



**THE CITY OF NOTTINGHAM AND NOTTINGHAMSHIRE ECONOMIC PROSPERITY
COMMITTEE**

Date: Friday, 21 February 2014

Time: 10.00 am

Place: Carriage Court, Kelham Hall - Newark and Sherwood District Council, NG23
5QX

**Councillors are requested to attend the above meeting to transact the following
business**

**Glen O'Connell, Director of Legal and Democratic Services, Nottingham City Council
Secretary**

Constitutional Services Officer: Rav Kalsi, Constitutional Services Officer
Direct Dial: 0115 8763759

AGENDA

Pages

- | | |
|--|---------------|
| <p>1 APPOINTMENT OF CHAIR
In accordance with the terms of reference this appointment will continue until May 2015</p> <p>2 APPOINTMENT OF VICE-CHAIR
In accordance with the terms of reference this appointment will continue until May 2015</p> <p>3 WELCOME AND APOLOGIES FOR ABSENCE</p> <p>4 DECLARATIONS OF INTERESTS</p> <p>5 CONSTITUTION (TERMS OF REFERENCE, MEMBERSHIP AND PROCEDURES)
Report of the Director of Legal and Democratic Services, Nottingham City Council</p> <p>6 D2N2'S STRATEGIC ECONOMIC PLAN (SEP)
Presentation by David Ralph, Chief Executive of D2N2</p> | <p>3 - 14</p> |
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- 7 ECONOMIC PROSPERITY COMMITTEE - WORK PROGRAMME**
Presentation by David Bishop, Corporate Director for Development
- a EPC'S ROLE DELIVERING THE STRATEGIC ECONOMIC PLAN**
- b PROJECT DEVELOPMENT AND ASSESSMENT**
- c EXISTING PROGRAMME DEMANDS**
- d TIMETABLE**
- 8 BUSINESS AND THIRD SECTOR ENGAGEMENT WITH THE EPC** 15 - 18
Report of Mick Burrows, Chief Executive, Nottinghamshire County Council
- 9 FREQUENCY OF CITY OF NOTTINGHAM AND NOTTINGHAMSHIRE ECONOMIC PROSPERITY COMMITTEE MEETINGS** 19 - 22
Report of Ian Curryer, Chief Executive, Nottingham City Council
- 10 RESOURCING THE ECONOMIC PROSPERITY COMMITTEE**
Presented by Councillor Graham Chapman, Deputy Leader, Nottingham City Council

IF YOU NEED ANY ADVICE ON DECLARING AN INTEREST IN ANY ITEM ON THE AGENDA, PLEASE CONTACT THE CONSTITUTIONAL SERVICES OFFICER SHOWN ABOVE, IF POSSIBLE BEFORE THE DAY OF THE MEETING

PLEASE NOTE THAT THERE WILL BE A PRE-MEETING FOR LEADERS AND CHIEF EXECUTIVES FROM 9.30 AM TO 10 AM

Agenda Item 5

CITY OF NOTTINGHAM AND NOTTINGHAMSHIRE ECONOMIC PROSPERITY COMMITTEE – 21 FEBRUARY 2014

Subject:	Constitution (Terms of Reference, Membership and Procedures)		
Presenting authority / representative):	Glen O’Connell, Secretary to the Committee and Director, Legal and Democratic Services, Nottingham City Council		
Report author and contact details:	Debra La Mola, Head of Democratic Services, Nottingham City Council, 0115 8764292		
Key Decision	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Subject to call-in
			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Value of decision: Not applicable			<input type="checkbox"/> Revenue <input type="checkbox"/> Capital
Authorities affected: All	Date of consultation with relevant authorities: N/A		
Summary of issues (including benefits to citizens/constituent authorities):			
For clarity at the first meeting of this body, this report sets out the Committee’s agreed Constitution and offers clarification of key decision levels and scrutiny arrangements.			
Exempt information: None			
Recommendation(s):			
1 To note the Committee’s Constitution (Terms of Reference, Membership and Procedures)			
2 To agree that a key decision should be defined for the purposes of the conduct of the business of the Economic Prosperity Committee as a decision which is likely: (a) to result in the Constituent authorities, either jointly or severally, incurring expenditure or making income or savings of £1,000,000 or more revenue, taking account of the overall impact of the decisions; or £1,000,000 or more capital; or (b) to be significant in terms of its effects on communities living or working in an area consisting of two or more wards or electoral divisions that fall within the boundaries of any of the constituent authorities of the committee.			
3 To agree that, at the next meeting, the Secretary submit for approval a call-in procedure to underpin item 15 of the constitution in relation to scrutiny of executive decisions taken by the Committee.			

