

# Public Document Pack

## Cherwell District Council

### Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 4 June 2018 at 6.30 pm

Present: Councillor Barry Wood (Chairman), Leader of the Council  
Councillor G A Reynolds (Vice-Chairman), Deputy Leader of the Council and Lead Member for Leisure and Sport

Councillor Colin Clarke, Lead Member for Planning

Councillor Ian Corkin, Lead Member for Customers and Transformation

Councillor John Donaldson, Lead Member for Housing

Councillor Tony Ilott, Lead Member for Finance and Governance

Councillor Richard Mould, Lead Member for Performance

Councillor D M Pickford, Lead Member for Clean and Green

Councillor Lynn Pratt, Lead Member for Economy, Regeneration and Housing

Also Present: Councillor Sean Woodcock, Leader of the Labour Group  
Councillor Andrew Beere  
Councillor Ian McCord, Leader, South Northamptonshire Council

Apologies for absence: Councillor Andrew McHugh, Lead Member for Health and Wellbeing

Officers: Yvonne Rees, Chief Executive  
Adele Taylor, Interim Executive Director: Finance and Governance / Section 151 Officer  
Claire Taylor, Director: Customers and Service Development  
Paul Feehily, Interim Director of Planning and Regeneration  
Richard Hawtin, Deputy Monitoring Officer  
Natasha Clark, Governance and Elections Manager

## 1 **Declarations of Interest**

### **12. Joint Working Arrangements between Cherwell District Council and Oxfordshire County Council.**

Councillor Ian Corkin, Declaration, as an Oxfordshire County Councillor.

Councillor Tony Ilott, Declaration, as an Oxfordshire County Councillor.

Councillor G A Reynolds, Declaration, as an Oxfordshire County Councillor.

Yvonne Rees, Declaration, as the report referred (subject to agreement by Council) to the establishment of a joint Chief Executive post and would leave the meeting for the duration of the item.

## 2 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

## 3 **Minutes**

The minutes of the meeting held on 3 April 2018 were agreed as a correct record and signed by the Chairman.

## 4 **Chairman's Announcements**

There were no Chairman's announcements.

## 5 **Local Discretionary Business Rate Relief Scheme for 2018-19**

The Executive Director Finance and Governance submitted a report to consider the proposed Local Discretionary Relief Policy and to approve the local Discretionary Business Rate Relief Scheme for 2018-2019.

### **Resolved**

- (1) That the contents of the report and any financial implications for the Council be noted.
- (2) That the adoption of the local Discretionary Business Rate Relief Scheme for 2018-2019 (annex to the Minutes as set out in the Minute Book) be approved.

### **Reasons**

The Government expects billing authorities to use their discretionary powers under section 47 of the Local Government Finance Act to deliver a scheme for Local Discretionary Business Rate Relief. Billing authorities will be compensated through a Section 31 grant for the cost to the authority of granting the relief, up to a maximum amount based on the authority's allocation of the £300m fund.

### **Alternative options**

Option 1: Members could choose not to recommend the proposed schemes but in view of the fact that expenditure will be reimbursed the Government expects billing authorities to grant relief to all qualifying ratepayers

## **Central Area Growth Board**

The Executive Director for Place and Growth submitted a report to seek approval for Cherwell District Council to join the Central Area Growth Board, a newly established body which has been created by local authorities involved in the Oxford to Cambridge Corridor to assist coordination of activities aiming to support the development of the corridor.

### **Resolved**

- (1) That within the context of the National Infrastructure Commission and Government's work on the Cambridge - Milton Keynes - Oxford corridor, it be agreed that Cherwell District Council becomes a full member of the Central Area Growth Board, adopting the Terms of Reference (annex to the Minutes as set out in the Minute Book).
- (2) That it be agreed that the Council commits to an associated contribution of £5k of ongoing revenue to support the work of the Growth Board.

### **Reasons**

To demonstrate its commitment to regional working and to be an active partner within the Cambridge - Milton Keynes - Oxford corridor, Cherwell District Council has been actively engaging in discussions to establish a Central Area Growth Board across the 'middle' of the corridor. This will sit alongside the arrangements already in place for Oxfordshire and Cambridgeshire.

