

5A. Transport and Digital Connectivity Advisory Committee

Terms of Reference

This is an advisory committee to the Combined County Authority and the Mayor; it seeks to provide strategy advice and guidance on transport and digital connectivity matters in support of the exercise of Combined County Authority and Mayoral functions.

The Committee will engage and seek advice from a range of key stakeholders that may be able to contribute towards regional transport and wider connectivity outcomes.

All Combined County Authority Committees will:

- Support the development of the Inclusive Growth Strategy, including the Local Growth Plan and Place Based Strategy
- Support the delivery of the Inclusive Growth Outcomes Framework, which will cover social, health inequalities, economic and environment outcomes, working across Thematic Committees and Portfolios to ensure maximum impact of these outcomes
- Support the delivery of Farming and Rural Communities outcomes, working across Thematic Committees and Portfolios to ensure maximum impact of these outcomes

The Committee will seek to act in a regional capacity to support the development of the connectivity vision for the Combined County Authority area (to develop the collective infrastructure and create the best possible transport and digital connectivity systems for its citizens). This will include the specific development of the regional transport vision and to develop the appropriate transport investment programme to enable infrastructure development.

~~and make recommendations to the Combined County Authority on:-~~

- ~~(a) The area-wide Local Transport Plan/Transport Strategy;-~~
- ~~(b) The creation of a transport budget, including but not confined to the allocation of Government transport funding for Integrated Transport and Highway Maintenance (both the Needs and Incentive elements) Block funding, Pothole fund;-~~
- ~~(c) The development and delivery of the Transport Investment Programme;-~~
- ~~(d) Funding bids to Government;-~~
- ~~(e) Any other transport matters requested by the EMCCA Board;-~~
- ~~(f) Transport matters within the powers of the EMCCA.-~~

The Committee may appoint one or more sub-committees for the purpose of discharging any of the Committee's functions.

Membership

The membership of the Transport Advisory Committee shall consist of:

Voting Membership:

- Combined County Authority Portfolio Lead for Transport and Digital Connectivity (Chair)
- Mayor (or representative)
- Relevant Lead Member for Transport from each Constituent Authority (x4)
- Additional representative from each Constituent Authority (not represented on Committee through Combined County Authority Lead Member position) (Where the Portfolio Lead and/or Deputy is a constituent member they will take a position appointed by their constituent council)

Appendix A: Transport & Digital Connectivity Committee Terms of Reference

Non-Voting Membership

- Combined County Authority Deputy Portfolio Lead for Transport and Digital Connectivity (Vice-Chair)
- District & Borough representative appointed by the D2 Senior Leadership Board x 2
- District & Borough representative appointed by N2 Economic Prosperity Committee x 2
- Business Advisory Board representative
- Midlands Connect Sub-National Transport Body (Member representative from outside the Combined County Authority area)
- Active Travel Ambassador
- Digital Infrastructure representative (to be identified by the Committee)

To note: Where the Portfolio Lead and/or Deputy Portfolio Lead are constituent representatives, they will be part of the voting membership of the Committee. The Monitoring Officer will make this change to terms of reference to reflect Board appointments to portfolio and deputy portfolio positions.

In appointing members to the Transport Committee there is no requirement for political balance.

The Committee may appoint additional Non-Voting Membership from partner and stakeholder bodies relevant to the remit of the Committee, with the approval of the Combined County Authority Board.

Chairing the Committee

The Transport Advisory Committee shall be chaired by the Combined County Authority Lead Member for Transport and Digital Connectivity.

The Committee Vice-Chair will be the Combined County Authority Deputy Portfolio Lead for Transport and Digital Connectivity.

~~A Vice-Chair will be appointed by the Transport Advisory Committee from amongst the Constituent Authority membership.~~

The Mayor is a voting member of the Committee to allow them to act in their capacity as the mayor, they may wish to discharge any relevant mayoral functions via the committee in order to benefit from appropriate advice.

Quorum

The quorum will be 5 voting members including the Chair (or Deputy Chair)

Voting

Any matters that are to be decided by the Committee are to be decided by consensus of the Committee where possible.

When a vote is required, only voting members of the Committee will be entitled to vote at meetings, the Chair does not exercise a casting vote.

Frequency

There will be a minimum of four Transport Advisory Committee meetings each municipal year.

Transport Advisory Committee meetings shall be held in public with provision for Public Forum.

Functions

Appendix A: Transport & Digital Connectivity Committee Terms of Reference

~~The Transport Advisory Committee will take a lead on and advise the Combined County Authority, subject to the Transport Advisory Committee exercising these functions in accordance with the strategic and budgetary framework agreed by the Combined County Authority:~~

The Committee has the following key functions across transport and digital connectivity:

- a) To provide the forum for facilitating strategic conversations and co-ordination between the constituent authorities and EMCCA.
- b) To develop a collective understanding of the key transport development needs and key digital connectivity needs of the region.
- c) Develop for Board consideration strategy, policy, and investment proposals.
- d) To ensure alignment between EMCCA led strategies.
- e) To recommend bids for government funding in alignment with appropriate frameworks.
- f) To collaborate with those external organisations that also have responsibility for transport and digital connectivity policy.
- g) To commission and publish research on transport and digital connectivity to inform decisions made by the EMCCA Board.

