

## LEEDS CITY REGION ENTERPRISE ZONES – STRATEGIC OVERSIGHT BOARD

14 July 2016

### TERMS OF REFERENCE

#### 1. The Role of the Board

- 1.1. The Leeds City Region (LCR) Enterprise Zones – Strategic Oversight Board has the principal role of driving forward the delivery of LCR Enterprise Zones (EZs). The Strategic Oversight Board (SOB) is responsible for establishing a shared vision for the Enterprise Zones and guiding delivery of future development.
- 1.2. The LCR EZs Strategic Board will be a Sub-Board of the West Yorkshire Combined Authority (WYCA) /LEP Board, advising the WYCA/LEP Board on the Enterprise Zone Programme.
- 1.3. In addition the Board will also:
  - Champion and promote the strategic development of the Leeds City Region Enterprise Zone;
  - Advise the West Yorkshire Combined Authority and LEP Boards on appropriate actions that could / should be taken in relation to Enterprise Zone activities;
  - Guide programme direction, investment planning, marketing and management of the zones;
  - Ensure alignment between individual site and district activities and the local Enterprise Zone Delivery Groups; and
  - Assist in lobbying Central Government and other Government bodies in relation to Enterprise Zone policies and investment opportunities.
  - Manage the production and delivery of key EZ MoU requirements including: a 5 year Implementation Plan; a Marketing Strategy and monitoring requirements.

#### 2. Membership

- 2.1. The Chair for the Strategic Board will be the LEP Chair on a permanent basis to represent the LEP as the Body<sup>1</sup> responsible for the Enterprise Zone programme. A deputy chair will be identified from the Board's membership if the Chair is not available for a specific meeting.
- 2.2. The SOB will comprise Enterprise Zone lead officers with responsibility for the Enterprise Zone site(s) within each Enterprise Zone district within the City Region. Appropriate district substitutes and additional supporting officers from each authority may attend meetings as required.

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<sup>1</sup> via the West Yorkshire Combined Authority as the LEP's Accountable Body

- 2.3. Other individuals such as external bodies, technical advisors or other stakeholders may be invited to attend for all or any part of a meeting.
- 2.4. The initial members of the Board is listed in Table 1 below.

**Table 1: Schedule of Strategic Oversight Board Members**

Member	Organisation
Chair of Leeds City Region Enterprise Partnership, LEP ( <i>Board Chair</i> )	LEP
Director of Policy, Strategy and Communications	Combined Authority
Lead for Corporate Projects / Lead for Business and Skills	Calderdale Council
Assistant Director – Economy and Development / Assistant Director – Estates and Property	Bradford Council
Director of Place / Assistant Director, Place – Investment and Regeneration / Strategic Investment Group Lead	Kirklees Council
Director of City Development / Executive Manager Regeneration – Spatial Programmes	Leeds City Council
Corporate Director, Regeneration and Economic Growth / Service Director, Economic Growth and Housing	Wakefield Council
Assistant Director / Policy Advisor/Deputy Relationship Manager	Cities and Local Growth Unit (BIS/CLG)

- 2.5. The Board members will be supported by a group of Combined Authority/LEP officers who will attend all Board meetings. These officers are: Director of Trade and Investment, Head of Infrastructure and Investment and Spatial Planning Lead.
- 2.6. Strategic Board members must make every effort to attend all meetings and where it is not possible to attend, a substitute should be nominated where appropriate.

### **3. Frequency of Meetings**

- 3.1. The Strategic Board shall meet on a bi-monthly basis with meetings timed to enable matters to be taken to the West Yorkshire Combined Authority and LEP Board in a timely fashion. This frequency will be reviewed on an annual basis.
- 3.2. Special meetings may be arranged in between scheduled meetings if required.

### **4. Officer Support**

- 4.1. The West Yorkshire Combined Authority shall provide officer support with the lead for this support being the Head of Infrastructure and Investment. The Enterprise Zone Districts will

provide the wider officer support via their Enterprise Zone Delivery Groups and will undertake tasks as requested by the Strategic Board.

- 4.2. Agenda and papers will normally be circulated at least 7 days in advance of the meetings. New agenda items should be notified to the applicable support officer at least two weeks prior to the meeting in question.

## **5. Review**

- 5.1. These Terms of Reference will be reviewed and agreed by all members on an annual basis.