Establishing a Growth Board demonstrates to government that authorities across the South East Midlands area, based on the SEMLEP footprint, of which Cherwell District Council is a member committed to delivering a step change in sub-regional collaboration. The Growth Board will allow the area to speak with a single voice to government on cross-boundary issues, matters of sub-regional importance and coordinate any 'Housing and Growth deals' agreed across the sub region.

### **Alternative options**

Option 1: Not to approve joining the Board

Establishing joint working at the two ends of the corridor (ie: Oxfordshire and Cambridgeshire) has played a significant role in securing investment, flexibilities and commitments from government. Doing nothing would mean that South Northants would not have a voice in similar regional discussions.

Additionally, for Cherwell, as both East-West rail and the proposed Expressway are likely to pass through Cherwell into Aylesbury District, there is merit in participating in a Board which brings together the Councils which lie to the east of Oxfordshire.

Option 2: Become a full member of the Central Area Growth Board

Working in partnership is an important means by which the Councils priorities are secured. Collaborating and proactively planning for growth through the

forum of a Growth Board will allow regional partners to proactively shape the future growth of their areas, rather than having growth imposed from above.

By becoming a full member of the Central Area Growth Board, the Council will be an active participant in contributing to the agenda for strategic planning, economic development and infrastructure planning in the central part of the corridor which is taking shape.

## 7 **End of year 2017-2018 Performance, Finance and Risk Monitoring Report**

The Assistant Director: Performance and Transformation and Assistant Director: Finance and Governance submitted a report which summarised the Council's Performance, Finance and Risk monitoring position as at the end of the year.

At the discretion of the Chairman, Councillor Woodcock, Lead of the Labour Group, addressed Executive regarding the redevelopment of the Hill in Banbury. Councillor Woodcock highlighted the ongoing delays to the project, the current status of the site and stated that he therefore felt an apology was due to centre users, staff and local residents.

In response to the comments of Councillor Woodcock, the Chairman acknowledged the points raised and agreed that the situation was not acceptable with the series of delays that had hampered the project. Additionally the delays and disruption and frustration to affected people could not be defended and he took the opportunity to apologise to all parties that had been and continued to be affected and stressed that officers and Members were working hard to progress the project. A new architect had been appointed to revise the specification to deliver the project within budget.

Whilst acknowledging the status of the Hill, the Chairman commented that overall performance in 2017/18 had been very good with 89% of measures reporting green at the year-end, 8% amber and 3% red.

### **Resolved**

- (1) That the outline revenue and capital position for 2017/18 be noted.
- (2) That the performance position at the end of the year 2017/18 be noted.
- (3) That it be noted that the risk register was now reviewed and updated on a monthly basis.

### **Reasons**

In line with good practice budget monitoring is undertaken on a monthly basis within the Council. The revenue, capital and reserves position for 2017/18 is currently in the final stages of a detailed review by officers. As a result of the current work to finalise the Statement of Accounts and year-end financial position, the final outturn will be reported to Executive and Budget Planning Committee in July.

The Council's performance management framework sets out the key objectives, projects and programmes of work that contribute to the Council's corporate business plan. This plan sits alongside the Council's budgets and risk registers.

### **Alternative options**

Option 1: This report illustrates the Council's performance against the 2017-18 business plan. As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.

## **8 Monthly Performance, Finance and Risk Monitoring Report - April 2018**

The Assistant Director: Performance and Transformation and Assistant Director: Finance and Governance submitted a report which summarised the Council's Performance, Finance and Risk monitoring position as at the end of each month.

In presenting the finance aspects of the report, the Lead Member for Finance and Governance advised Executive that the Finance Team were focussing on the 2017/18 account closedown and Statement of Accounts as the deadline for its completion was now earlier than previous years and thanked them for their hard work and effort in ensuring the deadline would be met.

With regards to the processing of new housing benefit claims which was currently reporting red, the Director Customers and Service Development advised Executive that this all targets in relation to the revenues and benefits team were on track. The Executive thanked the team for their hard work and noted the improvements and excellent performance in processing changes to benefit claims.

The Chairman asked the Chief Executive to pass on the thanks of Executive to all staff for their ongoing hard work and excellent performance achieved. Whilst acknowledging the uncertainty and challenging period ahead, it was important to continue delivering high quality services to residents and businesses.

