

CHELTENHAM



ECONOMIC ADVISORY BOARD

TERMS OF REFERENCE

Version	Changes	Author	Date
1	First draft	TB	03/2/22
2	Revised	RH/VA/DS/GE	04/2/22
3	Revised	CERTF meeting 3 rd March 2022	03/03/22
4	Revised	Refreshed ahead of CEAB inception meeting	11/10/22
5	Approved	CEAB	19/10/22

1. Introduction

These terms of reference are for the Cheltenham Economic Advisory Board [CEAB] and relate only to the operation of that forum.

2. Composition

The CEAB is sponsored and hosted by Cheltenham Borough Council. It will consist of a maximum of [10] members. The membership shall be drawn from local business leaders within identified key sectors with an emphasis on the following;

- Key economic sectors
- culture
- education
- sustainability

The members will undertake an initial term of 2 years, which is renewable annually, starting October 2022, for a maximum of two further years if appropriate to the strategic requirements of CEAB. Annex 1 lists current membership of CEAB.

CEAB members are not remunerated.

The Chair will be Diane Savory OBE DL and her term will be for an initial term of 2 years. The Chair may be re-elected by the members for a further term or a new chair elected by the members and appointed. The process of finding a successor chair will be agreed between the members at least six months prior to expiry of a Chair's initial term.

The Senior Responsible Owner (SRO) will be Tracey Birkinshaw, Director of Communities & Economic Development, Cheltenham Borough Council

The elected member sponsor will be Cllr Rowena Hay, Leader Cheltenham Borough Council

Secretarial support will be provided by Cheltenham Borough Council.

3. Purpose

The CEAB will act as an expert leadership body that guides and supports Cheltenham Borough Council. In doing so it will:

- Provide timely, relevant and expert external advice on specific economy-related matters, by identifying both current and future economic challenges and opportunities to develop Cheltenham's economy and help it to thrive, recognising the wider role Cheltenham plays within wider Gloucestershire and beyond
- Provide a platform for consultation and conversation into our wider business communities and feedback from those communities for considering the existing and future proposals and plans for economic regeneration and growth across the town
- Act as a sounding board for future policy development
- Focus on enhancing Cheltenham's current strengths such as the cultural offer and cyber opportunity for the benefit of all communities with a view to leveraging the further evolution of a new and prosperous urban centre for the 21st Century, which in turn will

encourage investment into the area resulting in improved housing, shopping, leisure, employment, and education facilities

- support the development of inward investment engagement and pipeline opportunities across identified key sectors, including linkages with academic sectors
- Link into the strategic objectives for the Golden Valley Development and specifically its vision for Cyber Central, as part of Gloucestershire's HPO for cyber
- Link into the wider strategic economic outcomes for Gloucestershire and the wider Western Gateway and the West Midlands
- Actively pursue funding opportunities that support economic growth and investment
- Act as a lobbying vehicle to partners, stakeholders, government to drive flexibilities to delivery of economic development, inward investment and regeneration interventions

The CEAB is an independent body that will provide clear recommendations to CBC. In doing so it will adopt a check and challenge role that may be reactive or proactive in nature.

CEAB membership brings together individuals with a diverse range of skills, knowledge and expertise to give their perspective in areas of business, academia and employee voice. CEAB members will provide valuable insight into the economic issues affecting young people, as well as identify best practice and learning from areas outside the UK.

Our Values underpin a commitment to:

- Engaging with partners to maximise integrated working
- Being bold, ambitious and innovative
- Helping communities to help themselves
- Getting on with delivery

It is important that the CEAB looks beyond its core membership and has an active relationship with other key partnerships. Regular newsletters will be produced to share key issues, priorities, outcomes and initiatives alongside gaining input that will complement the work of CEAB.

4. Meetings

Meetings shall be held at least four times a year. Additional meetings may be called as required. Supporting the CEAB will be relevant sub groups focussed on operational delivery; these may include, but are not limited to:

- Key sectors
- Skills
- Education
- Town Centre

CEAB is not a decision making body on behalf of Cheltenham Borough Council, however where decisions are required to progress the outcomes of CEAB, this will be reached by a simple majority of voting members present.

A quorum will consist of [*at least half in number*] members of [CEAB].

The Chair will be responsible for establishing meeting dates, agendas and attendance.

In addition, any CEAB member may request a meeting, giving appropriate details and notice to members.

Draft notes and actions of each meeting will be circulated promptly to members for comment. The Chair will agree final notes and actions.