1 REASONS FOR RECOMMENDATIONS

- 1.1 The Committee’s Constitution, (its terms of reference, membership and procedures), which has been approved by all the constituent authorities is presented at this first meeting for information only. No amendments can be made to the Constitution other than by resolution of the constituent authorities. However, this report identifies two aspects of the Committee’s constitutional arrangements which require clarification i.e. key decision levels and scrutiny procedures.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

2.1 Key Decisions

2.2 The Constitution envisages the taking of key decisions by the Committee. In drafting the terms of reference, there was a presumption that the key decision levels which would apply would be those of Nottingham City Council both as host authority and as the largest authority exercising executive governance arrangements with key decision levels most applicable to the scale of the projects likely to be the subject of consideration by this Committee. The Committee is asked to note, therefore, that a key decision would be one which would be likely:

a) to result in the Constituent authorities, either jointly or severally, incurring expenditure or making income or savings of £1,000,000 or more revenue, taking account of the overall impact of the decisions; or £1,000,000 or more capital; or

(b) to be significant in terms of its effects on communities living or working in an area consisting of two or more wards or electoral divisions that fall within the boundaries of any of the constituent authorities of the committee.

2.3 Scrutiny

2.4 Section 15.1 of the Committee's constitution provides that each constituent authority operating executive arrangements will be able to scrutinise the decisions of the Economic Prosperity Committee in accordance with that constituent authority's overview and scrutiny arrangements. In the event that an executive decision of the Committee was called-in, a procedure would be required to underpin this provision within the Constitution and to efficiently manage the call-in process, particularly ensuring that unnecessary duplication of scrutiny of decisions was avoided across constituent authorities. It is proposed that the Secretary prepare a call-in procedure for consideration at the next meeting.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

None. For the efficient and transparent conduct of the Committee's business clarity is required about key decision levels and call-in procedures.

4 FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY/VAT)

None.

5 RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS AND CRIME AND DISORDER ACT IMPLICATIONS)

As a joint committee established in terms which make it capable of taking decisions involving expenditure and decisions having consequences for localities, it is potentially affected by the rules concerning Key Decisions and Call-in. The report reflects the initial understanding that the host authority's arrangements on Key Decisions be taken up as a starting point, with proposals on practical Call-in arrangements to follow at another meeting. It is understood that the prospective work programme for the Committee does not envisage any Key Decisions yet.

6 SOCIAL VALUE CONSIDERATIONS

Not applicable.

7 EQUALITY IMPACT ASSESSMENT (EIA)

Has the equality impact been assessed?

- (a) not needed (report does not contain proposals for new or changing policies, services or functions, financial decisions or decisions about implementation of policies development outside the Council)
- (b) No
- (c) Yes – Equality Impact Assessment attached

Due regard should be given to the equality implications identified in any attached EIA.

8 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

None

9 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

Report to Nottingham City Council's Executive Board dated 21 January 2014 - Establishment of the City of Nottingham and Nottinghamshire Economic Prosperity Committee

10 OTHER COLLEAGUES WHO HAVE PROVIDED INPUT

None

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The City of Nottingham and Nottinghamshire Economic Prosperity Committee

Constitution (terms of reference, membership and procedure rules)

1. Purpose

To bring together local authority partners in Nottingham and Nottinghamshire in a robust, formally constituted arrangement which will drive future investment in growth¹ and jobs in the City and County.

2. Governance

2.1 The Economic Prosperity Committee (“EPC”) will act as a Joint Committee under Section 9EB of the Local Government Act 2000 and pursuant to Regulation 11 of the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.

2.2 The EPC will comprise the local authorities within the Nottinghamshire area: Ashfield District Council, Bassetlaw District Council, Broxtowe Borough Council, Gedling Borough Council, Mansfield District Council, Newark and Sherwood District Council, Nottingham City Council, Nottinghamshire County Council and Rushcliffe Borough Council (“constituent authorities”).

