

Sedbergh Economic Partnership - Terms of Reference

Purpose

The partnership was established in 2017, following the stakeholder engagement exercise and economic study by consultants, Douglas Wheeler Associates. A broad group of key private sector businesses and third party organisations with public sector officers and local councilors were consulted to support the identification of actions to support the economic growth of Sedbergh. The study was funded by South Lakeland District Council (SLDC), Yorkshire Dales National Park Authority (YDNPA), Sedbergh Parish Council (SPC), Sedbergh & District Chamber of Trade & Business (SC), Cumbria County Council (CCC) and Sedbergh School (SS).

To be an effective private/public/third sector partnership, speaking with one voice and working for the economic benefit and prosperity of Sedbergh. The aim of the partnership is to deliver an economic action plan, based on the Douglas Wheeler Associates Final Report. The role of the partnership is to lead on and help with the delivery of economic and regeneration projects for Sedbergh as defined by the action plan. The work of the partnership is to be undertaken by a Board comprised of members as follows:

| Board Members | Represented by |
|---|---|
| Sedbergh Parish Council | Member / Chair |
| South Lakeland District Council | Member / Portfolio Holder |
| Yorkshire Dales National Park Authority | Member |
| Cumbria County Council | Member / Cabinet Holder |
| Sedbergh & District Chamber of Trade & Business | Chair |
| Sedbergh & District Chamber of Trade & Business | Member |
| Sedbergh School | Chief Operating Officer |
| Sedbergh Hotel Enterprises Ltd | Director |
| Sedbergh Community Interest Company | Director – Chair |
| Sedbergh School Developments Ltd | Commercial Manager |
| Farfield Mill Arts & Heritage Centre | Manager |
| Sedbergh Community Trust | Member |
| Officers in support | |
| Cumbria County Council | Community Development Officer |
| South Lakeland District Council | Economic Development Manager / Officer |
| Yorkshire Dales National Park Authority | Head of Sustainable Development / Sustainable Development Officer |

Responsibilities

- The Chair will be responsible for advocating the work of the Board, offering strategic direction for projects determined by the Board and chairing meetings.
- The Vice Chair will, in the absence of the Chair, take up the responsibilities of the Chair.
- The Board will seek to undertake, to their best efforts, the development and delivery of the action plan and associated strategic projects.

Membership

- Membership of the Board is open to key stakeholders for the area including private sector (small, medium and large business), local authority officers, elected representatives and local third sector organisations.
- The Board may co-opt representatives from third sector organisations, business groups and private business interests at any time.
- The Board shall have not more than 14 members, to include a minimum of 4 public sector members and 4 private sector members.
- Meetings of the Board shall not be open to members of the public, though opinions of the wider public will be taken into account and may be actively sought in consultation on specific projects. Members must notify chair of any third party invitees prior to meeting.
- Suitably nominated substitutes may attend Board meetings in place of appointed Board members, should they be unable to attend Board meetings. In the event of a vote, substitutes can vote.
- There are no time restrictions for membership to the Board, however Board membership will be reviewed collectively every two years.
- A representative shall cease to be a member when;
 - (a) they resign in writing to the Chair;
 - (b) they are removed from membership by a majority vote of the Board for conduct prejudicial to the working of the Board - provided that any member to be so removed shall have the right to make representation to the meeting at which the decision is to be made; or
 - (c) the membership organisation is formally disbanded.

Constitution

- No formal constitution has been set out; the Board will act as an un-constituted, informal body.
- No business will be transacted at any Board meeting unless a voting minimum is present. The voting minimum will be 6 members of the Board. Decisions will be taken by majority voting, with one member one vote (OMOV). The Chair will have the casting vote.

Review

- A review will take place every two years of the following; role and position of the Chair and the Board, terms of reference, action plan, and any other relevant documentation pertaining to the group activity and projects.

Meetings

- Meetings will be organised 3-4 times a year, either by the chair or supporting officer.
- Topics for the agenda will be submitted by the Board members to the chair and guided by the Douglas Wheeler Associates Final Report.
- Actions and tasks in support of the Board activities will be assigned accordingly by the Board.

Sharing of information and resources

- Member organisations are encouraged to have webpage link on their own websites on www.sedbergh.org.uk
- Papers will be circulated electronically by the chair or supporting officer prior to Board meetings. Minutes will be circulated electronically to Board members.
- The Board shall determine, on a case by case basis, whether confidential or commercially sensitive information may be shared, stored or distributed and the Board will comply with any relevant data protection requirements currently in force.

Appendix

- 'Sedbergh Economic Study' by Douglas Wheeler Associates, August 2017.
- Action plan

Dated: February 2018, reviewed at board meeting 9 Dec 2019.