

Flintshire and Wrexham Investment Zone Advisory Board

Terms of Reference

<p>1. Authority/ 2. Constitution</p>	<p>The Flintshire and Wrexham Investment Zone Gateway 3 sets out the Governance arrangements for the delivery of the Investment Zone.</p> <p>Ambition North Wales, the Corporate Joint Committee for North Wales is the Accountable Body for the Investment Zone funding from Government and will delegate accountable body responsibilities to its Economic Well-being Sub-Committee.</p>
<p>3. Accountability</p>	<p>The Advisory Board, through its Chair is responsible to the North Wales Corporate Joint Committee and its Economic Well-being Sub-Committee.</p> <p>The Chair will also liaise with other key partners including the Chair of the Regional Skills Partnership and its Investment Zone Skills Sub-Group.</p> <p>The Advisory Board Members will be accountable to each other to ensure partnership working is collaborative, productive, sustainable, and supportive.</p> <p>Reports on progress will be provided by the Advisory Board Chair to the Economic Well-being Sub-Committee of the North Wales Corporate Joint Committee.</p> <p>The Advisory Board will also seek to update other partners as appropriate.</p> <p>Key performance indicators (KPIs) will be developed, used and progress reported.</p>
<p>4. Functions and responsibilities</p>	<p>The Advisory Board will receive and provide advice regarding the project and programme updates from the Investment Zone Team directly and via the Investment Zone SRO and Investment Zone Programme Manager. The Advisory Board will seek to align with the work of aligned Boards including the Regional Skills Partnership and Growth Deal Boards.</p> <p>The Investment Zone Advisory Board is responsible for the following initial activities and, once established, important ongoing functions, among others:</p> <p>Commencement and establishment activities</p> <ul style="list-style-type: none"> • Recommend Terms of Reference to the CJC • Establish KPIs for the Board • Establish a reporting template to EWSC and partners • Identify the priorities for Year 1 and 2 delivery • Receive ideas for Investment Zone investment <p>Ongoing operations</p> <ul style="list-style-type: none"> • Review and track the pipeline of projects considered for investment • Encourage collaboration and collective support for proposals • Receive reports on the delivery of approved projects • Report to the EWSC

5. Membership	<p>The Advisory Board will consist of up to 14 members that will meet quarterly, or such other periodicity as agreed.</p> <ul style="list-style-type: none"> • Independent Chair • CJC Chair or Board Member (selection intended to be a neutral party and therefore not the CJC Chair if the CJC Chair is the Leader of Flintshire County Council or Wrexham County Borough Council) • Flintshire Political Representation • Wrexham Political Representation • Local MPs • Local MSs • Regional Skills Partnership • Wrexham University • AMRC • North Wales Business Council • Private Sector Representatives <p>Welsh Government / UK Government Officers will attend as observers.</p> <p>The Advisory Board will be deemed to be quorate when 5 members are present in the meeting.</p> <p>Members of the Advisory Board are expected to attend at least 75% of all meetings and should aim to attend all meetings. Attendance will be recorded and monitored. If a member unavoidably cannot attend, the member may propose, ideally three or more days before the meeting, a substitute to attend with the agreement of the Chair on behalf of the Advisory Board. This approach is to maintain the cohesion of the Advisory Board. Any substitute who is proposed must be an individual who is fully qualified, aware and appraised of the issues to be discussed at the meeting, so that they are able to fully input through providing the necessary expertise to discuss key matters.</p> <p>Members are expected to be of good standing and reputation within their respective sectors and conduct themselves having regard to the standing and reputation of Ambition North Wales and its partners.</p>
6. Equality, diversity, and inclusion	<p>In conducting its business, the Advisory Board will at all times seek to promote its commitment the Welsh language and to equality and diversity by the creation of an environment that is inclusive for both its members and partners including those who have protected characteristics and vulnerable members of our community.</p>
7. Communication	<p>The Chair will agree communications protocols with the IZ SRO for sharing and disseminating information within the Advisory Board and into the public domain.</p> <p>Progress will be reported, as required and as appropriate, as set out in section 2 above.</p> <p>An open communications style will be adopted on Investment Zone matters between and on behalf of Investment Zone partners.</p>

8. Meeting administration and reporting	<p>A CJC officer will act as the secretary to the Advisory Board and will provide appropriate support to the Chair and Advisory Board members.</p> <p>Agendas and papers will be submitted at least 5 full business days in advance of a meeting.</p> <p>A note of all meetings of the Advisory Board shall be formally recorded and submitted to the Economic Wellbeing Sub Committee. Any feedback from the Economic Wellbeing Sub Committee will be reported to the Advisory Board.</p>
9. Conflicts of interest	<p>Advisory Board members will be required to declare any conflicts of interest as they arise.</p> <p>They will need to adhere to the Seven Principles of Public Life, as drawn up by the Committee on Standards in Public Life more commonly known as the Nolan Principles.</p> <p>Ensuring a balanced approach, conflicts of interest will be managed in line with the CJC's Conflicts of Interests Policy for Consultative Bodies.</p> <p>Conflict of Interest Declarations will be required at the beginning of each meeting's agenda. All meeting notes and papers will be published therefore any Conflicts of Interest will be publicly transparent.</p>
10. Review	<p>The Terms of Reference for the Investment Zone Advisory Board shall be reviewed annually.</p>