Chatham House rules will apply to ensure CEAB members can speak openly on the topics debated and to express views. Summarised notes will be prepared and published for public oversight.

5. Reporting

The notes and actions of meetings of CEAB shall be circulated to all members of CEAB.

CEAB shall, at least once a year, review its own performance and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the members for approval.

6. Related Governance bodies and context

It is important that CEAB does not duplicate activities, such as those being led by the Cyber Leadership Board or the Culture Board or duplicate where other partnerships exist, for example Cheltenham BID or Cheltenham Chamber of Commerce. Where agendas overlap, the emphasis will be on where CEAB can add value.

Body	Scope	Relationship with this Board
Gloucestershire Economic Growth Joint Committee	Wider Gloucestershire economy (local and regional government representation)	No direct relationship, relationship managed through CBC / GFirst engagement and representation
Cyber Leadership Board	Golden Valley Development	Potential for collaborative actions.
GFirst LEP Business Groups	Gloucestershire economy (local & regional government, business, academia and 3 rd sector representation)	CEAB informs and consults with this body led by CEAB business plan priorities and outcomes.
Western Gateway	The economic prosperity of the UK through connectivity, investment & growth and innovation across South Wales and Western England (Swansea to Swindon, Salisbury to Tewkesbury)	No direct relationship, relationship managed through CBC/GFirst engagement and representation. It is expected that CEAB contributes and supports the Western Gateway Initiative.
The Growth Hub	The Gloucestershire cyber ecosystem	CEAB informs and consults with this body led by CEAB business plan priorities and outcomes.
The Culture Board	Cultural and heritage outcomes	CEAB informs and consults with this body led by CEAB business plan priorities and outcomes.
The Cheltenham BID	BID boundary	CEAB informs and consults with this body led by CEAB]business plan priorities and outcomes.
Cheltenham Chamber of Commerce	Cheltenham related businesses	CEAB informs and consults with this body led by CEAB business plan priorities and outcomes.
Federation of Small Businesses	Cheltenham related businesses	CEAB informs and consults with

		this body led by [CEAB] business plan priorities and outcomes.
--	--	----------------------------------------------------------------

7. Confidentiality and conflicts of interest

Members of CEAB are subject to a duty of confidentiality and a duty to avoid conflicts of interest, in particular the exploitation of any property, information or opportunity. Members are required to declare any conflict of interest in respect of relevant business interests, other appointments or connections with commercial bodies. The declaration is required on appointment and at any time during the execution of the CEAB business, where a conflict of interest may arise.

If any member believes there is a conflict of interest, the relevant member will recuse themselves from relevant meetings for as long as is appropriate, at the discretion of the Chair.

Annex 1**Current Membership of [CEAB BOARD] (as at 19/10/22)**

The members of CEAB are:

	CEAB core membership	Role
1	Diane Savory	Independent Chair
2	Nigel Jobson	Chief Commercial Officer - Maybe*
3	Ian George/Ali Mawle	CEO Cheltenham Festivals & Culture Board member
4	Kristine Scott	HCR – Head of education & Cheltenham Office
5	Dorian Wragg	Partner BK & GFirst LEP Board member
6	Rob Loveday	Adv engineering & manufacturing specialist
7	Clare Borne	Head of Delivery, Innovation & Growth CYNAM
8	Kamal Bechkoum	Professor of Computing Gloucestershire University
9	Tom Dunn	HBD – GVD innovation centre & cyber/digital
Representatives outside core membership		
	Cllr Rowena Hay	Leader of Cheltenham Borough Council
	Gareth Edmundson	CEX Cheltenham Borough Council
	Tracey Birkinshaw	SRO – Director of Communities
	Helen Mole	Head of Place Marketing & Inward Investment
	Jayne Parker	Secretariat

Annex 2

Duty of Confidentiality

Members of CEAB are subject to a duty of confidentiality and a duty to avoid conflicts of interest, in particular the exploitation of any property, information or opportunity. Members are required to declare any conflict of interest in respect of relevant business interests, other appointments or connections with commercial bodies. The declaration is required on appointment and at any time during the execution of the CEAB business, where a conflict of interest may arise.

If any member believes there is a conflict of interest, the relevant member will recuse themselves from relevant meetings for as long as is appropriate, at the discretion of the Chair.

I hereby agree to abide by the conflict of interest and confidentiality policy set out above.

Name –

Address –

Signature –

Date of signature -