

Draft Terms of Reference for Proposed Joint Committee

Composition

1. The [insert name] shall comprise [insert total number of members] elected members appointed by the Authorities' Executive (or Full Council) as follows:
[Insert details of membership]
2. All elected members appointed to the [insert name] must be members of their Authority's Executive or nominated by Full Council if the Authority does not operate an Executive model. The [insert name] need not be politically balanced.
3. Appointments of Members to serve on the Panel will be made by the Authorities' Executive (or Full Council) on an annual basis. A Member shall continue to serve on the Panel unless s/he ceases to be an elected Member; s/he resigns or is removed by their Authority's Executive (or Full Council) at any time.
4. Each Authority's Executive (or Full Council) may appoint [one] named substitute elected member to attend a meeting of the [insert name] if a Member of the [insert name] is unable to attend or otherwise unable to act.

Chair and Deputy Chair

5. The Chair and Deputy Chair of the [insert name] will be appointed by the [insert name] from among its members annually.

Quorum

6. The quorum of the [insert name] will be [insert number] members.

Sub-Committees

7. The [insert name] may appoint one or more sub-committees for the purpose of discharging any of its functions.

Frequency of meetings

8. The [insert name] will meet at least [insert number] times a year and meetings will be subject to the usual Access to Information requirements for joint committees exercising executive functions.

Terms of Reference

9. The overarching aim of the [insert name] is to provide its constituent local authorities with a forum in which to address collaboratively issues relating to economic development, regeneration and strategic planning at a sub-regional level and to enable collective decision-making on issues that require sub-regional agreement from the constituent authorities. In particular the [insert name] will have the power to :
- (1) Develop and economic and growth strategies for the sub-region and to keep the same under review ;
 - (2) Develop and set joint investment strategies for the sub-region and to keep the same under review;
 - (3) Consider, approve and implement decisions relating to sub-regional investment, including expenditure of external funding within the sub-region;
 - (4) Develop and encourage a co-ordinated approach within the sub-region to inward investment ;
 - (5) Develop and facilitate collaboration between the constituent authorities in the discharge of functions relating to economic development, regeneration and strategic planning including spatial planning; and
 - (6) Produce in September of each year, an annual report to the Executive of each of the constituent authorities on its work in the preceding municipal year.