Braintree District Economic Development & Transportation Partnership Board

(Draft) Terms of Reference

1. Statement of Purpose

The Economic Development and Transportation Partnership Board will:

1. Champion the District’s interests in the creation of quality jobs, skills training, sustainable economic development and transport provision;
2. Develop and monitor the District’s Economic Development Strategy and Transportation Strategy;
3. Maintain strong partnerships and working relationships between the District Council, the business community, transport operators and all support agencies;
4. Work in partnership with regional and sub-regional bodies to influence and help develop realistic economic and transportation polices which have a positive impact on the economic well being of the Braintree District;
5. Monitor the outcomes and effectiveness of local, sub-regional and regional economic development and transportation strategies;
6. Monitor the effectiveness of business support services delivered in and around the Braintree district;
7. Interact with other Partnership Boards through the District’s Local Strategic Partnership (LSP);
8. Provide encouragement and support for the government’s Welfare To Work policies, and to vocational skills training initiatives and other intervention programmes for the District’s workforce;
9. Identify and draw on relevant initiatives from central government with economic and transportation implications for the District.

2. The Board’s Role

1. The Board has a STRATEGIC role in drawing up and monitoring the District’s Economic Development & Transportation Strategies.

2. The Board is one of 6 Thematic Partnership Boards which are the operational arms of the LSP through which members of the LSP deliver joined-up actions which address the Sustainable Community Strategy priorities, the Braintree District Local Area Agreement and local LSP projects.

3. The Board ensures that the views of businesses, transport users and providers are taken into account in making recommendations on policy.

4. The Board also has a SUPPORTING role in respect of the following key areas of local economic activity:
   - The work of Business Development Services (NW Essex) Ltd., in the provision of start-up and other business support services;
   - Post-16 and Work Based Learning / skills training provision aimed at employed and non-employed young people and adults;
• Workforce development initiatives;
• Welfare to Work programmes which address social inclusion issues and improve return to work opportunities for disadvantaged groups.

5. The Board ensures that the views and opinions of organisations representing job seekers and disadvantaged groups, are taken into account when making recommendations on local economic development policy;

6. The Board encourages joint planning and working between organisations/bodies represented to fulfil agreed economic and transportation objectives and outcomes, and supports partners efforts to take forward agreed actions in their organisations business/spending plans;

7. The Board endorses the policy of ‘pooling’ practical and financial resources to undertake specific projects. The Board may, at an appropriate time, assume an executive role in a major project. In this event, the Board acts in an advisory capacity, and is primarily concerned with making recommendations to stakeholders represented on the Board or to other appropriate organisations regarding the development, review and monitoring of policies and strategies connected with the project;

8. The Board will regularly report their activities to the LSP Steering Group and via the LSP Steering Group to the LSP Executive Group.

9. The Board makes recommendations to the LSP in respect of the District’s Economic Development Strategy, and the District Council’s economic development and transportation policies, and actively engages in the consultation process for regional and sub-regional strategies which impact on the future economic well being of the district.

3. Relationship to the Braintree Business Council

Braintree Business Council has developed an effective and meaningful partnership between the various sectors of the local business community. The Business Council is the voice for the district’s business community on practical issues such as the impact of planning and environmental regulations, skills training and workforce development requirements, the annual budget consultation, and other issues which might help, or hinder, inward investment activity or the development of indigenous companies.

The Business Council identifies agenda items, topics and issues to be taken into account at future Economic Development & Transportation Partnership Board meetings, on which the Business Council is represented.

The work of the Braintree Business Council is supported by the District Council’s Corporate Director, the Head of Enterprise, Culture & Leisure, the Economic Development Coordinator, and the District Council’s Law & Governance services.

4. Membership

1. Membership of the Board includes:

• Members of the Braintree Business Council (Private Sector) - up to 9 members
• The Association of Four District Chambers – up to 4 members
• Chair and Operations Manager of Business Development Services (NW Essex) Ltd.
• Elected Members of Braintree District Council, including the District Council’s Cabinet Member with specific responsibility for Enterprise, (3), and Officers (3)
• Connexions Essex, Southend & Thurrock Partnership
• Learning and Skills Council
2. The District Council’s Lead Officers are the Corporate Director, the Head of District Development, and the Head of Enterprise, Culture & Leisure.

3. The Board may co-opt new members as deemed appropriate. Members are encouraged to send substitutes to Board meetings. If a member resigns, a new representative may be appointed from the organisation or group concerned.

4. In addition to standing membership, non-members may, with the Chair’s consent or invitation, attend Board meetings and take part in discussions.

7. Meeting Arrangements

Scheduled meetings of the Board will commence at 18:00 hrs in Causeway House, Braintree. Meetings will be held up to 4 times a year usually on the first Monday of the months of October, January, April and July, unless agreed otherwise.

Braintree District Council will provide appropriate administrative support for Board meetings through the Council’s Law & Governance services.

8. Appointment of Chairperson

The Board shall elect a Chair and Vice Chair for the ensuing year at the commencement of the meeting held in April each year. The Chair will normally be the Chair of Braintree Business Council, and the Vice Chair, the District Council’s Cabinet Member with specific responsibility for Enterprise.

Braintree District Council
Head of Enterprise, Culture & Leisure
January 2009 (Rev 2)