



# Cornwall and Isles of Scilly Prosperity Advisory Panel

## Terms of Reference

October 2022



HM Government



CORNWALL  
COUNCIL  
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Council of the  
ISLES OF SCILLY

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# Cornwall and Isles of Scilly Prosperity Advisory Panel

## 1. Purpose

- 1.1 The Cornwall and Isles of Scilly (CloS) Prosperity Advisory Panel (the Panel) is an advisory group of the Cornwall and Isles of Scilly Economic Prosperity Board (CloS EPB). The purpose of the Panel is to provide local insight and expertise on economic development issues which will support the CloS EPB to invest the CloS Shared Prosperity Fund (SPF) budget to maximise benefits for CloS and in line with the CloS Good Growth SPF Investment Plan. The Panel will help to identify and address both need and opportunity for the SPF, including deliverability within in-year spending targets, and advise on wider economic policy. The Panel will also provide strategic advice on delivery, via review of the yearly commissioning plans. The Panel will provide oversight of programme performance and output, as well as advising the CloS EPB on any unforeseen shocks to the economy and potential responses.
- 1.2 The Panel is an advisory group and will make recommendations to the CloS EPB for consideration.

## 2. Functions and Responsibilities

- 2.1 The Panel will:
  - i. Support Cornwall Council and the Council of the Isles of Scilly to implement and update the CloS Good Growth SPF Investment Plan.
  - ii. Provide advice to the CloS EPB on strategic fit and deliverability through review of the yearly commissioning plans.
  - iii. Provide oversight of SPF Programme performance and outputs via the Monitoring and Evaluation (M&E) Framework reporting.
  - iv. Promote the SPF Programme and encourage participation amongst local economic, environmental and social partners to help bring forward activities which meet local needs in line with the CloS Good Growth SPF Investment Plan.
  - v. Provide advice on how SPF investments complement other activities within Cornwall and Isles of Scilly and meets fund and local objectives.
  - vi. Provide local intelligence on the implementation of the CloS Good Growth SPF Investment Plan.

- vii. Provide advice on potential repurposing of funding, including capital/revenue realignment based on reviewing demand across the SPF Programme.
- viii. Provide advice on wider economic policy.
- ix. Review progress against the CloS Good Growth SPF Investment Plan.

### 3. Membership

- 3.1 The Panel will be Chaired by a Member of the CloS EPB, to be nominated by the CloS EPB. The Chair will Chair the Panel meetings until such time as determined by the CloS EPB.
- 3.2 The Panel Vice Chair will be a representative from the private sector or third sector. Nominations will be received at the first meeting of the Panel and the nomination with the majority votes will be appointed. The Vice Chair will be appointed for a three year term, with the option for reappointment for another three year term.
- 3.3 When the Chair is unavailable to Chair the meeting, the Vice Chair will Chair the meeting.
- 3.4 The Panel will consist of a comprehensive and balanced range of local and regional stakeholders, civil society organisations, employer bodies responsible for identifying local skills plans, and businesses or business representative groups to achieve the SPF outcomes.
- 3.5 The Panel will include, but is not restricted to, the following:
  - i. x2 Cornwall Council Elected Member representatives;
  - ii. x1 Council of the Isles of Scilly Elected Member representative;
  - iii. A representative from the Islands Futures Board;
  - iv. A representative from Cornwall Chamber of Commerce;
  - v. A representative from Federation of Small Business;
  - vi. A representative from Higher Education institutions in CloS;
  - vii. A representative from Further Education colleges in CloS;
  - viii. A representative from the CloS Good Growth Hub;
  - ix. A representative from the Agri-food sector;
  - x. A representative from the Visitor Economy sector;
  - xi. A representative from the Georesources sector;
  - xii. A representative from the Clean energy sector;
  - xiii. A representative from the Housing sector;
  - xiv. A representative from the Community Area Partnerships;
  - xv. A representative from the Cornwall Association of Local Councils;
  - xvi. A representative from the Local Nature Partnership;

- xvii. A representative from the Local Enterprise Partnership;
- xviii. A representative from the Health and Wellbeing Board;
- xix. A representative from the Cornwall Voluntary Sector Forum;
- xx. A representative from the Cornwall Community Foundation;
- xxi. A representative from faith organisations;
- xxii. A representative from the British Business Bank;
- xxiii. A representative from Innovate UK;
- xxiv. A representative for employment experts and providers;
- xxv. A representative for skills providers;
- xxvi. A representative from Public Health;
- xxvii. A representative for children and young people;
- xxviii. A representative from the Cornwall Association of Secondary Headteachers;
- xxix. A representative from the Cornwall Armed Forces Covenant Partnership Board;
- xxx. CloS Members of Parliament;
- xxxi. A representative from Police and Crime;

3.6 Cornwall Council and Council of the Isles of Scilly Officers, not included in the above membership, will be in attendance at Panel meetings in a non-voting capacity. Representatives from UK Government Departments shall also be invited to attend Panel meetings in a non-voting capacity.