### **Resolved**

(1) That the monthly Performance, Finance and Risk Monitoring Report.

### **Reasons**

This report provides an update on progress made so far in 2018-19 to deliver the Council's priorities through reporting on performance, the financial position and providing an update on the Leadership Risk Register.

### **Alternative options**

Option 1: This report illustrates the Council's performance against the 2018-19 business plan. As this is a monitoring report, no further options have been

considered. However, members may wish to request that officers provide additional information.

9 **Appointment of Representatives to Partnerships, Outside Bodies and Member Champions 2018/19**

The Assistant Director: Law and Governance submitted a report to appoint representatives to Partnerships and Outside Bodies and Member Champions for the municipal year 2018/2019.

In presenting the report, the Chairman advised that he had not yet had the opportunity to discuss all proposed appointments with Members and was therefore proposing that the making and ceasing of appointments for 2018/19 be delegated in their entirety to the Assistant Director: Law and Governance, in consultation with himself as Leader.

**Resolved**

- (1) That authority be delegated to the Assistant Director: Law and Governance, in consultation with the Leader, to make and cease appointments and make changes to appointments as may be required for the 2018/2019 Municipal Year.

**Reasons**

Representatives are appointed to Partnerships, Outside Bodies and as Member Champions to ensure that the Council is represented and maintains links with partnerships and outside bodies.

Delegation to the Assistant Director – Law and Governance in consultation with the Leader provides flexibility to ensure appointments and any amendments during the municipal year are made in a timely manner.

**Alternative options**

Option 1: Not to appoint representatives to outside bodies, partnerships and as Member Champions. This is not recommended as the internal working groups would be ineffective and the Council would not be represented on these the outside bodies and could miss valuable information and opportunities.

10 **Urgent Business**

The Chairman advised that he had agreed to add one item of urgent business to the agenda: Joint Working Arrangements between Cherwell District Council and Oxfordshire County Council

The matter had arisen after publication of the work programme giving 28 days' notice. Earlier that afternoon the Cabinet of Oxfordshire County Council had agreed to formally approach Cherwell District Council to develop joint working arrangements and to the establishment of a joint Chief Executive post. The

formal approach was received immediately prior to the meeting of Executive and due to the need to respond to the County Council the Chairman and proper officer had agreed that this should be considered as urgent business.

11 **Joint Working Arrangements between Cherwell District Council and Oxfordshire County Council**

The Director of Customers and Service Development and Assistant Director: Law and Governance submitted an urgent report for Executive to agree in principle, subject to agreement by Council, to give South Northamptonshire Council notice of the intention to end the Section 113 agreement. Furthermore, and subject to agreement by Council, to develop joint working arrangements with Oxfordshire County Council and to the establishment of a joint Chief Executive post.

In introducing the report, the Chairman explained that the proposed joint working partnership was not connected to, and would not deliver, unitary reorganisation proposals. It would offer an innovative opportunity to make two tier local government more effective.

**Resolved**

- (1) That, subject to agreement by Council, it be agreed in principle, to give South Northamptonshire Council notice of the intention to end the Section 113 agreement.
- (2) That, subject to agreement by Council, it be agreed in principle to develop joint working arrangements with Oxfordshire County Council and the establishment of a joint Chief Executive post.
- (3) That, subject to agreement by Council, authority be delegated to the Assistant Director Law and Governance, in consultation with the Leader, the finalisation of a s113 Agreement including joint committees to allow for implementation as business cases are agreed for each element of joint working.
- (4) That the establishment of an informal Partnership Working Group to oversee the development of joint working be agreed.

**Reasons**

Following a review of the strategic case, potential financial and operational benefits; this report recommends Cherwell District Council enters into a joint working partnership with Oxfordshire County Council. This follows the necessary decision to separate from SNC as the moves to establish new unitary arrangements for Northamptonshire will inevitably unpick the joint service delivery arrangements between CDC and SNC.

The report sets out the strategic case, draft principles for joint working, potential financial advantages as well as identifying opportunities for innovative practice in terms of two tier working.

