



DORSET

Local Enterprise Partnership

**Inward Investment
Team**

Terms of Reference

November 2016

1. Purpose

To provide an effective service in support of the inward investment, foreign direct investment and international trade aspirations of the Dorset Local Enterprise Partnership and its constituent members.

2. Objectives

- To co-ordinate and deliver inward investment and aftercare support for Dorset, especially as required by the national memorandum of understanding (and addendum May 2012) agreed between the National Inward Investment Service (UK Trade & Investment) and Dorset County Council on behalf of the Dorset LEP.
- To create and maintain promotional material (electronic and/or hard copy as appropriate) for Dorset, including contributing to the Dorset LEP website, and to monitor and review its appropriateness and effectiveness.
- To promote Dorset as a business location through appropriate channels and trade events, and in association with the Dorset business community.

3. Status

3.1 The Inward Investment Team is established as an independent voluntary partnership, without formal legal status. It conducts its activities in the interests of the area it serves and secures its long-term objectives without giving undue favour to any organisation or Team member.

4. Role

4.1 The Inward Investment Team shall be responsible for:

- Strategy
- Resource management
- Operations management
- Capacity building and knowledge transfer
- Knowledge management
- Client proposition development
- Pipeline management and client management co-ordination
- Account management
- Performance management and reporting

4.2 All business of the Inward Investment Team will be conducted in accordance with the Nolan Principles of Public Life (see Appendix 1)

5. Team membership

5.1 The Inward Investment Team will consist of up to ten members:-

- members of the DLEP Board, including business representation
- a member of the DLEP Programme Team
- pan-Dorset geographic representation from the local authorities, including the Property Pilot Manager, through an officer from each of

Bournemouth, Dorset, Poole, Christchurch & East Dorset, Purbeck, and the Tri-service Partnership of Weymouth & Portland, West and North Dorset Councils

- 5.2 The role of business sector 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 Dorset's business community as a whole.
- 5.3 The role of local authority officers is to act in the interests of Dorset as a whole, whilst representing their employer authority.
- 5.4 The terms of office for Team members will stand as follows:

Member category	Term of office	Replacement if vacancy arises
DLEP Board members/ Business sector	Initial 3 years, renewable for as further two terms subject to DLEP Board approval	Nominated by DLEP Board
DLEP Programme Team	During term of appointment	Appointed by Director of DLEP
Local Authorities	As determined by relevant local authority	Nominated by relevant local authority or partnership of authorities

6. Chair

- 6.1 The chair shall be the DLEP Board representative. A Vice-Chair will be elected from the total membership.
- 6.2 Duties of the Chair will include:
- Leading the smooth and effective operation of the Team
 - To ensure the Secretariat 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 timely advice and reporting to the Dorset LEP Board relating to the work of the Inward Investment Team
 - To ensure effective liaison with all constituents of the Dorset LEP and government, and to undertake activity as required according to the business plan or emerging strategies and needs.

7. Representation and attendance

- 7.1 Team members (or alternatives) 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 Team is entitled to review their membership and ask for an explanation before taking further action. A 75% majority is required to rescind the membership of any individual.

8. Decisions

- 8.1 The Team shall operate on the basis of consensus.
- 8.2 In the event that a consensus cannot be achieved on a matter requiring decision, that decision shall be taken by vote and carried if it is supported by over 50% of those present, except in the following circumstances:-
- o Removal of a member, which will require 75% of all members present to agree
 - o Amending the membership of the Team, which will require approval of 75% of all members present
 - o Amendments to terms of reference or change in the strategic direction and priorities of the Inward Investment Team, which will require the approval of 75% of all members present
- 8.3 In the event of a tied decision, the Chair of the meeting will cast the deciding vote.
- 8.4 There should be a quorum of six.
- 8.5 In the event that a decision is required outside of a scheduled meeting, the Chair may decide to hold an Extraordinary Meeting. For Extraordinary Meetings, the provisions of as outlined in 8.1, 8.2, 8.3 and 8.4 shall apply.
- 8.6 The Chair may alternatively decide to seek agreement to a proposal via Electronic Procedure. In such cases, the Secretariat shall write to each Team member requesting agreement to a specified course of action. Team members shall be given no fewer than five working days to respond to the Secretariat.
- 8.7 For a decision to be taken by Electronic Procedure, the number of members participating and the composition of those members must be as required for a quorate meeting. Over 50% of members responding to the request must indicate agreement to the proposal.
- 8.8 All decisions made by Electronic Procedure shall be ratified at the next scheduled meeting.

9. Meetings and papers

- 9.1 Team meetings shall be held on a quarterly basis. A calendar of future meetings will be set for a year at a time although the minimum notice required for a meeting is two weeks, to ensure that all members are afforded the opportunity to attend.
- 9.2 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.
- 9.3 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 Team at the next meeting.
- 9.4 Minutes will not normally be released to the public domain, due to the potentially confidential nature of topics discussed.

10. Conflicts of interest

- 10.1 The Team shall ensure that all conflicts of interest are fully disclosed.
- 10.2 Should an issue be discussed by the Team which presents a conflict of interest to a member, the member shall declare the conflict of interest. Such declarations shall be minuted.
- 10.3 Team members shall not vote or participate in discussions on any issues on which they have registered an interest.

11. Reporting to the Dorset LEP Board

- 11.1 The Team shall be fully accountable to the Dorset LEP Board and shall have Dorset LEP board member representation.
- 11.2 The Team will provide a regular, written report to the Dorset LEP Board on a six monthly basis, as agreed with the Dorset LEP Board.
- 11.3 The Team will provide timely advice to the Dorset LEP Board, bringing to its attention matters of importance or responding to its requests.
- 11.4 All papers to be considered by the Dorset LEP Board must be provided at least 7 days in advance of the Dorset LEP Board meeting.

12. Press and Media

- 12.1 Team members are not permitted to discuss the Inward Investment Teams affairs with the press or media without prior approval from the Chair.

12.2 In the event that members are approached by the press or media for comment on any matters relating to the Inward Investment Team, the matter must be referred immediately to the Chair.

13. Review of this Document

13.1 These Terms of Reference will be reviewed annually.

Appendix 1

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.