3.7 Membership will be for a three year term, with the option for a member to be reappointed if the members' nominating body supports it. Where members leave before that time, representatives will be sought again by the CloS EPB from the sector/organisation they are representing. Membership will also be reviewed as needed to reflect any changes in relevant regulations and policy.

3.8 Subject to appointing organisational policies, substitutes are allowed, in agreement with the Chair in advance of the meeting. Panel members are to advise the SPF Good Growth Team as soon as practicable before the start of the meeting who their substitute will be should they be unable to attend.

3.9 The individual members of the Panel will report on its activities back to the groups, organisations and stakeholders that they represent on the Panel.

3.10 The organisation that the member represents shall be responsible for reimbursing any reasonable expenses incurred in attending meetings of the Panel by that member.

## 4. Reporting Responsibilities and Procedures

4.1 The Chair of the Panel shall report to the CloS EPB on its proceedings after each meeting (or when appropriate) and matters within its functions and responsibilities and make recommendations where appropriate.

- 4.2 These Terms of Reference will be reviewed on an annual basis.

## 5. Conflict of Interest

- 5.1 A conflict of interest is any situation in which a member's personal interest, or interests that they owe to another body, may (or may appear to) influence or affect their decision making. Interests may be associated with, for example, employment, other appointments (including trusteeships, directorships, elected office), memberships (whether corporate or personal), investments, shareholdings, personal relationships, land and property, intellectual property, customer/client relationships, or anything else which could (or could be perceived to) impact on the member's ability to act fairly (independently, impartially, and in the public interest).
- 5.2 Cornwall Council will be responsible for ensuring that partner roles and responsibilities are clearly set out at all levels and that conflicts of interest are avoided.
- 5.3 To ensure that this is compliantly managed and that appropriate standards are maintained, Panel members will be required to sign an undertaking to abide by the 'Seven Principles of Public Life', known as the 'Nolan Principles'. Elected Members of the Panel will also need to comply with their respective Members Code of Conduct. Council Officers will also need to comply with their respective Employee Code of Conduct.
- 5.4 The secretariat will be responsible for maintaining a record of Panel members' declarations of interest; this will be updated over the term of the members' appointment. At least once in every 12-month period, and on other occasions at the discretion of the Chair, all members must review the information relating to him or her contained in the register of interests and declare that the information is correct or make a further declaration if necessary.
- 5.5 Panel members must declare an interest in any agenda item at the start of the meeting and must not participate in discussions or vote on matters to which they are conflicted. The member should leave the meeting for the duration of the item. The only exception to this is if the Chair deems their participation in the discussion necessary to inform the debate. Once the member has participated, they should then leave the meeting for the remainder of the item. Conflicts of interest should be identified to the Chair and minuted. Where there are no interests declared, the minutes will also record this.
- 5.6 Similar conditions relating to confidentiality, data protection and compliance with freedom of information requirements will apply to the proceedings of the Panel and to the members of the Panel.

## 6. Meetings and Secretariat

- 6.1 The SPF Good Growth Team shall act as the secretariat of the Panel.
- 6.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Panel, and other persons required to attend, no later than 5 working days before the date of the meeting.
- 6.3 The secretariat shall ascertain, at the beginning of each meeting, the existence of any conflict of interest and minute them accordingly.
- 6.4 The secretariat shall minute the proceedings and recommendations of the meeting. Recommendations shall be put forward for the consideration of the CloS EPB. The minutes, once approved by the Chair, shall be circulated promptly to all members of the Panel.
- 6.5 Meetings of the Panel can be held physically, virtually or a hybrid combination in order to facilitate attendance and may not be held in public. The secretariat will publish its agendas and minutes on the CloS Good Growth SPF Programme website, with the exception of any confidential or exempt information.
- 6.6 The Panel may convene Task and Finish Groups to make recommendations to the Panel.

## 7. Frequency of Meetings

- 7.1 The Panel shall meet at least twice a year.

## 8. Quorum and Voting

- 8.1 The quorum for the Panel meetings shall be five members.
- 8.2 Voting will be by way of consensus. If a consensus cannot be reached each member will vote on the matter and a vote will be carried on a simple majority. In the case of an equality of votes the Chair shall have a casting vote.