2.3 Political Proportionality rules will not apply to the EPC as so constituted.

2.4 The EPC will be a legally constituted body with powers delegated to it by the constituent authorities in the following areas:

- a) to prioritise and make decisions on the use of the funding that the EPC may influence or control;
- b) to review future governance requirements and delivery arrangements and how these can be best achieved in Nottingham and Nottinghamshire;
- c) to have direct oversight of key economic growth focussed projects and initiatives that the EPC has influence over the funding of or contributes to;
- d) to have strategic oversight of other key growth focussed projects and initiatives in Nottingham and Nottinghamshire.

The EPC will not hold funds or monies on behalf of the constituent authorities.

2.5 The EPC’s work plan and the outcome of any wider review into alternative governance may require a change in the delegated powers and terms of reference of the EPC and any such change would require the approval of all the constituent authorities.

3. Remit

3.1 The remit of the EPC will be:

¹ As exercised through the D2N2 LEP.

- a) to act as a local public sector decision making body for strategic economic development, and to make recommendations to the D2N2 LEP on its investment and other priorities;
- b) to prioritise, commission and monitor both investment plans and all European Structural Investment Funds (SIF), and Single Local Growth Fund money that is available to Nottingham and Nottinghamshire via the D2N2 LEP and the EPC;
- c) to oversee the alignment of relevant local authority plans and ensure that they contribute to economic growth;
- d) to actively engage with a range of businesses in Nottingham and Nottinghamshire in relation to the EPC's decision making, and to engage with other stakeholders where appropriate;
- e) to consider and advise on the appropriateness and viability of alternative, successor economic governance arrangements;
- f) to ensure that potential benefits stemming from any overlaps with other LEPs are fully maximised.

4. Membership

- 4.1 One member from each constituent authority (such member to be the Leader/Elected Mayor or other executive member or committee chairman from each constituent authority) and for the purposes of these terms of reference this member will be known as the principal member.
- 4.2 Each constituent authority to have a named substitute member who must be an executive member where the authority operates executive governance arrangements. In those constituent authorities where governance is by committee, that alternate member shall be as per that authority's rules of substitution. All constituent authorities must provide no less than twenty four hours' notice to either the Chairman or the Secretary where a substitute member will be attending in place of the principal member. Regardless of any such notification, where both the principal member and the substitute member attends a meeting of the EPC the principal member shall be deemed as representing their authority by the Chairman or Vice Chair.
- 4.3 In the event of any voting member of the EPC ceasing to be a member of the constituent authority which appointed him/her, the relevant constituent authority shall as soon as reasonably practicable appoint another voting member in his/her place.
- 4.4 Where a member of the EPC ceases to be a Leader / Elected Mayor of the constituent authority which appointed him/her or ceases to be a member of the Executive or Committee Chairman of the constituent authority which appointed him/her, he/she shall also cease to be a member of the EPC and the relevant constituent authority shall as soon as reasonably practicable appoint another voting member in his/her place.
- 4.5 Each constituent authority may remove its principal member or substitute member and appoint a different member or substitute as per that authority's rules of substitution, and by providing twenty four hours' notice to the Chairman or the Secretary.

- 4.6 Co-options onto the Committee are not permitted.
- 4.7 Each constituent authority may individually terminate its membership of the EPC by providing twelve months written notice of its intent to leave the EPC to the Chairman or the Secretary. At the end of these twelve months, but not before, the authority will be deemed to no longer be a member of the EPC.
- 4.8 Where an authority has previously terminated its membership of the EPC it may re-join the EPC with immediate effect on the same terms as existed prior to its departure, where the EPC agrees to that authority re-joining via a majority vote.

5. Quorum

- 5.1 The quorum shall be 6 members. No business will be transacted at a meeting unless a quorum exists at the beginning of a meeting. If at the beginning of any meeting, the Chairman or Secretary after counting the members present declares that a quorum is not present, the meeting shall stand adjourned.