The report clearly recommends an incremental approach; with the establishment of a joint Chief Executive as a first step and then the consideration of further opportunities on a business case by business case approach. The report notes that the models for joint / shared chief executives are an established delivery model for both county and district roles.

The model proposed has been adopted in other counties and CDC has experience of a successful joint working partnership with SNC. With the use of formal joint committees and informal member working groups covered by a section 113 agreement the sovereignty of both councils is maintained. Indeed the draft section 113 agreement will set out a clear path for exit at pace if either partner wishes.

Cherwell District Council will need to review its medium term financial strategy in the light of the necessary separation from South Northamptonshire Council. If CDC wished to stand alone it would need to deliver significant savings, increase income and/or reduce services to deliver a balanced budget. A joint working partnership offers long term financial benefits and the potential to protect and enhance frontline services valued by local residents and customers.

### **Alternative options**

Alternative options have been considered, the following factors: contribution to CDC continuity; contribute to financial sustainability; alignment of business model; culture match; political alignment; demographic match; geographic match; flexibility; growth agenda; control of pace; and, leverage, were reviewed as part of the development of this proposal. Options (including Oxfordshire Districts and out of county partners) were considered and discounted either because they failed to meet the criteria detailed above or because the risk of out of county working at the current time was considered too high.

Following the decision of Executive, at the discretion of the Chairman, Councillor Ian McCord, Leader of South Northamptonshire Council, address the meeting.

Councillor McCord commented that he understood and accepted the decision taken by the Executive. He was sad and disappointed that the successful shared working arrangements between the two authorities was being forced to come to an end as a result of the Best Value Report on Northamptonshire County Council which was forcing South Northamptonshire Council into unitary arrangements with other councils in Northamptonshire. Councillor McCord paid tribute to Councillor Wood and other members who had supported the shared working arrangements and wish Cherwell District Council all the best in the future.

The meeting ended at 7.20pm



Executive - 4 June 2018

Chairman:

Date:



## Local Discretionary Business Rate Relief Scheme for 2018-2019

### 1. Introduction

The Local Discretionary Business Rate Relief Scheme applies for the period 1 April 2018 to 31 March 2019. Under the scheme relief will only be provided where a qualifying ratepayer's bill has increased due to the 2017 Revaluation.

The assistance Cherwell District Council is able to offer under the scheme is limited by the funding provided. The funding allocation for Cherwell District Council over the next three years is as follows:

2018-19	2019-20	2020-21
£358,000	£147,000	£21,000

### 2. Qualifying Criteria

- 2.1 The property must have had an increase in rateable value as a result of the 2017 Revaluation.
- 2.2 All other mandatory reliefs must have been applied for prior to an award for Local Discretionary Business Rate Relief being considered.
- 2.3 The 2017 Rateable Value must be £200,000 or less.
- 2.4 Where a property is formed following a split, merger or reorganisation a new calculation will be carried out.
- 2.5 Where a qualifying ratepayer's business rates bill is reduced for any of the following reasons the amount of relief will be reduced or removed accordingly:
  - A reduction in rateable value in the 2017 Rating List.
  - The application of any additional relief or exemption
  - Vacation and reoccupation of the property
  - Any other relevant reason

### **3. Exclusions**

3.1 Relief will not be awarded to the following types of ratepayers and properties:

- Precepting bodies (County, District and Parish Councils)
- Banks, building societies and other major financial institutions
- Multi-national businesses or large chains
- Businesses which occupy 3 or more properties
- National Health Service
- Charities
- Central Government bodies

3.2

3.3 Unoccupied properties

3.4 Where the award of relief would not comply with EU law on State Aid.

### **4. State Aid**

Ratepayers will be required to confirm that they have received any other State Aid that exceeds €200,000 in total including any other rates relief being granted for premises other than the one to which the declaration relates, under the De Minimis Regulations EC 1417/2013.

Further information on State Aid law can be found at <https://www.gov.uk/state-aid>

### **5. How will the Local Discretionary Business Rate Relief be calculated?**

Local Discretionary Business Rate Relief will be calculated after any or all of the following have been applied:

- Exemptions and other reliefs
- Transitional arrangements

### **6. Application Process**

The Council will automatically award business rates relief to qualifying businesses.