~~The Committee will take a lead on and advise the Combined County Authority on the following specific transport functions, subject to the Committee exercising these functions in accordance with the strategic and budgetary framework agreed by the Combined County Authority:~~

- h) Manage and provide oversight of the transition of transport powers from constituents to the Combined County Authority.
- i) The design and approval of the public consultation required in support of the LTP.
- j) Oversee the allocation of Government transport funding for Integrated Transport and Highway Maintenance (both the Needs and Incentive elements) Block funding and Pothole fund, and additional highway maintenance capital funding provided by Government.
- k) Nominating Combined County Authority representatives on transport bodies.
- l) Monitoring and overseeing the delivery of transport activities to secure the policy objectives of the Combined County Authority.
- m) Ensuring that transport outcomes can be appropriately delivered from within the funding allocations approved by the Combined County Authority.
- n) Nominating Combined County Authority representatives on transport bodies.
- o) Monitoring the activity and performance of those bodies involved in the delivery and operation of transport activities within the Combined County Authority area.
- p) Ensuring that the Combined County Authority secures the provision of appropriate supported public transport passenger services.
- q) Overseeing and reviewing processes for public consultation of the Combined County Authority's transport policies.

- ~~(a) Monitoring and overseeing the delivery of transport activities to secure the policy objectives of the Combined County Authority~~
- ~~(b) Ensuring that the transport outcomes can be appropriately delivered from within the funding allocations approved by the Combined County Authority~~
- ~~(c) Nominating Combined County Authority representatives on transport bodies.~~
- ~~(d) Holding to account those bodies involved in the delivery and operation of transport activities within the Combined County Authority area.~~
- ~~(e) Responsibility for the discharge of specified transport functions delegated by the Combined County Authority.~~
- ~~(f) Ensuring that the Combined County Authority secures the provision of appropriate supported public transport passenger services.~~
- ~~(g) Considering and approving the creation and development of~~
 - ~~i. — Ticketing Schemes under s135-138 of the Transport Act 2000-~~

Appendix A: Transport & Digital Connectivity Committee Terms of Reference

- ii. ~~Concessionary Travel Schemes under s93-104 of the Transport Act 1985~~
- ~~(h) Determining what local bus information should be made available, and the way it should be made available, under s139-143 of the Transport Act 2000~~
 - ~~(i) Formulating, developing and monitoring procedures for public consultation of the Combined County Authority's transport policies~~
 - ~~(j) Considering issues arising from the implementation of schemes for the introduction of smart ticketing systems and innovative technologies~~
 - ~~(k) Determining the operation, performance, contract management and development of tendered bus services, bus stations/interchanges and passenger transport services within the agreed Combined County Authority budget.~~

Lead Member Functions

Support the Lead Member for Transport by: **Thematic Committees have a key role to play in supporting the Combined County Authority Portfolio Lead and Deputy Portfolio Lead by**

- **Providing critical friend challenge to Combined County Authority activity**
- Providing advice and support to the Combined County Authority
- Helping engage with wider stakeholder networks and activity
- Identify and scale up existing good practice within the Combined County Authority region, including cross portfolio working, improvements and initiatives
- Identify and secure resources to deliver new opportunities

Review

The terms of reference are to be reviewed on an annual basis by the ~~Transport Advisory Committee~~.

The role and arrangements of the committee will be reviewed on an annual basis by the Combined County Authority.

5B. Skills & Employment Advisory Committee

Terms of Reference

This is an advisory committee to the Combined County Authority and the Mayor; it seeks to provide strategy advice and guidance on Skills and Employment matters in support of the exercise of Combined County Authority and Mayoral functions.

The Skills & Employment Advisory Committee will engage and seek advice from a range of key stakeholders including Combined County Authority area Local Authorities, Learning organisations (Independent Training Providers, Colleges and Local Authority delivery arms). key Government Agencies such as the Department for Work and Pensions as well as employers in relation to developing the emerging Adult Skills Fund (ASF) priorities that will meet the local need for year one, as well as advising on future ASF funding priorities.

All Combined County Authority Committees will:

- Support the development of the Inclusive Growth Strategy, including the Local Growth Plan and Place Based Strategy
- Support the delivery of the Inclusive Growth Outcomes Framework, which will cover social, health inequalities, economic and environment outcomes, working across Thematic Committees and Portfolios to ensure maximum impact of these outcomes
- Support the delivery of Farming and Rural Communities outcomes, working across Thematic Committees and Portfolios to ensure maximum impact of these outcomes

~~The Committee will develop for Board consideration, the emerging AEB priorities and advise on future AEB funding priorities through engagement with key stakeholders thematic strategy and key policy, engaging key stakeholders and partners to develop proposals to assist delivery of the Combined County Authority's strategic objectives. The committee will seek to act in a regional capacity to support the development of the skills and employment vision for the Combined County Authority area.~~

The Committee may appoint one or more sub-committees for the purpose of discharging any of the Committee's functions.

Membership

The membership of the ~~Skills & Employment Advisory~~ Committee shall consist of:

Voting Membership:

- Combined County Authority Portfolio Lead for Skills & Employment (Chair)
- Mayor (or representative)
- Relevant Lead Member from each Constituent Authority (x4)
- Additional representative from each Constituent Authority ~~(not represented on Committee through Combined County Authority Lead Member position)~~ (Where the Portfolio Lead and/or Deputy is a constituent member they will take a position appointed by their constituent council)

Non-Voting Membership

- Combined County Authority Deputy Portfolio Lead for Skills & Employment (Vice-Chair)
- District & Borough representative appointed by the D2 Senior Leadership Board x 2
- District & Borough representative appointed by N2 Economic Prosperity Committee x 2
- Business Advisory Board representative
- Federation of Small Businesses
- Higher Education Sector Representative

Appendix B: Skills & Employment Committee Terms of Reference

- Further Education Sector Representative
- Job Centre Plus Regional Manager Derbyshire
- Job Centre Plus Regional Manager Nottinghamshire

To note: Where the Portfolio Lead and/or Deputy Portfolio Lead are constituent representatives, they will be part of the voting membership of the Committee. The Monitoring Officer will make this change to terms of reference to reflect Board appointments to portfolio and deputy portfolio positions.

In appointing members to the ~~Skills & Employment Advisory~~ Committee there is no requirement for political balance.