6. Chairman and Vice Chairman

- 6.1 The chairmanship of the EPC will rotate annually between the principal member of the City of Nottingham and the principal member of Nottinghamshire County Council. The position of Vice Chairman shall be filled by the principal member of one of the district/borough council members of the EPC and this role will rotate annually between district/borough councils. The Chairman or in his/her absence the Vice-Chairman or in his/her absence the member of the EPC elected for this purpose, shall preside at any meeting of the EPC.
- 6.2 Appointments will be made in May of each year. The first appointments will be made part way through the municipal year and will continue until May 2015, unless otherwise agreed.
- 6.3 Where, at any meeting or part of a meeting of the EPC both the Chairman and Vice Chairman are either absent or unable to act as Chairman or Vice Chairman, the EPC shall elect one of the members of the EPC present at the meeting to preside for the balance of that meeting or part of the meeting, as appropriate. For the avoidance of doubt, the role of Chairman and Vice-Chairman vests in the principal member concerned and in their absence the role of Chairman or Vice-Chairman will not automatically fall to the relevant constituent authority's substitute member.

7. Voting

- 7.1 One member, one vote for each constituent authority.
- 7.2 All questions shall be decided by a majority of the votes of the members present, the Chairman having the casting vote in addition to his/her vote as a member of the Committee. Voting at meetings shall be by show of hands.
- 7.3 On the requisition of any two Members, made before the vote is taken, the voting on any matter shall be recorded by the Secretary so as to show how each Member voted and there shall also be recorded the name of any Member present who abstained from voting.

8. Sub-Committees and Advisory Groups

- 8.1 The EPC may appoint sub-committees from its membership as required to enable it to execute its responsibilities effectively and may delegate tasks and powers to the sub-committee as it sees fit.
- 8.2 The EPC may set up advisory groups as required to enable it to execute its responsibilities effectively and may delegate tasks as it sees fit to these bodies, which may be formed of officers or members of the constituent authorities or such third parties as the EPC considers appropriate.

9. Hosting and Administration

9.1 The EPC will be hosted by Nottingham City Council and the Director of Legal and Democratic Services from that authority shall be Secretary to the Committee (“the Secretary”). The Host Authority will also provide s151 and Monitoring Officer roles and legal advice to the EPC. The administrative costs of supporting the committee will be met equally by the constituent authorities, with each authority being responsible for receiving and paying any travel or subsistence claims from its own members.

9.2 The functions of the Secretary shall be:

- a) to maintain a record of membership of the EPC and any sub-committees or advisory groups appointed;
- b) to publish and notify the proper officers of each constituent authority of any anticipated “key decisions” to be taken by the EPC to enable the requirements as to formal notice of key decisions as given under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 to be met;
- c) to carry out such notification to and consultation with members of any appointing constituent authority as may be necessary to enable the EPC to take urgent “key decisions” in accordance with the requirements of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012;
- d) to summon meetings of the EPC or any sub-committees or advisory groups;
- e) to prepare and send out the agenda for meetings of the EPC or any sub-committees or advisory groups; in consultation with the Chairman and the Vice Chairman of the Committee (or sub-committee/ advisory group);
- f) to keep a record of the proceedings of the EPC or any sub-committees or advisory groups, including those in attendance, declarations of interests, and to publish the minutes;
- g) to take such administrative action as may be necessary to give effect to decisions of the EPC or any sub-committees or advisory groups;
- h) to perform such other functions as may be determined by the EPC from time to time.

10. Meetings

10.1 The EPC will meet no less than quarterly and meetings will be aligned where necessary with deadlines for decisions on resources and investment plans.

10.2 Meetings will be held at such times, dates and places as may be notified to the members of the EPC by the Secretary, being such time, place and location as the EPC shall from time to time resolve. Meeting papers will be circulated five clear working days in advance of any meeting. The Chairman may choose to accept or reject urgent items that are tabled at any meeting.

10.3 Additional ad hoc meetings may be called by the Secretary, in consultation, where practicable, with the Chairman and Vice Chairman of the Committee, in response to receipt of a request in writing, which request sets out an urgent item of business within the functions of the EPC, addressed to the Secretary:

- (a) from and signed by two members of the EPC, or
- (b) from the Chief Executive of any of the constituent authorities.

10.4 Urgent, virtual meetings facilitated via teleconference, video conferencing or other remote working methodologies may be called by the Secretary, in consultation, where practicable, with the Chairman and Vice Chairman of the EPC, in response to receipt of a request in writing, which request sets out an urgent item of business within the functions of the EPC, addressed to the Secretary:

- (a) from and signed by two members of the EPC; or
- (b) from the Chief Executive of any of the constituent authorities.

Any such virtual meeting must comply with the access to information provisions and enable public access to proceedings.

