



SOLENT
LOCAL
ENTERPRISE
PARTNERSHIP

Solent Local Enterprise Partnership
Joint Leaders Board
Terms of Reference

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1. Background

The Solent Local Enterprise Partnership (LEP) is the key interface and lead for economic development in the Solent.

Strengthened Local Enterprise Partnerships sets out four key roles for the LEP as follows:

- Strategy: Developing an evidence-based Local Industrial Strategy that identifies local strengths and challenges, future opportunities and the action needed to boost productivity, earning power and competitiveness across their area.
- Allocation of funds: Identifying and developing investment opportunities; prioritising the award of local growth funding; and monitoring and evaluating the impacts of its activities to improve productivity across the local economy.
- Co-ordination: Using their convening power, for example to co-ordinate responses to economic shocks; and bringing together partners from the private, public and third sectors.
- Advocacy: Collaborating with a wide-range of local partners to act as an informed and independent voice for their area.

2. Membership

- The Joint Leaders Board brings together the elected leaders and senior officers of the councils within the Solent Local Enterprise Partnership (LEP) with the purpose of strengthening the local authority engagement of the Solent LEP, to assist in the development and implementation of actions that will deliver the Strategic Economic Plan and Local Industrial Strategy, and to collaborate on economic development issues affecting the wider area.
- The Membership of the Joint Leaders Board shall comprise the Leader, or elected executive member, from each Local Authority within the Solent LEP area.
- Members of the Board may be accompanied by their local authority's Chief Executive or other senior officer, who may attend and participate at meetings in a supporting role.
- Each Board Member shall nominate a standing deputy to attend in their place if they are unable to attend.
- Associate membership shall be available to all neighbouring local authorities and Local Enterprise Partnership areas that are adjacent to the Solent LEP area.

3. Role and purpose of the Joint Leaders Board (JLB)

- To strengthen local authority engagement and collaboration in support of Solent LEP, and enhance democratic accountability for the Solent LEP growth agenda.
- To advise Solent LEP on the collective view of councils on strategic priorities for economic growth and for the Strategic Economic Plan.

- To co-ordinate the contribution of councils on actions and activities to deliver the Strategic Economic Plan and Local Industrial Strategy - making best use of, and potentially aligning, economic development resources and activities.
- To be a forum for collaboration and discussion between the Solent Local Authorities on issues affecting economic development and regeneration across the area – particularly spatial planning (including the 'duty to co-operate'), housing and transport.
- To communicate to residents the economic successes and growth achieved through projects and activities delivered through Solent LEP.
- Each Council to be responsible for internal communication of Solent LEP work, infrastructure gains and project successes, which are achieved for the area through support to the Joint Leaders Board partnership.

4. Meeting protocols and Procedures

The Joint Leaders Board meetings will be held in accordance with the following Meeting Protocols and Procedures.

- **Frequency** - The Joint Leaders Board shall meet quarterly.
- **Location** - Meetings shall be held at various locations across the Solent LEP area, hosted by Member Local Authorities as agreed by them.
- **Appointment of Chair** - The Joint Leaders Board shall appoint a Chair for the meeting by simple majority vote.
- **Decision Making** - The Joint Leaders Board is a forum for engagement for all Local Authorities with the Solent LEP and, as such, the Board is not decision making.
- **Dissemination of Information** - The Joint Leaders Board will prepare update reports for dissemination within each local authority, with information also available through a link from the Solent LEP website.
- **Support Arrangements**
 - Each Council shall contribute towards the costs of the Joint Leaders Board and the LEP executive can provide secretariat support.
 - Co-ordination and collaboration may include developing papers for the Leaders board and on a broader basis sharing and aligning economic development resources within the Solent LEP area, in order to deliver projects in the Strategic Economic Plan and Local Industrial Strategy.