The Committee may appoint additional Non-Voting Membership from partner and stakeholder bodies relevant to the remit of the Committee, with the approval of the Combined County Authority Board.

Chairing the Committee

The ~~Skills & Employment Advisory~~ Committee shall be chaired by the Combined County Authority Portfolio Lead ~~Member~~ for Skills & Employment

The Committee Vice-Chair will be the Combined County Authority Deputy Portfolio Lead for Skills & Employment

~~A Vice-Chair will be appointed by the Skills & Employment Advisory Committee from amongst the Constituent Authority membership.~~

The Mayor is a voting member of the Committee in order to allow them to act in their capacity as the mayor, they may wish to discharge any relevant mayoral functions via the committee in order to benefit from appropriate advice.

Quorum

The quorum will be 5 voting members including the Chair (or Deputy Chair)

Voting

Any matters that are to be decided by the Committee are to be decided by consensus of the Committee where possible.

When a vote is required, only voting members of the Committee will be entitled to vote at meetings, the Chair does not exercise a casting vote.

Frequency

There will be a minimum of four ~~Skills & Employment Advisory~~ Committee meetings each municipal year.

~~Skills & Employment Advisory~~ Committee meetings shall be held in public with provision for Public Forum.

Functions

The Committee has the following Key Functions:

- a) To provide the forum for facilitating strategic conversations and co-ordination between the constituent authorities, key partners and EMCCA on skills and employment matters
- b) To develop a collective understanding of the key skills and employment needs of the region and develop a pipeline of skills, careers and employment projects, programmes, and investments.

Appendix B: Skills & Employment Committee Terms of Reference

- c) Develop for Board consideration strategy, policy, and investment proposals
- d) To ensure alignment between EMCCA led strategies
- e) To recommend bids for government funding in alignment with appropriate frameworks.
- f) To approve the operation of the Adult Skills Fund, this includes the annual agreement of 'draft' and 'final' ASF Funding Rules and Rates, as well as approval and operational oversight of the Adult Skills Fund and Skills Boot Camp programme plans.
- g) Recommendation the level of 'top slice' from the Adult Skills Fund allocation to cover costs associated with the implementation, management, administration, systems, and process for the Combined County Authority to effectively deliver Adult Education locally.
- h) The continuous review of the 'top slice' to ensure that it is fit for purpose and does not take more than is required and review of performance and meeting the needs of our residents and agreed EMCCA priorities
- i) To collaborate with external organisations that also have responsibility for skills and employment delivery and policy.
- j) On behalf of the EMCCA, to lead dialogue with the Government on the skills and employment agenda, and as part of devolution negotiations with Government, to lead on developing propositions and asks that relate to skills and employment delivery, in consultation with the Mayor
- k) Provide input into the skills, careers and employment elements of the Inclusive Growth Strategy and any standalone plans and strategies on skills, careers, and employment.
- l) To commission and publish research on skills and employment to inform decisions made by the EMCCA Board.
- m) Oversight of the Adult Skills Fund, Skills Bootcamps, Careers Hub and any other skills and employment programmes managed by EMCCA.
- n) Approval and operational oversight of the ASF and Skills Bootcamps programme plans
- o) Approval and review of the ASF assurance framework requirements, as set out in the EMCCA Single Assurance Framework for Inclusive Growth
- p) Seek to work with the Federation of Small Business to input into the development the Local Skills Improvement Plan (LSIP with the Federation of Small Businesses)
- q) Approval of the ASF annual budget, including the main budget categories, including Grant, procured provision and admin costs, but also other key budget headings (such as an innovation pot).
- r) Development and implementation of ASF Strategic Skills Plan
- s) Recommending appropriate delegations to EMCCA officers to make in-year budget changes where funding is transferred between the main budget categories
- t) To follow DFE's ASF Funding Rules and Rates for 25/26 academic year onwards.
- u) Substantive in-year changes to ASF Funding Rules and Rates to improve provider management or to implement new EMCCA policies.
- v) Termination of an ASF and SBC contract for services/grant agreement.
- w) Consideration of any novel, contentious or repercussive decisions, and any decisions referred by the Combined County Authority Board and/or the Mayor.

- ~~Approval of AEB programme plan each year and oversight of its implementation.~~
- ~~Employment Strategy~~
- ~~Skills Strategy~~
- ~~Local Skills Improvement Plan (LSIP)~~
- ~~Relevant governance and decision-making arrangements~~
- ~~Approval of the annual budget, including the main budget categories, including Grant, procured provision and admin costs, but also other key budget headings (such as an innovation pot).~~
- ~~AEB commissioning strategy, including 'indicative' and 'final' provider allocations~~
- ~~In-year budget changes where funding is transferred between the main budget Categories~~
- ~~Strategic direction and priorities (including those identified through stakeholder consultation activities).~~
- ~~Policy decisions that cannot be aligned to the overall strategic direction.~~

Appendix B: Skills & Employment Committee Terms of Reference

- ~~Annual agreement of 'draft' and 'final' AEB Funding Rules and Rates.~~
- ~~Termination of an AEB contract for services/grant agreement.~~
- ~~Substantive in-year changes to AEB Funding Rules and Rates to improve provider management or to implement new GLA policies,~~
- ~~Any novel, contentious or repercussive decisions, and any decisions referred to MD by the AEB Mayoral Board.~~

Lead Member Functions

~~Support the Lead Member for Skills & Employment by:~~ **Thematic Committees have a key role to play in supporting the Combined County Authority Portfolio Lead and Deputy Portfolio Lead by**

- **Providing critical friend challenge to Combined County Authority activity**
- Providing advice and support to Combined County Authority activity
- Helping engage with wider stakeholder networks and activity
- Identify and scale up existing good practice within the Combined County Authority region, including cross portfolio working, improvements and initiatives
- Identify and secure resources to deliver new opportunities

Review

~~The terms of reference are to be reviewed on an annual basis by the Skills & Employment Advisory Committee~~

~~The role and arrangements of the Skills & Employment Advisory Committee will be reviewed on an annual basis by the Combined County Authority~~

5C. Investment Committee

Terms of Reference

This is an advisory committee to the Combined County Authority and the Mayor; it seeks to provide strategy advice and guidance on Investment matters in support of the exercise of Combined County Authority and Mayoral functions.