10.5 The Secretary shall settle the agenda for any meeting of the EPC after consulting, where practicable, the Chairman or in their absence the Vice Chairman; and shall incorporate in the agenda any items of business and any reports submitted by:

- (a) the Chief Executive of any of the constituent authorities;
- (b) the Chief Finance Officer to any of the constituent authorities;
- (c) the Monitoring Officer to any of the constituent authorities;
- (d) the officer responsible for economic development at any of the constituent authorities; or
- (e) any two Members of the EPC.

10.6 The EPC shall, unless the person presiding at the meeting or the EPC determines otherwise in respect of that meeting, conduct its business in accordance with the procedure rules set out in paragraph 13 below.

11. Access to Information

11.1 Meetings of the EPC will be held in public except where confidential or exempt information, as defined in the Local Government Act 1972, is being discussed.

11.2 These rules do not affect any more specific rights to information contained elsewhere under the law.

- 11.3 The Secretary will ensure that the relevant legislation relating to access to information is complied with. Each constituent authority is to co-operate with the Secretary in fulfilling any requirements.
- 11.4 Any Freedom of Information Act requests received by the EPC should be directed to the relevant constituent authority(s) for that authority to deal with in the usual way, taking account of the relevant legislation. Where the request relates to information held by two or more constituent authorities, they will liaise with each other before replying to the request.

12. Attendance at meetings

- 12.1 The Chairman may invite any person, whether a member or officer of one of the constituent authorities or a third party, to attend the meeting and speak on any matter before the EPC.
- 12.2 Third parties may be invited to attend the EPC on a standing basis following a unanimous vote of those present and voting.
- 12.3 Where agenda items require independent experts or speakers, the Officer or authority proposing the agenda item should indicate this to the Secretary and provide the Secretary with details of who is required to attend and in what capacity. The participation of independent experts or speakers in EPC meetings will be subject to the discretion of the Chair.

13. Procedure Rules

13.1 Attendance

- 13.1.1 At every meeting, it shall be the responsibility of each member to enter his/her name on an attendance record provided by the Secretary from which attendance at the meeting will be recorded.

13.2 Order of Business

- 13.2.1 Subject to paragraph 13.2.2, the order of business at each meeting of the EPC will be:

- i. Apologies for absence
- ii. Declarations of interests
- iii. Approve as a correct record and sign the minutes of the last meeting
- iv. Matters set out in the agenda for the meeting which will clearly indicate which are key decisions and which are not
- v. Matters on the agenda for the meeting which, in the opinion of the Secretary are likely to be considered in the absence of the press and public

- 13.2.2 The person presiding at the meeting may vary the order of business at the meeting.

13.3 Disclosable Pecuniary Interests

13.3.1 If a Member is aware that he/she has a disclosable pecuniary interest in any matter to be considered at the meeting, the Member must withdraw from the room where the meeting considering the business is being held:

- (a) in the case where paragraph 13.3.2 below applies, immediately after making representations, answering questions or giving evidence;
- (b) in any other case, wherever it becomes apparent that the business is being considered at that meeting;

unless the Member has obtained a dispensation from their own authority's Standards Committee or Monitoring Officer. Such dispensation to be notified to the Secretary prior to the commencement of the meeting.

13.3.2 Where a member has a disclosable pecuniary interest in any business of the EPC, the Member may attend the meeting (or a sub –committee or advisory group of the committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

13.4 Minutes

13.4.1 There will be no discussion or motion made in respect of the minutes other except as to their accuracy. If no such question is raised or if it is raised then as soon as it has been disposed of, the Chairman shall sign the minutes.

13.5 Rules of Debate

13.5.1 Respect for the Chairman

A Member wishing to speak shall address the Chairman and direct their comments to the question being discussed. The Chairman shall decide the order in which to take representations from members wishing to speak and shall decide all questions of order. His/her ruling upon all such questions or upon matters arising in debate shall be final and shall not be open to discussion.

13.5.2 Motions / Amendments

A motion or amendment shall not be discussed unless it has been proposed and seconded. When a motion is under debate no other motion shall be moved except the following:

- i. To amend the motion
- ii. To adjourn the meeting
- iii. To adjourn the debate or consideration of the item
- iv. To proceed to the next business
- v. That the question now be put
- vi. That a member be not further heard or do leave the meeting
- vii. To exclude the press and public under Section 100A of the Local Government Act 1972

13.6 Conduct of Members

13.6.1 Members of the EPC will be subject to their own authority's Code of Conduct.

14. Application to Sub-Committees

14.1 The procedure rules and also the Access to Information provisions set out at paragraph 11 shall apply to meetings of any sub-committees of the EPC.

