

Flintshire and Wrexham Investment Zone Working Group

Draft Terms of Reference, November 2025

<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 Wellbeing Subcommittee.</p>
<p>3. Accountability</p>	<p>The Working Group, through its Chair will report to the North Wales Corporate Joint Committee and/or its Economic Well Being Subcommittee.</p> <p>The Working Group Members (Leaders of Flintshire County Council and Wrexham County Borough Council) will be accountable to each other to ensure partnership working is collaborative, productive, sustainable, and supportive.</p> <p>Agreed Annual Delivery Plan Reports will be presented by the Working Group Chair to the Economic Wellbeing Sub-Committee of the North Wales Corporate Joint Committee</p> <p>The Working Group will also seek to update other partners as appropriate.</p>
<p>4. Functions and responsibilities</p>	<p>The Working Group will receive draft Annual Delivery Plans in Q3 of each financial year from the Investment Zone SRO and Investment Zone Programme Manager. The Annual Delivery Plan will be prepared by the Programme Manager in close consultation and engagement with Flintshire County Council and Wrexham County Borough Council Investment Zone Managers and wider officers engaged in IZ delivery.</p> <p>The Investment Zone Working Group is responsible for the following activities:</p> <ul style="list-style-type: none"> • Reviewing Investment Zone delivery progress; • Reviewing and approving the draft Annual Delivery Plan; • Submitting the Annual Delivery Plan to the CJC EWSC for final approval and submission to Welsh and UK Government; and • Reviewing communications and promotional opportunities.
<p>5. Membership</p>	<p>The Working Group will consist of two permanent members that will meet annually or such other periodicity as agreed. The two members are:</p> <ul style="list-style-type: none"> • Leader of Flintshire County Council; and • Leader of Wrexham County Borough Council. <p>The Working Group will be deemed to be quorate when both members are participating in the meeting.</p> <p>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 Working Group. This approach is to maintain the cohesion of the Working Group. Any substitute who is proposed must be an individual who is fully qualified, aware and appraised of the issues to be</p>

	discussed at the meeting, so that they are able to fully input through providing the necessary expertise to discuss key matters.
6. Equality, diversity, and inclusion	In conducting its business, the Working Group will at all times seek to promote its commitment 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.
7. Communication	<p>The Chair will agree communications protocols for sharing and disseminating information within the Working Group 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>The Chair will alternate between the two 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 Working Group shall be formally recorded and submitted to the North Wales Corporate Joint Committee.</p>
9. Conflicts of interest	<p>Working Group 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 constitution. 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	The Terms of Reference for the Investment Zone Working Group shall be reviewed annually.