



# **DORSET**

Local Enterprise Partnership

**Connected Dorset  
Group**

**Terms of Reference**

**October 2016**

## **1. Purpose**

“To create an efficient and reliable transport and high-speed communications system that improves inter and intra-regional and sub-regional connectivity in getting people to jobs, raw materials to production, and finished goods and services to market.”

## **2. Objectives**

- 2.1 To improve the suitability of the Transport Network across Dorset by providing a forum to increase business confidence in the reliability of connections to, from and within Dorset by road, rail, air and sea.
- 2.2 Promote growth and opportunities across Dorset with the installation of super-fast broadband, improvement of 4G connectivity and advances in mobile technology.
- 2.3 To advise the LEP Board how best to support economic growth through delivery of local transport outcomes (from Dorset LTP3).
- 2.4 To work closely and facilitate a partnership ethos with Local Authorities and Private Sectors Partners.
- 2.5 Ability to create sub working groups, who will report back at quarterly meetings that are held.

## **3. Status**

- 3.1 The Connected Dorset Group 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 Group member.

## **4. Role**

- 4.1 The Connected Dorset Group will generate an annual business plan with the ability to create sub working groups to report back to the group.
- 4.2 All business of the Connected Dorset Group will be conducted in accordance with the Nolan Principles of Public Life (see Appendix 1)

## **5. Board membership**

- 5.1 The Connected Dorset Group will consist of representatives from Businesses and Local Authorities in facilitating all sectors of transport across Dorset.

- 5.2 Organisations with a specific transport role can apply to join, which will require consultation from the chair when necessary.
- 5.3 Group members serve in a personal capacity (with the exception of local authority members) and will act in the interests of the Connected Dorset Group.
- 5.4 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.
- 5.5 The role of local authority members is to represent their constituents, whilst acting in the interests of Dorset as a whole.
- 5.6 The process for selecting representatives shall be determined by invitation, including how representatives from different subgroups are chosen.

## **6. Chair**

- 6.1 A DLEP Board Member will chair the meeting.
- 6.2 Duties of the Chair will include:
  - o Leading the smooth and effective operation of the Group;
  - o 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;
  - o To ensure timely advice and reporting to the Dorset LEP Board relating to the work of the Connected Dorset Group.
  - o 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 Group 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 Group 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 Group 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 Group, 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 Connected Dorset Group, 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.

## **9. Meetings and papers**

- 9.1 Group meetings shall be held on a quarterly 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 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 Group at the next meeting.
- 9.4 Minutes shall be made publicly available via the internet, 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.

## **10. Conflicts of interest**

- 10.1 The Group shall ensure that all conflicts of interest are fully disclosed.
- 10.2 Should an issue be discussed by the Group 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.

10.3 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 Group shall be fully accountable to the Dorset LEP Board and shall have Dorset LEP board member representation.

11.2 The Group will provide timely advice to the Dorset LEP Board, bringing to its attention matters of importance or responding to its requests.

11.3 Connected will provide a written report for each Dorset LEP Board meeting (bi-monthly) with updates on progress against the business plan and any other business.

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 Group members are not permitted to discuss the Connected Dorset Group's 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 Connected Dorset Group, the matter must be referred immediately to the Chair.

## **13. Review of this Document**

13.1 These Terms of Reference will be reviewed annually.

13.2 The Group may amend these terms of reference at any time, according to the procedure outlined in paragraph 8.2.

## 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.