The Investment Committee will seek to promote and support the inclusive economic growth of the East Midlands' region, supporting economic productivity and the development of strategic direction and oversight across the Combined County Authority investment funding programmes.

The Committee will seek to act in a regional capacity to support the development of the investment vision for the Combined County Authority area and make recommendations to the Combined County Authority, in consultation with wider thematic committees who will develop thematic investment programme proposals.

The Combined County Authority Investment Fund and variety of devolved funding programmes represent a significant asset base through which the Combined Authority can influence, enable, facilitate, and directly deliver a broad base of activities to support growth across the economy. This includes transport, green energy transition, business support, walkable connected neighbourhoods/communities, business innovation.

All Combined County Authority Committees will:

- Support the development of the Inclusive Growth Strategy, including the Local Growth Plan and Place Based Strategy
- Support the delivery of the Inclusive Growth Outcomes Framework, which will cover social, health inequalities, economic and environment outcomes, working across Thematic Committees and Portfolios to ensure maximum impact of these outcomes
- Support the delivery of Farming and Rural Communities outcomes, working across Thematic Committees and Portfolios to ensure maximum impact of these outcomes

The Investment Committee will:

- promote Inclusive Growth across the Combined County Authority region
- provide strategic direction and oversight across the Combined County Authority investment funding programmes
- in accordance with the Assurance Framework and the Constitution of the Combined County Authority, advise on investment decisions and make recommendations to the Board on investment decisions
- play a key part in the overall assurance arrangements of the Combined County Authority through the delivery of its functions
- serve as the designated strategic advisory body to the Combined County Authority on all matters relating to Investment
- develop proposals for strategy and key policy, engaging key stakeholders and partners to develop proposals to assist delivery of the Combined County Authority's strategic objectives
- act in a regional capacity to support development of the investment vision for the Combined County Authority area

The Committee may appoint one or more sub-committees for the purpose of discharging any of the Committee's functions.

Membership

Appendix C: Investment Committee Terms of Reference

The membership of the Investment Committee shall consist of:

Board representation:

- Combined County Authority Portfolio Lead for Investment (Chair)
- Combined County Authority Deputy Portfolio Lead for Investment (Vice-Chair)

To note: Where the Portfolio Lead and/or Deputy Portfolio Lead are constituent representatives, they will be part of the voting membership of the Committee.

Voting Membership:

- Combined County Authority Portfolio Lead for Investment (Chair)
- Combined County Authority Deputy Portfolio Lead for Investment (Vice-Chair)
- Mayor
- Relevant Lead Member from each Constituent Authority (x4)
- Additional representative from each Constituent Authority ~~(not represented on Committee through Combined County Authority Lead Member position)~~ ~~(Where the Portfolio Lead and/or Deputy is a constituent member they will take a position appointed by their constituent council)~~

Non-Voting Membership

- District & Borough representative appointed by the D2 Senior Leadership Board x 2
- District & Borough representative appointed by N2 Economic Prosperity Committee x 2
- Business Advisory Board representative ~~(to be Chair or Vice Chair of the Business Advisory Board)~~
- Innovation Advisory Board representative
- UK Investment Bank

To note: Where the Portfolio Lead and/or Deputy Portfolio Lead are constituent representatives, they will be part of the voting membership of the Committee. The Monitoring Officer will make this change to terms of reference to reflect Board appointments to portfolio and deputy portfolio positions.

In appointing members to the Investment Committee there is no requirement for political balance.

The Committee may appoint additional Non-Voting Membership from partner and stakeholder bodies relevant to the remit of the Committee, with the approval of the Combined County Authority Board.

Chairing the Committee

~~The Investment Committee shall be chaired by the Mayor (in accordance with the Assurance Framework)~~

The Committee shall be chaired by the Combined County Authority Portfolio Lead for Investment

The Committee Vice-Chair will be the Combined County Authority Deputy Portfolio Lead for Investment
~~A Vice-Chair will be appointed by the Investment Committee from amongst the Constituent Authority membership.~~

The Mayor is a voting member of the Committee to allow them to act in their capacity as the mayor, they may wish to discharge any relevant mayoral functions via the committee in order to benefit from appropriate advice.

Quorum

The quorum will be 5 voting members including the Chair (or Deputy Chair)

Appendix C: Investment Committee Terms of Reference

Voting

Any matters that are to be decided by the Committee are to be decided by consensus of the Committee where possible.

When a vote is required, only voting members of the Committee will be entitled to vote at meetings, the Chair does not exercise a casting vote.

Frequency

There will be a minimum of four Investment Committee meetings each municipal year.

Investment Committee meetings shall be held in public with provision for Public Forum.

Functions

The Committee has the following key functions:

- To provide the forum for facilitating strategic conversations and co-ordination between the constituent authorities, partners and EMCCA on investment matters
- To develop a collective understanding of the investment needs of the region and use this understanding to inform the development of the EMCCA pipeline of investment projects and programmes.
- To ensure alignment between EMCCA led strategies
- To commission and publish research on investment to inform decisions made by the EMCCA Board.

