



**Great South West Steering  
Committee**

**Terms of Reference**

**April 2018**



## 1. Purpose

- 1.1 To work as an effective group to lead decision making, to encourage collaborative working and develop key partners and stakeholders, to set objectives, to evaluate work carried out, ensure compliance, monitor and scrutinise activity (general and financial) and ensure impact.
- 1.2 The Steering Committee will meet bi-monthly/quarterly but will receive regular (monthly) updates between these times, to keep up to speed with ongoing work streams.

## 2. Status

- 2.1 The Great South West Steering Committee is established as an independent voluntary partnership, without formal legal status. It conducts its activities in the interests of the region it serves and secures its long-term objectives without giving undue favour to any organisation or Committee member.

## 3. Role

- 3.1 The Great South West Steering Committee shall be responsible for directing the work of the partnership in line with the following core principles:
  - 3.1.1 The need to **promote the South West's great opportunities** for increasing the prosperity of our businesses, our people and our communities and huge potential to contribute to the wealth of the country
  - 3.1.2 We will achieve this by working collaboratively across our cities, towns and rural communities, **developing shared propositions, attracting investment** and tackling barriers to productivity; making the whole of the South West a prosperous region
  - 3.1.3 This is not about a fixed geography, it's about working on areas of common interest across the South West with a "**coalition of the willing**" where our combined efforts can make a real difference
  - 3.1.4 Our activities will be **driven by our opportunities** and our work will be directed by a steering committee of leaders from business, education and local authorities who believe in this vision
- 3.2 All business of the Great South West Steering Committee will be conducted in accordance with the Nolan Principles of Public Life (Appendix 1)



#### **4. Membership**

- 4.1 The Great South West Steering Committee will consist of at least 24 members;
- 4.2 There are 3 Local Enterprise Partnerships committed to the development of the Great South West;
- 4.3 Each of these 3 LEP areas will be represented by;
  - 4.3.1 The LEP Chair
  - 4.3.2 3 business representatives (Chief Executive level)
  - 4.3.3 A Local Authority representative (Elected member or Chief Executive)
  - 4.3.4 An education representative (HE or FE)
- 4.4 There will be further representation from stakeholders in the wider South West (but outside of the 3 core LEP areas) comprising;
  - 4.4.1 Confederation of British Industry
  - 4.4.2 3 business representatives (Chief Executive level)
  - 4.4.3 A local authority representative (Elected member or Chief Executive)
  - 4.4.4 An education representative (HE or FE)
- 4.5 Representatives from Government and other relevant organisations shall be invited to attend as non-voting members.
- 4.6 Committee members serve in a personal capacity (with the exception of local authority members) and will act in the interests of the Great South West Steering Committee.
- 4.7 The role of business members is to represent the views and interest of private and community/voluntary sector businesses, with reference to particular sectors, business size and geographic area, whilst always ensuring that decisions are taken in the best interests of the Great South West region as a whole.
- 4.8 The role of local authority members is to represent their constituents, whilst acting in the interests of the Great South West region as a whole.
- 4.9 The terms of office for members will be for two years, with the exception of Local Authority elected members, whose term of office as an elected member will take precedence
- 4.10 The Committee may co-opt up to three additional members, if there is a clear requirement for additional expertise and experience for the successful delivery of the Committee's responsibilities. Co-opted members may only serve a maximum of two years.

#### **5. Chair**

- 5.1 The chair shall be elected by the Group from among the business members. A Vice-Chair will be elected from the total membership by the Chair and both positions will be subject to annual renewal.



5.2 Duties of the Chair will include:

- Leading the smooth and effective operation of the Committee;
- To ensure the officer support is operating effectively and within its mandate, that budgets are appropriately applied and that proper policies and processes are in place and observed;
- To ensure effective liaison with all constituents of the Great South West and government

**6. Representation and attendance**

- 6.1 Committee members may send an appropriate senior level deputy in any instance when their own attendance is not possible.
- 6.2 Committee members (or approved deputies) are expected to attend not less than 75% of meetings over a twelve month period. If this attendance rate is not achieved by any member, the Committee is entitled to review their membership. A 75% majority is required to rescind the membership of any individual.

**7. Decisions**

- 7.1 The Great South West Steering Committee shall operate on the basis of consensus.
- 7.2 There should be a quorum of 18 members (75%).
- 7.3 If there are not sufficient members to satisfy the quorum, then no decisions must be taken
- 7.4 Any decision of the Directors must be either a majority decision at a meeting, although the Directors recognise that unanimity is ideal, or a decision taken in accordance with 7.5
- 7.5 The Directors may take a majority decision without a Directors' meeting by indicating to each other by any means, including without limitation by Electronic Means, that they share a common view on a matter.
- 7.6 In the event of a tied recommendation, the Chair of the meeting will cast the deciding vote.

**8. Meetings and papers**

- 8.1 Committee meetings shall be held on a bi-monthly basis with a minimum of four meetings per annum. A calendar of future meetings will be set for a year at a time although the minimum notice required for a meeting is one month, to ensure that all members are afforded the opportunity to attend.
- 8.2 The agenda and papers for meetings shall be approved by the Chair and issued at least 5 working days in advance of the meeting by the Secretariat.
- 8.3 Meeting minutes shall be approved in draft form by the Chair and disseminated to members no later than ten working days following the meeting. Minutes shall remain in draft until approval by the Committee at the next meeting.



- 8.4 Minutes shall be made publicly available via the Great South West website, except for minutes which are not suitable for release into the public domain, for example due to them containing personal information about individuals or commercially sensitive data. Any minutes which are not released into the public domain will be stored confidentially by the Secretariat.

## **9. Conflicts of interest**

- 9.1 The Group shall ensure that all conflicts of interest are fully disclosed.
- 9.2 The Secretariat shall maintain a Register of Members' Interests. This shall include all company directorships, trusteeships, elected offices, remunerated posts and other relevant interests. The Register of Members' Interests shall be made available publicly on the Great South West website and to any interested party at any time. Members shall supply information to the Secretariat for inclusion in the register, or a nil return, on joining the Committee, in response to any request for an update and on becoming aware of any new interest. The Secretariat will circulate a request for information about interests annually.
- 9.3 Should a member's interests change, s/he shall inform the Secretariat at the earliest opportunity.
- 9.4 Should an issue be discussed by the Committee which presents a conflict of interest to a member, the member shall declare the conflict of interest, regardless of whether s/he has previously declared the interest in the Register of Members' Interests. Such declarations shall be minuted.
- 9.5 Members shall not vote or participate in discussions on any issues on which they have registered an interest.

## **10. Press and Media**

- 10.1 Committee members are not permitted to discuss commercially confidential information about Great South West activities with the press or media without prior approval from the Chair.
- 10.2 In the event that members are approached by the press or media for comment on any matters relating to the Great South West, the matter must be referred immediately to the Chair.

## **11. Review of this Document**

- 11.1 These Terms of Reference will be reviewed annually.



## **Appendix 2 - Nolan Principles of Public Life**

### **1. Selflessness**

Holders of public office should act solely in terms of the public interest.

### **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