

JOINT STRATEGIC ECONOMIC COMMITTEE
Swindon and Wiltshire Joint Strategic Economic Committee - Terms of reference, membership and procedure rules.

1. Purpose

To provide local democratic and financial accountability for the Swindon and Wiltshire Strategic Economic Plan (SEP), the use of the Local Growth Fund (LGF) and other related funding streams.

2. Governance

2.1 The Swindon and Wiltshire Joint Strategic Economic Committee (JSEC) is established as a joint committee under sections 101(5), 102 of the Local Government Act 1972, section 9EB of the Local Government Act 2000 and Regulation 11 of the Local Authorities (Arrangements for the Discharge of Functions (England) Regulations 2012.

2.2 The JSEC comprises Swindon Borough Council and Wiltshire Council as the two Unitary Authorities in the area covered by the Swindon and Wiltshire SEP.

2.3 Political proportionality rules do not apply to the JSEC as so constituted.

3. Functions

3.1 The functions delegated to the JSEC by the Unitary Authorities are as follows:

- To act as a single voice for local government in Swindon and Wiltshire in relation to the delivery of the SEP and local Growth Deals;
- To facilitate and enable collaboration between the two Authorities on economic development and related matters;
- Provide local democratic accountability for the delivery of the SEP and the use of public resources to fund the implementation of the Strategic Economic Plan and Local Growth Deals (including supporting Wiltshire's Council's role as the accountable body);
- Provide political oversight of the marshalling and co-ordination of Local Government's contribution to the delivery of the SEP and Local Growth Deals;
- Act as formal link between Local Government and the LEP.

4. **Membership**

4.1 Membership of the JSEC shall comprise:

Voting:

a. 3 Executive members of each council to include;

- i. The Leader
- ii. Deputy Leader
- iii. Cabinet Member holding the portfolio which includes Economic Development

Non-voting

b. Chairman of the SWLEP plus two other SWLEP Board Members who are from the Business community.

4.2 Each Unitary Authority shall appoint up to three named substitutes for their voting members. The substitute member shall be a Cabinet Member of the Authority and shall have the same rights of speaking and voting at meetings as the member for whom the substitution is made.

4.3 Each member of the JSEC shall remain in office until removed or replaced by their appointing local Authority, the Leader of their Council or the SWLEP Board, as the case may be.

5. **Voting**

5.1 One member one vote for each Unitary Authority member.

5.2 Except as otherwise provided, any matter shall be decided by a majority of the votes of the voting members present.

However, In the event of any circumstance where the JSEC cannot reach agreement on an issue pertaining to the SEP, the issue in hand will be referred back to the SWLEP Board for review.

6. **Quorum**

6.1 The quorum for a meeting shall be four voting members, including at least one member from each council. No business shall be transacted unless a quorum is present. If a quorum ceases to be present during a meeting the

meeting shall be adjourned to a date to be agreed or determined by the Chair.

7. Chair and Vice-Chair

- 7.1 The Chairmanship and Vice Chairmanship of the JSEC shall rotate annually between the Elected Leaders of each Council. If the Chair is not present at any meeting the Vice Chair will preside. If neither Leader is present the JSEC will elect a Chair for that meeting from those present.

8. Meetings

- 8.1 The JSEC shall meet quarterly and at such other times as may be agreed.
- 8.2 A meeting of the JSEC shall be convened by the Chair within twenty-eight days of the receipt of a written request of any two voting members addressed to the secretary to the JSEC. No business other than that specified in the request shall be transacted at that meeting.
- 8.3 The agenda and supporting papers shall be circulated electronically to the members of the JSEC at least 5 clear days before the meeting.
- 8.4 The agenda for any meeting shall be settled by the secretary in consultation with the Leaders of both Councils.
- 8.5 Where a member of the JSEC is unable to attend any meeting they shall arrange for their substitute to attend and inform the secretary of this as soon as possible before the meeting.
- 8.6 Except as otherwise provided, meetings shall be conducted in accordance with the rules of procedure in Part 4 of Wiltshire Council's Constitution.

9. Access to Meetings and Information

- 9.1 The Access to information rules in Part 5 of Wiltshire Council's Constitution shall apply to proceedings of the JSEC.
- 9.2 Any Freedom of Information requests received by the JSEC shall be directed to the relevant Council to deal with in accordance with the relevant legislation. Where the request relates to both Councils they shall liaise with each other before responding to the request.

10. Hosting and Administration

- 10.1 Hosting of the JSEC shall be rotated between Swindon Borough Council and Wiltshire Council. The secretary to the JSEC shall be from Wiltshire Council who will also provide support through the services of the Council's Director of Finance / Section 151 Officer and the monitoring officer/director of legal and governance.
- 10.2 The secretary shall keep a proper account of money received and expended on the administration of the JSEC and the costs incurred shall be shared equally between the two Councils.
- 10.2 Wiltshire Council shall be the Accountable Body for the purposes of the Growth Fund and other funding relating to the Swindon and Wiltshire SEP.

11. Code of Conduct and Declaration of Interests

- 11.1 Members of the JSEC shall be subject to their own Council's Code of Conduct, including the rules on declaration of interests.

12. Overview and Scrutiny Arrangements

- 12.1 The decisions and business of the JSEC shall be subject to the overview and scrutiny functions of each Council and any joint overview and scrutiny arrangements agreed between the Councils.

13. Variation and Dissolution

- 13.1 The constitution of the JSEC may be varied or dissolved by the unanimous agreement of the voting members.