15. Scrutiny of decisions

15.1 Each constituent authority which operates executive arrangements will be able to scrutinise the decisions of the EPC in accordance with that constituent authority's overview and scrutiny arrangements.

16. Winding up of the EPC

16.1 The EPC may be wound up immediately by a unanimous vote of all constituent authorities.

17. Amendment of this Constitution.

17.1 This Constitution can only be amended by resolution of each of the constituent authorities.

Agenda Item 8

CITY OF NOTTINGHAM AND NOTTINGHAMSHIRE ECONOMIC PROSPERITY COMMITTEE – 21 FEBRUARY 2014

Subject:	Business and third sector engagement with the EPC		
Presenting authority / representative):	Mick Burrows, Chief Executive, Nottinghamshire County Council		
Report author and contact details:	Matt Lockley, Team Manager, Economic Development 0115 9772446		
Key Decision	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Subject to call-in
			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Value of decision:	To be determined		<input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Capital
Authorities affected:	All		Date of consultation with relevant authorities: N/A
Summary of issues (including benefits to citizens/constituent authorities):			
The N2 Economic Prosperity Committee is a joint committee of local authorities. Its terms of reference do not allow for formal co-options. Feedback from Government departments suggests that business and third sector participation in decisions delegated to the N2 Economic Prosperity Committee will need to be secured, particularly in relation to any decisions on EU / Local Growth funds that are delegated to the Committee.			
Exempt information: None			
Recommendation(s):			
1 That Committee approves one of the options put forward in this report for securing business advisors to the Committee.			
2 That Committee approves that Networking Action for Voluntary Organisations (NAVO) be asked to nominate a third sector advisor to the Committee.			

1 REASONS FOR RECOMMENDATIONS

The N2 Economic Prosperity Committee has been established as a Joint Committee of local authorities. Co-options are not possible according to the terms of reference. Government feedback (from DCLG and BIS) suggests that business and third sector input into the work of the Committee should be secured.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

The N2 Economic Prosperity Committee forms part of the decision-making governance for the D2N2 Local Enterprise Partnership (LEP) and as such will have an important role to play in terms of prioritising investment in Nottingham and Nottinghamshire through funding sources such as the EU Structural Investment Fund (EU-SIF) and Single Local Growth Fund (SLGF). Due to constitutional constraints, the Committee cannot formally co-opt representatives of the wider stakeholder and partner community. Given the nature and scope of decision-making that the Committee will undertake, it is felt necessary to seek advisory support from the business and third sectors. This will also ensure compliance with DCLG and BIS requirements for transparency and openness in decision-making.

Nottinghamshire's Chief Executives considered the requirement for business representation at their meeting on 31st January 2014. Three options were proposed (note: maximum of two business advisors envisaged):

- (a) Representative model – request a nominated advisor from the Chamber of Commerce and Federation of Small Businesses or Nottingham Growth Board and Nottinghamshire Business Engagement Group;
- (b) D2N2 model – propose that existing D2N2 Board members representing the Nottingham and Nottinghamshire business community (Trevor Fletcher and Peter Gadsby) be invited as advisors to the N2 Economic Prosperity Committee, or nominate one business representative each;
- (c) Selective model – Committee Members to consider and nominate a business leader from their networks who could be invited to act as advisor to the Committee. Further consideration of a short-list would be required with this option.

In terms of third sector representation, the Economic Prosperity Working Group recommends that Networking Action for Voluntary Organisations (NAVO) be asked to nominate one advisor to the N2 Economic Prosperity Committee.

It should be noted that none of the advisors to the Committee will have a voting role, as this would not be consistent with the terms of reference for the Committee.

Wider linkages to the Nottingham Growth Board, Nottinghamshire Business Engagement Group, local business clubs and developer fora will also need to be explored in the context of the N2 Economic Prosperity Committee. A further report on this will be brought to the next meeting of the Committee.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

None – options are outlined above.

4 FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY/VAT)

Financial implications to be determined based upon which of the recommendation the EPC agrees.

5 RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS AND CRIME AND DISORDER ACT IMPLICATIONS)

None.