The amount of relief awarded each year will be subject to review such that the total relief doesn't exceed the funding allocation from government.

This policy will be published on the Council's website [www.cherwell.gov.uk](http://www.cherwell.gov.uk).

## **7. Appeals**

All appeals must clearly state the ground(s) and be made in writing to: Revenues and Recovery Team, Cherwell District Council, Bodicote House, Bodicote, Banbury OX15 4AA.

Any appeal will be judged in line with this policy and the decision is to be taken at the sole discretion of the Executive Director Finance and Governance Chief Finance Officer in consultation with the Joint Revenues and Benefits Manager. All appeals will be reviewed within 4 weeks of submission of all necessary information. All decisions taken on appeals are final and the outcome will be recorded and advised to the ratepayer in writing. If an appeal is successful, rate relief will be backdated for the full eligible period within the relevant financial year.

# Minute Item 6

## Appendix 1

### Central Area Growth Board – Terms of Reference

These Terms of Reference are not legally binding but are intended to lead to a legal agreement in due course.

#### Central Area Growth Board

##### 1. Governance

1.1 The Central Area Growth Board (the Joint Committee) includes at commencement the following local authorities:-

##### Full Members

- Aylesbury Vale District Council,
- Bedford Borough Council,
- Central Bedfordshire Council,
- Cherwell District Council,
- Chiltern District Council,
- Corby Borough Council,
- Daventry District Council,
- East Northamptonshire District Council,
- Kettering Borough Council,
- Luton Borough Council,
- Milton Keynes Council,
- Northampton Borough Council,
- Northamptonshire County Council,
- South Bucks District Council,
- South Northamptonshire District Council,
- Borough of Wellingborough Council and
- Wycombe District Council.

1.2 The Central Area Growth Board is a Joint Committee under s101 (5), 102 Local Government Act 1972 and s9EB Local Government Act 2000 and pursuant (where applicable) to the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.

Each member authority must take the Terms of Reference through its internal processes.

1.3 The Growth Board will exercise the powers which its members have agreed to vest in it on a unanimous basis under Section 1 of the Localism Act 2011 insofar as they relate to the promotion of development or economic growth or matters ancillary to this. These powers will be exercised concurrently with the constituent members and members will unanimously decide the voting mechanism for exercising powers. This excludes ceding the decision making powers on planning matters, which will remain vested with the Local Planning Authorities, as set out in the Planning and Compulsory Purchase Act 2004.

1.4 The Growth Board will also include associate members, who will be able to participate in meetings but not be able to vote. The LEPS that operate in the area are entitled to be associate members.

1.5 It will also include other co-opted non-voting named members from those organisations listed at 4.4 below.

## 2. Accountable Body and Host

2.1 The Accountable Body for the Growth Board is Milton Keynes Council which will provide the Section 151 officer role to the Growth Board.

2.2 Milton Keynes Council's Chief Finance Officer (Section 151 Officer) will provide the Growth Board with a quarterly financial report. This report will provide the Board with an overview of the funds spent, funds committed against funds allocated.

2.3 Programme management will be provided by dedicated growth board officer support and will include milestones and outcomes achieved and where necessary, ensure that action plans are put in place to address any concerns.

2.4 The Growth Board will be hosted under local government arrangements and this will be rotated in accordance with the arrangements for the Chair (see Section 8). Committee services are provided by the Host in accordance with the Local Government Act 1972, as outlined in paragraph 8.3.

## 3. Purpose of the Central Area Growth Board

3.1 To provide the strategic leadership that will enable us to plan for, and realise an economic transformation across the central area, speaking to Government and its Agencies with one co-ordinated voice and encouraging private sector investment.

3.2 To seek to establish Common Planning Areas to produce an integrated and holistic approach to strategic planning for employment, housing and infrastructure that builds on Local Plans, Local Transport Plans and Strategic Economic Plans.

3.3 To accelerate and increase the delivery of planned growth across the area, where this is enabled by investment in infrastructure and services.

3.4 To work together to influence the route planning options, in order to realise the opportunity for the area in the Cambridge-Milton Keynes- Oxford growth corridor, "Expressway" (road and rail) and other associated linkages that may be delivered.

