

Appendix 1

Final Heads of Terms as agreed at the Coast to Capital Joint Committee, 25 March 2014

Heads of Terms

Coast to Capital Strategic Joint Committee

1. Establishment, Purpose and Form

- 1.1 The Coast to Capital Strategic Joint Committee (“the Joint Committee”) established from the Commencement Date.
- 1.2 The over-arching purpose of the Joint Committee is to promote and support sustainable economic development and growth across the area served by the Coast to Capital Local Enterprise Partnership (“the LEP”). To achieve this, the joint Committee will agree the Strategic Economic Plan as developed by the Board of the LEP (“the Board”) and also may advise the Board from time to time on the economic development and growth priorities of the area.
- 1.3 The Joint Committee shall be a joint committee appointed by two or more local authorities represented on the Joint Committee in accordance with section 102(1)(b) of the Local Government Act 1972.
- 1.4 The Joint Committee may appoint one or more sub-committees.
- 1.5 The lead authority for the Joint Committee shall be West Sussex County Council as the Accountable Body for the Local Growth Fund, whose functions in that capacity shall include financial, administrative and legal support (see paragraph 11).

2. Interpretation

- 2.1 In the Heads of Terms-
 - (i) ‘Commencement Date’ mean such date as is approved by the local authorities represented on the Joint Committee.
 - (ii) ‘The LEP Area’ means the area encompassing the administrative boundaries of Brighton & Hove City Council, West Sussex County Council, London Borough of Croydon, Lewes District Council and part of Surrey County Council – Epsom and Ewell District Council, Tandridge District Council, Mole Valley District Council and Reigate and Banstead District Council.
 - (iii) ‘Economic development and growth’ shall bear its natural meaning, but with particular emphasis on:
 - employment and skills
 - business support, internationalisation and innovation
 - enterprise
 - infrastructure and transport
 - housing
 - investment and development
 - utilisation of property assets
 - strategic planning
 - (iv) “Strategic Economic Plan” means the plan created by the LEP for the LEP Area setting out the economic development and growth priorities as the basis for negotiation with government.

3. Functions

- 3.1 The function of the Joint Committee are specified in paragraph 3.2 below and may be exercised only in respect of the LEP Area.
- 3.2 The functions referred to in paragraph 3.1 are as follows:
- (i) To agree the Strategic Economic Plan and its revisions and amendments as proposed to the Joint Committee by the Board.
 - (ii) To provide strategic advice to the Board from time to time on the economic development and growth priorities for the LEP area.
 - (iii) To nominate on request from the Board representative from the district and borough local authorities who are members of the Joint Committee to serve as Directors on the Board.

4. Reporting and Accountability

- 4.1 The Joint Committee shall submit an annual report to each of the bodies represented on the Joint Committee.

5. Membership

- 5.1 The following bodies shall be members of the Joint Committee:

County/Unitary Authorities

- Brighton & Hove City Council
- London Borough of Croydon
- Surrey County Council
- West Sussex County Council

District and Borough Authorities

- Adur District Council
- Worthing Borough Council
- Lewes District Council
- Mid-Sussex District Council
- Horsham District Council
- Crawley Borough Council
- Arun District Council
- Chichester District Council
- Epsom and Ewell District Council
- Tandridge District Council
- Mole Valley District Council
- Reigate and Banstead District Council

National Park Authority

- South Downs National Park Authority

- 5.2 Each of the bodies listed in paragraph 5.1 shall be represented at the Joint Committee by one person
- 5.3 Each local authority member shall be represented at the Joint

Committee by an elected Member nominated annually or a nominated substitute (see paragraph 8).

- 5.4 The South Downs National Park Authority shall be represented at the Joint Committee by its Chairman.

6. Chair of the Joint Committee

- 6.1 The Chair of the Joint Committee shall be elected from amongst its Members on an annual basis.

7. Voting

- 7.1 Decisions will be made on a simple majority of votes cast by members represented at a meeting.
- 7.2 Where voting at a meeting results in an equal number of votes cast in favour and against, the Chair of the Joint Committee shall have a casting vote.

8. Substitution

- 8.1 Where a representative of a meeting of the Joint Committee is unable to attend a Joint Committee meeting, a substitute representative of that member (if approved by it) may attend, speak and vote, in their place for that meeting.
- 8.2 A substitute member must be appointed from a list of approved Substitutes submitted by the respective member to the Joint Committee at the start of each municipal year.

9. Quorum

- 9.1 Subject to paragraph 9.2, no business shall be transacted at any Meeting of the Joint Committee unless at least eleven of the whole number of voting members are present.
- 9.2 In no case shall any business of the Joint Committee be transacted Unless at least two voting representatives from the County/Unitary Authorities as set out in paragraph 5.1 are present.

10. Time and Venue of Meetings

- 10.1 The Joint Committee will meet annually
- 10.2 The Chair of the Joint Committee may call a special meeting of the Joint Committee at any time, subject to providing members with minimum notice of ten working days.

11. Administrative and legal support

- 11.1 Administrative and legal support to the Joint Committee shall be provided by the lead authority, such legal support to include Monitoring Officer and Proper Officer functions in relation to the Joint Committee meetings.
- 11.2 Other members of the Joint Committee shall contribute to the costs incurred by the lead authority in connection with the activities described in 11.1. The contributions will be agreed on an annual basis.

12 Observer status

- 12.1 The LEP shall have the right to attend meeting of the Joint Committee as an observer and to provide information and advice as requested by the Joint Committee, but will not have any role in voting or decision making.

13. Review and variation of Heads of Terms

- 13.1 The Joint Committee shall keep these Heads of Terms under review to ensure that the Joint Committee's purpose is given full effect.
- 13.2 These Heads of Terms may be varied only by complete agreement of all members of the Joint Committee and in consultation with the Board.

14. Procedure at meetings

- 14.1 The standing orders of the lead authority will apply to meetings of the Joint Committee.

15. Withdrawal

- 15.1 Any member of the Joint Committee may give six months notice in writing of intention to withdraw from membership of the Joint Committee and involvement in the Strategic Economic Plan.