCGP's planning, infrastructure, housing, skills and economic growth needs are identified, acknowledged and addressed at local, regional and national level
- reporting to and informing the PSB, Leaders and GCGPEP boards on the work programme and outputs from the Group
- advising the LEP and the groups in Appendix 1 on planning, infrastructure, housing, skills and economic growth issues and opportunities across all of the LEP's activities
- Commission and co-ordinate work on research, planning and assessment of current infrastructure requirements and programme in alignment with the GCGPEP's Vision for economic growth including the review and audit of priority projects
- Pooling knowledge and resources from the local authorities and partners represented to facilitate a strategic response to planning, infrastructure, housing, skills and economic growth needs particularly responding to government funding and strategic opportunities and initiatives
- Review progress of projects funded from the Local Growth Deal
- Review progress on the pipeline of projects being developed for Local Growth Deal Funding, ensuring that sufficient resource is available for the development of the business case for each of the top10 priority projects.

5. Reporting arrangements

The work, recommendations and decisions of the Group will be regularly reported after each meeting to the GCGP LEP, the PSB and the Leaders' boards and the operational groups in Appendix 1. Key messages for the report will be summarised and agreed at the end of each meeting.

In addition each member of the Group (voting and non-voting) will be responsible for reporting on the work, recommendations and decisions of the Group and disseminating the Key Message Report internally within their own organisations, especially any representatives on the GCGP LEP, the PSB and the Leaders' boards or on any of the groups in Appendix 1.

6. Notes of meetings

In September each year a local authority will be elected to chair and administer the meetings. Two vice-chairs will at the same time be elected, one each to represent the Cambridge and Peterborough sub-regions of the GCGPEP area. The local authority chairing the meeting will email a meeting agenda to relevant representatives

approximately one week before each meeting. The local authority chairing the meeting will minute the meetings and distribute these to committee members within two calendar weeks of each meeting.

The local authority chairing the meeting will compile and disseminate the Key Messages Report to the relevant Boards and groups in Appendix 1 and Appendix 2.

7. Frequency of meetings

Meetings of the Group will be programmed to be approximately bi monthly and timed such that the Group's work and outputs, including the Key Messages Report, can be provided to support and inform LA leaders' group meetings.

Any unnecessary meetings will be cancelled. The group will meet at least three times per annum.

8. Quorum

The quorum of the Group shall be 8 members

9. Alternate Members

In order to maintain consistency and focus, members should not be represented by colleagues at meetings other than by a pre-determined/nominated proxy. Together, the nominated member and their nominated proxy shall be defined as 'bona fide' members. In exceptional circumstances and with the prior agreement of the Chair, other representatives may be allowed to attend but not vote.

10. Decision making

Wherever possible the decisions of the Group will be by consensus. In exceptional circumstances and only when the group deems this to be necessary, when consensus cannot be reached within the group referral to both the Leaders and PSB may be made.

Appendix 1

Relevant operational public sector groups

1. Chief Planning Officers group
2. Joint Strategic planning unit
3. Transport Officers Steering Group
4. Sub regional housing board
5. Enterprise Delivery Group