3.5 To approve and monitor the implementation of a Central Area programmes of work including those flowing from any Place Deals, Strategic Economic Plans and transport strategies and other relevant infrastructure programmes as agreed. This is not an exhaustive list and may be expanded at agreement of the Growth Board.

3.6 To bid for and secure investment, including from Government and external sources of resources to support the above purposes.

3.7 To contribute and be an active member of the Cambridge- Milton Keynes-Oxford Corridor cross corridor governance arrangements.

## 4. Membership

4.1 As the Growth Board is (where applicable) discharging executive functions then the appointed person must (where applicable) be from the Executive. In authorities where the committee system is

in operation the Leader should be the representative. There shall be one member from each constituent body.

4.2 Each constituent authority/body shall appoint a substitute (also being an executive member or in the case of councils using the committee system, another senior member). The substitute member shall have the same rights of speaking and voting at the meetings as the member for whom the substitution is made.

4.3 Subject to the legal right of the Growth Board to appoint a Chair and Vice Chair of its choice each year, the proposed protocol is that there will be a rotating Chair and Vice Chair as set out in 8.2 below.

4.4 Other non-voting members as required for good linkages shall be a single named-position representative from the bodies as detailed below:

- England's Economic Heartlands
- Universities Representative
- Further Education Colleges
- DCLG/BEIS/Department for Transport
- Homes and Communities Agency Representative for South East
- Buckinghamshire County Council

4.5 The Growth Board can agree to allow other authorities/parties outside of the initial members (listed in 1.1, 1.4 and 4.4 above) to have either full or associate membership of the Central Area Growth Board and agree the terms on which this is to be permitted. Associate members would not have voting rights.

4.6 The Growth Board can also invite other relevant observers to meetings of the Board.

## 5. Voting

5.1 One member one vote for each constituent authority member. The Chair will have an original but not a casting vote.

5.2 Normal rules as to declarations of interest and conflicts of interest to be applied to Local Authority members in accordance with the respective Council's Code of Conduct and LEP members in respect of the LEP Assurance Framework.

5.3 Any questions to be decided by the Growth Board will be decided by way of two thirds majority of constituent members present and voting.

5.4 Members votes are only valid when they have paid the annual subscription (see 10.0 below). Each member must pay their contribution before the agreed date for the year, if the subscription is not paid on the agreed date, the Local Authority will only be entitled to observe Growth Board meetings.

## 6. Quorum

6.1 The quorum for a Growth Board meeting shall be 2/3rds of (12) constituent members, including the Chair.

## 7. Functions

7.1 The Members have agreed that the main function of the Growth Board is to focus on growth related matters. The Members have agreed that there are four key outcomes it wishes the Growth Board for the Central Area to focus on, namely to;

- a) Accelerate the delivery of planned growth across the area, where this is enabled by investment in infrastructure and services.
- b) Provide the strategic leadership that will enable existing mechanisms and processes to plan for, and realise an economic transformation across the area.
- c) Secure long-term benefits and opportunities for local communities and
- d) Attract increased private sector investment

7.2 The Growth Board will, in relation to matters of general importance to the Central Area

- Represent the Central Area as a whole
- Respond to consultations, express views and make recommendations to Government and others, including partners, on matters of general importance to the Central Area. This will include on:
  - i. Proposals for major development, including local plans.
  - ii. Proposals for major infrastructure.
  - iii. Funding submissions to Government or its agencies.
  - iv. Strategic Economic Plans.

7.3 Coordination of whether spatial planning, infrastructure and public services are integrated and make recommendations to encourage this.

7.4 Advise partners on matters of collective interest.

7.5 Commission and share research and analysis in support of the preparation of statutory and non-statutory plans and strategies (including local plans and strategic economic plans). This will include work designed to assist compliance with the duty to cooperate in connection with plan-making.

7.6 Lead and coordinate the Homes and Communities Agency (HCA) liaison process on Central Area wide regeneration and housing issues and contribute to any related interaction with Government agencies.