~~To provide advice and make recommendations to the Combined County Authority in relation to:~~

The Investment Committee will take a lead on and advise the Combined County Authority on the following specific investment functions, subject to the Committee exercising these functions in accordance with the strategic and budgetary framework agreed by the Combined County Authority:

- Consideration of investment proposals and to make appropriate challenges to these proposals
- Consideration of and make appropriate recommendations to the Combined County Authority on investment proposals
- monitor the Combined County Authority project pipeline and make recommendations to the Combined County Authority Board on prioritisation and re-prioritisation to support active management of the Combined County Authority's Investments.
- oversee and monitor the performance of all investments made through the Combined County Authority Investment Programme
- add conditions to any funding decision that falls within its delegated authority and to make recommendations of conditions to the Combined County Authority (In all cases minimum conditions should specify the Availability Period, Conditions to Drawdown of Funds, Conditions for withdrawal of support and terms of clawback, start date and completion date for the Project or Programme, but shall also include any specific conditions that the Board deem appropriate on a case by case basis)
- instruct the Combined County Authority to oversee preparation of funding agreements on its behalf and as appropriate and to delegate this duty, provided always that the Combined County Authority make no material deviation from the conditions added to the funding decision
- consideration of and recommendation to the Combined County Authority the monitoring and evaluation criteria related to any funding decision and to have the ability to delegate oversight of this function where appropriate
- where oversight of monitoring and evaluation applies to the Investment Committee, to consider whether a formal review of a project or program is required and to consider this review itself or instruct the Investment Panel that is in place to do so on its behalf

Appendix C: Investment Committee Terms of Reference

- to instruct Funding Recipients to issue the necessary information for the Combined County Authority to advise the Investment Committee as to the rationale behind any material delay or change in a project or program
- on completion of a review, where reasonable, to instruct Funding Recipients to complete a Change Request via the Combined County Authority process
- act as the lead for the Combined County Authority, acting as a sounding board regarding domestic and international inward investment. This should include highlighting critical challenges to delivering economic growth, agree collective responses to directly input into national government policy and other relevant national & international policies and strategies.
- broker and coordinate strategic collaborations & relationships across other Combined/Devolved bodies

Lead Member Functions

Support the Lead Member for Investment by: **Thematic Committees have a key role to play in supporting the Combined County Authority Portfolio Lead and Deputy Portfolio Lead by**

- **Providing critical friend challenge to Combined County Authority activity**
- Providing advice and support to Combined County Authority activity
- Helping engage with wider stakeholder networks and activity
- Identify and scale up existing good practice within the Combined County Authority region, including cross portfolio working, improvements and initiatives
- Identify and secure resources to deliver new opportunities

Review

The terms of reference are to be reviewed on an annual basis by the ~~Investment~~ Committee

The role and arrangements of the ~~Investment~~ Committee will be reviewed on an annual basis by the Combined County Authority

5F. Audit & Governance Committee

Terms of Reference

This is a regulatory committee to the Combined County Authority; these are Committees that the Combined County Authority must have by law.

The function of the Audit & Governance Committee is to:

- review and scrutinise the Combined County Authority's financial affairs
- review and assess the Combined County Authority's risk management, internal control and corporate governance arrangements
- review and assess the economy, efficiency and effectiveness with which resources have been used in discharging the Combined County Authority's functions
- make reports and recommendations to the Combined County Authority in relation to reviews conducted under paratha bullets above
- implement the obligation to ensure high standards of conduct amongst Members.

The Combined County Authority must appoint an Audit Committee whose proceedings shall operate in accordance with these terms of reference and the Scrutiny Standing Orders detailed in [Part 4](#) of the Constitution.

Membership

The membership of the Overview & Scrutiny Committee shall consist of:

Voting Membership:

- **Independent Chair**
- 2 representatives from each Constituent Authority

Non-Voting Membership

- District & Borough representatives appointed by D2 Senior Leadership Board x 2
- District & Borough representatives appointed by N2 Economic Prosperity Committee x 2
- **Independent Person (at least 1)**

In appointing members to the Audit and Governance Committee the Combined County Authority must ensure that the members of the committee taken as a whole reflect so far as reasonably practicable the balance of political parties for the time being prevailing among members of the Constituent Councils when taken together.

For the purposes of political balance considerations, the members of the committee as a whole refer to the voting members of the Committee **with the exception of the Independent Chair**.

Chairing the Committee

The Combined County Authority has resolved that the Chair of the Committee will be an Independent Member.

In the absence of the appointed Chair, the Committee will appoint a Chair for the meeting.

Quorum

The quorum will be two thirds of voting members of the Committee **(6 members)**

Appendix D: Audit & Governance Terms of Reference

Voting

Any matters that are to be decided by the Committee are to be decided by consensus of the Committee where possible.

When a vote is required, only voting members of the Committee will be entitled to vote at meetings, the Chair does not exercise a casting vote as they are a non-voting member of the Committee.

Frequency

There will be a minimum of four Audit & Governance Committee meetings each municipal year, meetings shall be held in public with provision for Public Forum.

Audit & Governance Committee Sub-Committee for Code of Conduct Matters

~~To consider and determine any allegation of failing to comply with the Code in accordance with the arrangements for investigating and making decisions about allegations of failing to comply with the Code.~~
The Committee will appoint a sub-committee that will be chaired by the Independent Chair consist of a representative from each constituent council to consider and determine any allegation of failing to comply with the Code of Conduct in accordance with the arrangements for investigating and making decisions about allegations of failing to comply with the Code.

Functions

The Audit and Governance Committee shall undertake the following for the Combined County Authority:

Accounts

- Approve the annual statement of accounts.
- Review the Annual Governance Statement prior to approval to ensure it properly reflects the risk environment and supporting assurances.
- Recommend Treasury Management Policy to Board for approval
- Recommend Procurement Policy to Board for approval

Governance

- Provide oversight to the Monitoring Officer on matters of governance and assurance
- Review corporate governance arrangements against the good governance framework.
- Review the Annual Governance Statement prior to approval to ensure it properly reflects the risk environment and supporting assurances.
- Annually review the assurance framework to ensure it adequately addresses risks and priorities including governance arrangements of significant partnerships.
- Monitor the Combined County Authority's risk and performance management arrangements including reviewing the risk register, progress with mitigating actions and assurances.
- Monitor the anti-fraud and whistle blowing policies and the complaint process.
- Support the Monitoring Officer as required in amending the constitution.