6 SOCIAL VALUE CONSIDERATIONS

None.

7 EQUALITY IMPACT ASSESSMENT (EIA)

Has the equality impact been assessed?

- (a) not needed (report does not contain proposals for new or changing policies, services or functions, financial decisions or

X

decisions about implementation of policies development outside the Council)

(b) No

(c) Yes – Equality Impact Assessment attached

Due regard should be given to the equality implications identified in any attached EIA.

9 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

None.

10 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

None.

11 OTHER COLLEAGUES WHO HAVE PROVIDED INPUT

None.

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Agenda Item 9

CITY OF NOTTINGHAM AND NOTTINGHAMSHIRE ECONOMIC PROSPERITY COMMITTEE – 21 FEBRUARY 2014

Subject:	Frequency of City of Nottingham and Nottinghamshire Economic Prosperity Committee meetings		
Presenting authority / representative:	Nottingham City Council, Ian Curryer, Chief Executive		
Report author and contact details:	Claire Richmond, Director of Policy, Partnerships and Communication 0115 876 3414		
Key Decision	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Subject to call-in
			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Value of decision: £0			<input type="checkbox"/> Revenue <input type="checkbox"/> Capital
Authorities affected: All	Date of consultation with relevant authorities: N/A		
Summary of issues (including benefits to citizens/constituent authorities):			
<p>The nine Nottinghamshire Local Government Authorities, having agreed to the establishment of a new Joint Committee - the City of Nottingham and Nottinghamshire Economic Prosperity Committee (the Economic Prosperity Committee or EPC) – must decide how frequently they would like to meet under Economic Prosperity Committee arrangements and whether to continue with existing joint working arrangements such as the meeting of the Nottinghamshire Leaders' Group.</p>			
Exempt information:			
None.			
Recommendation(s):			
1 The Economic Prosperity Committee officer working group proposes that the Economic Prosperity Committee meet no less than eight times a year.			
2 Each meeting of the Economic Prosperity Committee should be preceded by a 30 minute pre-meet which will allow Leaders to be briefed on progress to date. The pre-meet will be followed by the main agenda and the business at hand under Joint Committee arrangements.			
3 Where pre-meets are not required, this time could be used to discuss matters that were previously discussed under Nottinghamshire Leaders' Group arrangements such as shared services.			
4 To agree the dates listed in the report.			

1 REASONS FOR RECOMMENDATIONS

Regularity of Economic Prosperity Committee meetings

The Economic Prosperity Committee's work programme sets out an ambitious set of actions to help grow the Nottingham and Nottinghamshire economy. Eight meetings a year would allow sufficient time for Leaders to fully and regularly consider developments, and base their decisions upon these developments. Meeting eight times a year would allow Economic Prosperity Committee members to maintain a better overview of the Economic Prosperity Committee work programme.

Pre-meetings

The roles of LEPs and Joint Committees are evolving. To make fully informed decisions it is important that all Members of the committee are abreast of the latest developments. A short pre-meet will allow time for necessary updates where these are required.

Nottinghamshire Leaders' Meetings

The Nottinghamshire Leaders have previously agreed that the Economic Prosperity Committee would replace Notts Leaders' meetings. Some matters of mutual interest do not require Joint Committee arrangements. These matters - for example shared services – could be progressed under time set aside for pre-meetings, where Members agree that this is beneficial.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

The dates set aside for meetings of the Economic Prosperity Committee are listed below:

2014	2015
21 February	20 February
21 March	20 March
23 May	
20 June	
25 July	
19 September	
21 November	
19 December	

There are no further meetings of the Notts Leaders' group scheduled.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

None.

4 FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY/VAT)

None.

5 RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS AND CRIME AND DISORDER ACT IMPLICATIONS)

None.

6 SOCIAL VALUE CONSIDERATIONS

None.

7 EQUALITY IMPACT ASSESSMENT (EIA)

Has the equality impact been assessed?

- (a) not needed (report does not contain proposals for new or changing policies, services or functions, financial decisions or decisions about implementation of policies development outside the Council)
- (b) No
- (c) Yes – Equality Impact Assessment attached

Due regard should be given to the equality implications identified in any attached EIA.

8 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

None.

9 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

None.

10 OTHER COLLEAGUES WHO HAVE PROVIDED INPUT

Matthew Lockley – Nottinghamshire County Council

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