7.7 The Growth Board will also:

- i. Provide a forum for partnership working and collaboration on spatial planning, economic development, housing, transport, and general infrastructure issues.
- ii. Input into development of a Local Industrial Strategy for the Central Area.
- iii. Engage with and represent the Central Area to the Sub-national Transport Body covering the Central Area.
- iv. Wherever possible, the Growth Board will aim to streamline existing processes

## 8. Meetings

8.1 The Chair and Vice-Chair of the Growth Board will be elected at the first meeting and subsequently at the start of each municipal year (i.e. the first meeting after local government elections are or would usually be held).

8.2 It is expected that the role of Chair and Vice Chair will rotate on a municipal year basis (except in the first year which will be slightly longer than a municipal year), and that the Vice-Chair will serve as



the Chair in the following year. It is expected that there will be a rotation of those positions to ensure that each constituent member and geographic area of the Central Area has the opportunity to serve, over time.

8.3 Meetings will be convened by the Chair or on the written request of five or more constituent members. Meetings shall normally be held on a bi-monthly basis at the host authority (that of the Chair), but meetings may be called as and when required to ensure that important timescales are met. Papers will be published in line with the Local Government Act 1972 to ensure statutory timescales are met .

8.4 Proposals for decisions by the Growth Board may be put forward by the Chair or by any member of the Growth Board.

8.5 Local Authority Chief Executives will attend in support of the political attendees at the meetings. Local Enterprise Partnership Chief Executives will attend in support of their LEP Chair.

## 9. Secretariat and Support

9.1 The secretariat and support for the Growth Board will be established. Primarily the support will be led by dedicated growth board officer support and an Executive Officer Group, the Central Corridor Group (CCoG). CCoG will drive the technical and operational elements and the preparation of advice and recommendations to the Growth Board.

9.2 Dedicated Growth Board officer support will be established. Support will be provided by lead executive officers at each constituent member and LEP, each of whom will link into the CCoG.

9.3 Other investment partners will be involved as appropriate, again connecting directly to the Programme Manager and linking to CCoG as the lead co-ordination group for matters of general importance to the Central Area including the Homes and Communities Agency, Environment Agency, Highways England, Network Rail and England's Economic Heartlands Transport Forum/Sub-national Transport Body. These will advise on the investment and work programme.

## 10. Funding Contributions

10.1 The budget of the Growth Board will be agreed each year by the Growth Board not later than 1<sup>st</sup> December of the preceding financial year. The cost of meeting the expenditure planned in the budget shall, to the extent not met from other sources, be divided equally among the members (both constituent and associate) of the Growth Board. This shall be their subscription. At the time of establishment of the growth board, the annual contribution will be £5k. If the Growth Board wishes to seek additional contributions for any further work, proposals will be referred to partners for decision making.

10.2 If the proposed subscription is higher than the preceding year's subscription plus CPI, if any constituent or associate member is unwilling to pay the subscription so determined they may give written notice to the Host on behalf of the Growth Board no later than 1<sup>st</sup> January preceding the financial year to which the budget will apply. Unless they withdraw in writing that notice they shall cease to be a member from 1<sup>st</sup> April of that year (and the normal notice period given in Section 11 will not apply).

10.3 Any member which has not given due notice under 10.2 (and whose membership has not come to an end under Section 11) shall be obliged to pay its subscription for the year.

## 11. Withdrawal

11.1 Any member may give written notice to the Host, on behalf of the Growth Board, of its intention to withdraw from the Growth Board.

11.2 Such notice, unless withdrawn in writing, shall come into effect on the first 1<sup>st</sup> April which occurs after 12 months after the notice is given.

## 12. Joining

12.1 Any English local authority may apply to become a consistent member of the Growth Board. The Growth Board may approve such an application if it is satisfied that the applicant's area is closely economically linked to the existing Central Area, and that its joining would not render the governance of the Central Area unreasonably difficult.

12.2 Any English Local Enterprise Partnership may apply to become an associate member of the Growth Board. The Growth Board may approve such an application if it is satisfied that the applicant's area is closely economically linked to the existing Central Area, and that its joining would not render the governance of the Central Area unreasonably difficult.

12.3 On the application to join being approved, the new member shall take on the rights and obligations of the existing members of the Growth Board, including paying the appropriate proportion of the subscription due from members for the financial year in which it joins.

## 13. Scrutiny Arrangements

13.1 Decisions made by the Growth Committee shall be subject to the usual scrutiny arrangements of each constituent authority.