Internal Audit

- The Combined County Authority must appoint a Local Auditor to audit its accounts for a financial year not later than 31 December in the preceding financial year.
- Provide assurances over the effectiveness of internal audit functions and assuring the internal control environments of key partners.
- Review internal audit requirements undertaken by the Combined County Authority
- Approve the internal audit plan.
- Consider reports and assurances from the Chief Finance Officer in relation to:
 - i) Internal Audit performance;

Appendix D: Audit & Governance Terms of Reference

- ii) Annual Assurance Opinion on the adequacy and effectiveness of the framework of governance, risk management and control;
- iii) Risk management and assurance mapping arrangement;
- iv) Progress to implement recommendations including concerns or where managers have accepted risks that the Authority may find unacceptable.

External Audit

- **The Combined County Authority must appoint a Local Auditor to audit its accounts for a financial year not later than 31 December in the preceding financial year.**
- Review the annual accounts.
- Consider the annual external audit of the Combined County Authority's accounts, including the Annual Audit Letter and assessing the implications and monitoring managers' response to concerns.

Financial Reporting

- Consider whether accounting policies were appropriately followed and any need to report concerns to the Combined County Authority Board.
- Consider any issues arising from External Auditor's audit of the account.
- Ensure there is effective scrutiny of the treasury management strategy and policies in accordance with [CIPFA's Code of Practice](#).
- Maintain an overview of the Combined County Authority's Constitution in respect of contract procedure rules, financial regulations and standards of conduct and make recommendations to the Chief Finance Officer and Monitoring Officer where necessary.

Code of Conduct

- **Recommend Member and Officer Code of Conducts to Board for approval**
- Ensure the Combined County Authority has effective policies and processes in place to ensure high standards of conduct by its Members and Co-opted Members.
- Assisting the Members and Co-opted Members to observe the Code of Conduct.
- Advising the Combined County Authority on the adoption or revision of the Code of Conduct and monitor its operation.
- Advising on training and overseeing the effectiveness of any training for Members and Co-opted Members on matters relating to the Code of Conduct.

General

- To review any issue referred to the Committee by the Chief Executive, Directors, s73 Officer, the Monitoring Officer or any Combined County Authority Member.
- Report and make recommendations to the Combined County Authority in relation to the above.

The Committee may appoint one or more sub-committees for the purpose of discharging any of the Committee's functions.

Review

The terms of reference are to be reviewed on an annual basis by the Audit & Governance Committee

The role and arrangements of the Audit & Governance Committee will be reviewed on an annual basis by the Combined County Authority

Appendix E: Business Advisory Board Terms of Reference

Business Advisory Board Terms of Reference

This is an advisory committee to the Combined County Authority and the Mayor; it seeks to provide strategy advice and guidance through representation of the 'business voice' in support of the exercise of Combined County Authority and Mayoral functions.

All Combined County Authority Committees and Advisory Boards will:

- Support the development of the Inclusive Growth Strategy, including the Local Growth Plan and Place Based Strategy
- Support the delivery of the Inclusive Growth Outcomes Framework, which will cover social, health inequalities, economic and environment outcomes, working across Thematic Committees and Portfolios to ensure maximum impact of these outcomes
- Support the delivery of Farming and Rural Communities outcomes, working across Thematic Committees and Portfolios to ensure maximum impact of these outcomes

The Advisory Board will seek to act in a regional capacity to support the development of the economic growth vision for the Combined County Authority area and make recommendations to the Combined County Authority, in consultation with wider thematic committees where appropriate.

Purpose

The Business Advisory Committee:

- sits as the strategic business voice to the Combined County Authority Board, the Mayor, Combined County Authority Committees and Officers. Providing strategic business advice on economy, business, skills, transport, employment, housing, UKSPF and future devolution deals
- act as the lead business voice to the Combined County Authority for the region, representing business to the Combined County Authority
- take a lead role in the development of economic growth strategy iterations for the Combined County Authority through close working with the Combined County Authority and the responsible Chief Officer, and the relevant Combined County Authority Lead Member
- develop proposals for strategy and key policy for Combined County Authority consideration, engaging key stakeholders and partners in order to assist delivery of the Combined County Authority's strategic objectives
- engage specific business sectors as and when required to provide advice, guidance and responses to consultation to the Combined County Authority
- membership will individually act as sector champions for their areas of expertise – leading on engaging with local and national networks, bringing insight into Combined County Authority discussions, and supporting stakeholder engagement with Combined County Authority officers on specific pieces of work
- work with the Combined County Authority to identify key opportunities to engage the business community on influencing priorities with Government and maintain a role of developing local networks to support this.

Membership

The membership of the Business Advisory Board shall consist of ~~a minimum of 16 members as follows:~~

Combined County Authority Associate Member for Business (Chair)

Private Sector Representation (At least 10 Representatives)

- ~~Upper Tier Business Large Business Representation (250+ employees)~~ (a minimum of 3)
- ~~Business sectors with significant chance of investment Businesses in high growth sectors~~ (a minimum of 4)
- Wider geographical representation of small and medium sized businesses (a minimum of 3)

Appendix E: Business Advisory Board Terms of Reference

Business Representation Organisations (1 Representative)

- ~~East Midlands Chamber of Commerce~~ A Business Representative Organisation drawn from those BROs with a presence based in our region.

Employee Representation (1 Representative)

- Employee and wider trade union movement

Public Sector Representation (4 Representatives)

- Mayor (in context as the Mayor)
- ~~Relevant CCA Lead Member (envisaged to be Economic Growth or Business & Innovation or similar)~~ Combined County Authority Portfolio Lead for Investment
- Combined County Authority Portfolio Lead for Skills & Employment Committee
- ~~Chair of the Innovation Advisory Board representative of the Combined County Authority~~

Private Sector representation will be recruited to through an open recruitment process.

Business Representation Organisation and Employee Representation will be proposed by Officers and approved at the Business Advisory Board.

Public Sector Representation will be determined by the Combined County Authority Board.

Voting Membership

- Private Sector Representation
- Business Representation Organisation
- Employee Representation

Non-Voting Membership

- Public Sector Representation
- **Department for Business and Trade (Representative of)**

Any matters are to be decided by consensus of the Committee where possible.

When a vote is required, only voting members of the Committee will be entitled to vote at meetings, the Chair does not exercise a casting vote.

Chairing the Committee

The Business Advisory Board Chair will be a Business Representative, who is nominated by the Mayor and confirmed by the Combined County Authority. **This individual will be an Associate Member of the Combined County Authority.**

In the absence of the appointed Chair the Business Advisory Board will appoint a Chair for the meeting. ~~The Chair of the Business Advisory Board will become an Associate Member of the Combined County Authority Board.~~

Business Advisory Board Roles

The Business Advisory Board will nominate a representative to sit as an embedded non-voting member of the following Combined County Authority governance bodies:

- Transport & Digital Connectivity Committee
- Skills & Employment Committee
- Investment Committee

Appendix E: Business Advisory Board Terms of Reference

The role of these embedded members will be to represent the business voice and the view of the Business Advisory Board on thematic topics.

Quorum

The quorum will be 5 voting members including the Chair (or Deputy Chair)

Voting

~~Any matters that are to be decided by the Business Advisory Board are to be decided by consensus where possible.~~

~~When a vote is required, only voting members of the Business Advisory Board will be entitled to vote at meetings, the Chair does not exercise a casting vote.~~

Frequency

There will be a minimum of four Business Advisory Board meetings each municipal year, meetings are not required to be held in public with provision for Public Forum. **It should be noted that additional meetings will be called as required.**

Key Functions

Economic strategy and strategic direction. A core function of the Business Advisory Board, working with the CCA Board and Committees, is to use its business leadership perspective to advise the CCA Board on economic strategy, with clarity over the respective roles of the two Boards – the Business Advisory Board advising, shaping, and developing, the CCA Board owning and deciding.

Advisory. providing strategic advice from the perspective of the local business leadership to EMCCA, specifically in respect of funding decisions, and more widely in its delivery of an economic growth strategy and interventions. This should include bringing business expertise to unblocking relevant issues and supporting making the case for investment into the East Midlands.

Clear business voice. To strengthen the impact of this advisory role, the Business Advisory Board can make use of existing networks and professional bodies to bring a wide range of business insights to the development of ideas and advice to the CCA.

Business engagement. The Business Advisory Board will be active in helping the CCA engage with businesses, for example to promote relevant interventions or funding programmes to the private sector and creating alignment with other business bodies such as the Chamber of Commerce and Federation of Small Business.

Lobbying Government. further leverage the influence of its members to strengthen the region's lobbying work with central government to secure the policy and investment needed to tackle economic growth challenges. This role will be critical in helping secure future devolution deals.

Relationship with the CCA Board and ways of working. provide independent, business-led advice in a form and timely manner that has the greatest value to Derbyshire and Nottinghamshire and the CCA Board. To be effective regular engagement between Business Advisory Board members, the Mayor and the CCA leadership and operational management is important.

Support the Mayor, Combined County Authority and the relevant Portfolio Leads Member by:

- Providing critical friend challenge to Combined County Authority Board activity
- Providing advice and support to Mayoral and Combined County Authority activity

Appendix E: Business Advisory Board Terms of Reference

- Helping engage with wider stakeholder networks and activity
- Identify and scale up existing good practice within the Combined County Authority region, including cross portfolio working, improvements and initiatives
- Identify and secure resources to deliver new opportunities

Review

The terms of reference are to be reviewed on an annual basis by the Business Advisory Board. The role and arrangements of the Business Advisory Board will be reviewed on an annual basis by the Combined County Authority.

Appendix F: Innovation Advisory Board Terms of Reference

Innovation Advisory Board Terms of Reference

This is an advisory board to the Combined County Authority, the Mayor, and all Committees. It seeks to provide strategic advice and guidance through representation of the 'innovation voice' in support of the exercise of Combined County Authority and Mayoral functions.

The Innovation Advisory Board sits as the strategic innovation voice to the Combined County Authority Board, the Mayor, Combined County Authority Committees and Officers, providing strategic advice on innovation investment and activity. It will seek to act in a regional capacity to support the development of the innovation vision for the Combined County Authority area and make recommendations to the Combined County Authority and the Mayor in consultation with wider thematic committees as appropriate.

All Combined County Authority Committees and Advisory Boards will:

- Support the development of the Inclusive Growth Strategy, including the Local Growth Plan and Place Based Strategy
- Support the delivery of the Inclusive Growth Outcomes Framework, which will cover social, health inequalities, economic and environment outcomes, working across Thematic Committees and Portfolios to ensure maximum impact of these outcomes
- Support the delivery of Farming and Rural Communities outcomes, working across Thematic Committees and Portfolios to ensure maximum impact of these outcomes

The Advisory Board will seek to act in a regional capacity to support the development of the innovation vision for the Combined County Authority area and make recommendations to the Combined County Authority, in consultation with wider thematic committees where appropriate

Purpose

The Innovation Advisory Board will:

- act as the lead innovation voice for the Combined County Authority to the region, representing innovation on behalf of the Combined County Authority.
- develop, advise on, and gain stakeholder backing for initiatives to drive increased innovation investment and activity across the EMCCA region.
- seek to make the local innovation ecosystem more coherent and connected.
- develop proposals for strategy and key policy for Combined County Authority consideration, engaging key stakeholders and partners in order to assist delivery of the Combined County Authority's strategic objectives.
- engage specific innovation clusters as and when required to provide advice, guidance, and responses to consultation to the Combined County Authority.
- will individually act as champions for their areas of expertise – leading on engaging with local and national networks, bringing insight into Combined County Authority discussions, and supporting stakeholder engagement with Combined County Authority officers on specific pieces of work.
- work with the Combined County Authority to identify key opportunities to engage the innovation community on influencing priorities with Government and maintain a role of developing local networks to support this.
- ensure that where colleagues in their own organisations are members of other EMCCA boards or committees, those colleagues are briefed on the work of the Innovation Advisory Board.

Membership

The membership of the Innovation Advisory Board shall consist of:

- Nottingham Trent University representative
- University of Derby representative
- University of Nottingham representative
- Representatives of large EMCCA businesses that are directly involved in innovation x3
- 1 representative of an organisation that speak on behalf of SMEs

Appendix F: Innovation Advisory Board Terms of Reference

- 1 representative of a local innovative industrial cluster
- 1 representative of an innovation funding body
- 1 representative who can provide the viewpoint of private investment
- 1 representative who can provide expertise on inclusive innovation

Industrial representatives will be in (or have recently been in) senior positions, with good understanding of and connections in the innovation landscape, and time and inclination to engage with the IAB's work effectively.

Organisations and their representatives will be identified by officers and approved by the Executive Director for Inclusive Growth.

The Innovation Advisory Board Chair will be nominated by the Mayor and confirmed by the Combined County Authority Board. In the absence of the appointed Chair the Innovation Advisory Board will appoint a Chair for the meeting.

The Innovation Advisory Board will elect a Vice-Chair from amongst its membership.

Quorum

The quorum will be 5 voting members including the Chair (in the absence of the Chair the Vice-Chair can count towards the quorum).

Voting

Any matters are to be decided by consensus of the Advisory Board where possible.

When a vote is required, the Chair does not exercise a casting vote.

Frequency

There will be a minimum of four Innovation Advisory Board meetings each municipal year.

There is no requirement for EMCCA Advisory Board meetings to operate public forum although meetings will be held in public.

Key Functions

The Committee has the following Key Functions:

- **Local Innovation priorities.** Identify and develop a written statement of the local innovation priorities and needs, that can be referenced by partners and stakeholders in funding bids.
- **Strategic direction.** A core function of the Innovation Advisory Board, working with the CCA Board and Committees, is to use its innovation leadership perspective to advise the CCA Board on strategy, with clarity over the respective roles of the two Boards – the Innovation Advisory Board advising, shaping and developing, with the CCA Board owning and deciding.
- **Coordination.** Convene and coordinate the various innovation initiatives across the area, such as the East Midlands Investment Zone innovation strand, to ensure collaboration and complementarity.
- **Clusters.** Work with existing industrial clusters and networks, to identify their gaps and barriers to growth, and explore potential solutions.
- **Innovation types.** Ensure local initiatives collectively enhance the various strands of innovation, including new-to-market, new-to-firm, and innovation culture.
- **Policy areas.** Identify where disparate policy areas need to be connected to promote the economic, working and social conditions required for an effective innovation ecosystem.
- **Inclusive innovation.** Identify opportunities and methods for making innovation more accessible, sustainable, and connected with the public.

Appendix F: Innovation Advisory Board Terms of Reference

- **Monitoring and evaluation.** Agree measures to track to monitor innovation progress, evaluate against them, and apply the learnings to future decisions and initiatives.
- **Advisory.** Providing strategic advice from the perspective of innovation leadership to EMCCA, specifically in respect of funding decisions, and more widely in its delivery of an inclusive growth strategy and interventions. This should include bringing innovation expertise to unblocking relevant issues and supporting making the case for investment into the East Midlands.
- **Clear innovation voice.** To strengthen the impact of this advisory role, the Innovation Advisory Board can make use of existing networks and professional bodies to bring a wide range of innovation insights to the development of ideas and advice to the CCA.
- **Innovation engagement.** The Innovation Advisory Board will be active in helping the CCA engage with partners and stakeholders, for example to promote relevant interventions or funding programmes to targeted sectors, including the third sector, and creating alignment with other bodies such as Innovate UK.
- **Lobbying Government.** By focussing on this advisory role and strengthening the innovation voice, the Innovation Advisory Board could further leverage the influence of its members to strengthen the region's lobbying work with central government to secure the policy and investment needed to tackle innovation growth challenges and deliver innovation opportunities. This role will be critical in helping secure future devolution deals.
- **Relationship with the CCA Board and ways of working.** The Innovation Advisory Board should aim to provide independent advice in a form and timely manner that has the greatest value to the EMCCA area and the CCA Board. To be effective, regular engagement between the Innovation Advisory Board members, the Mayor and the CCA leadership and operational management is important.
- **Investment programme.** Develop thematic investment programmes for consideration by the EMCCA Board and Investment Committee and develop and promote concept proposals for inclusion on the EMCCA Investment Pipeline.

Supporting the Combined County Authority, the Mayor, Committees and Portfolio Leads

The Innovation Advisory Board has a key role to play in supporting the Combined County Authority, the Mayor, Committees and Portfolio Leads by:

- Providing critical friend challenge to Combined County Authority Board activity
- Providing advice and support to the Combined County Authority Board
- Helping engage with wider stakeholder networks and activity
- Identifying and scaling up existing good practice within the Combined County Authority region, including cross portfolio working, improvements and initiatives
- Identify and secure resources to deliver new opportunities

Review

The terms of reference are to be reviewed on an annual basis by the Innovation Advisory Board.

The role and arrangements of the Innovation Advisory Board will be reviewed on an annual basis by the Combined County Authority.