

### **ENTERPRISE ZONE PROGRAMME – TERMS OF REFERENCE**

The Cambridgeshire & Peterborough locality, after becoming a Mayoral Combined Authority Area in 2017, took on responsibility for the Local Enterprise Partnership governance in 2018. In Autumn 2018 a newly formed Business Board was created to provide a business voice for the area. The Cambridgeshire & Peterborough Business Board is:

- a non-statutory body which is the Local Enterprise Partnership for the CPCA area.
- independent of the CPCA, operating as a private-public sector partnership, which focuses on the key business sectors to provide strategic leadership and drive growth in Cambridgeshire and Peterborough and the wider Local Enterprise area.

The Cambridgeshire & Peterborough Business Board Terms of Reference can be found here; <http://cambridgeshirepeterborough-ca.gov.uk/meetings/business-board-meeting/>

### **Executive Summary**

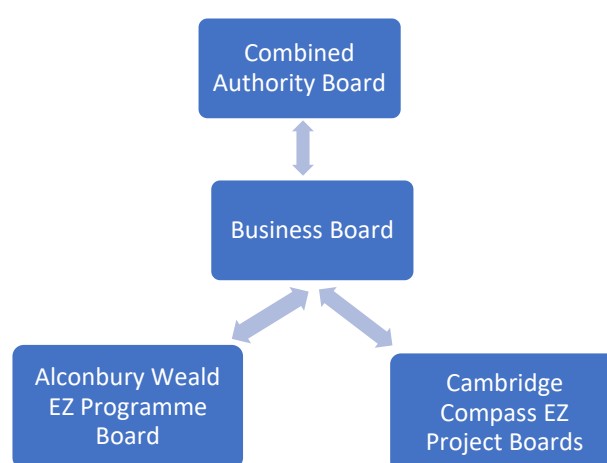
This document sets out the proposed governance arrangements between the Cambridgeshire & Peterborough Combined Authority and key stakeholders in relation to Enterprise Zone programme, for which the Business Board is responsible and the CPCA Board overall accountability.

### **Governance Structure**

The Business Board retains strategic oversight for the delivery of the Enterprise Zone Programme and will report to the Combined Authority Board as accountable body.

Enterprise Zone delivery and management delegated to Enterprise Zone Programme Board (Alconbury Weald) and Enterprise Zone Project Boards (Cambridge Compass).

The following diagram sets out how the Enterprise Zone Programme Boards align within the CPCA governance structure:



## **Alconbury Weald Enterprise Zone Programme Board**

Purpose - to co-ordinate the delivery of development, regeneration and management of the Enterprise Zone, focusing largely on operational matters and is responsible for co-ordinating proposed project activity from the agreed EZ Investment & Delivery Plan for Alconbury Weald Enterprise Zone.

Decisions on the use of the 'EZ and Infrastructure Fund' monies as set out at 6.1.3 of the CPCA/HDC Alconbury Weald EZ MOU will be decided solely by the CPCA and HDC and can only be approved by joint agreement.

Constitution and Membership - the Board will be made up of an elected member of both HDC and CPCA and an appropriate senior officer of each. The Chair should be elected by Board member and alternate on a 3-year cycle between the parties. The group may include, by invitation, representatives from local Government (BEIS), Cambridgeshire County Council the developer/land owner. Membership of the Alconbury Weald Enterprise Zone Programme Board is provided at *Appendix 1 (TBC)*.

Accountability - the Alconbury Weald Enterprise Zone Programme Board is responsible for reporting to both the Business Board and CPCA Board as accountable body.

Terms of Reference - the Alconbury Weald Enterprise Zone Programme Board will:

- Develop and maintain the Alconbury Weald EZ Investment & Delivery Plan on behalf of the Business Board;
- Update financial reports to set-out EZ-related business rate retention, income streams and cost commitments;
- Provide quarterly output figures to inform monitoring obligations back to Government;
- Agree on managing the identity and communication of activity taking place on the Enterprise Zone in supporting the overarching programme branding;
- Maximise the benefits of the Enterprise Zone and to identify potential sources of funding to support site delivery and occupancy; and
- Prepare site updates and briefing documents for the Business Board; and
- Escalate and report on any high-level risks and conflicts to the Business Board that cannot be resolved at the Enterprise Zone Programme Board level.

Meetings – the Alconbury Weald Enterprise Zone Programme Board will meet on a quarterly cycle or at such other intervals as the Board may agree. The Chair of the Alconbury Weald Enterprise Zone Programme Board may decide to cancel meetings or call additional meetings as required.

## **Cambridge Compass Enterprise Zone Project Board**

Purpose – individual officer-level working groups representing each site and responsible for overseeing delivering the Enterprise Zone and to co-ordinate the delivery of developments, regeneration and management of the Enterprise Zone. The Boards will focus largely on operational matters and report to the Business Board.

Constitution and Membership - the Cambridge Compass Enterprise Zone Project Boards will comprise of CPCA and Local Authority officers and, in an advisory capacity, representatives from the developer or landowner/agent. The group may include, by invitation, representatives from local Government (BEIS), Cambridgeshire County Council the

developer/land owner. Membership of each Cambridge Compass Enterprise Zone Project Boards is provided at *Appendix 1 (TBC)*.

Terms of Reference - the Cambridge Compass Enterprise Zone Project Boards will:

- Develop and maintain EZ Investment & Delivery Plan on behalf of the Business Board;
- Update financial reports to set-out EZ-related business rate retention, income streams and cost commitments;
- Provide quarterly output figures to inform monitoring obligations back to Government;
- Agree on managing the identity and communication of activity taking place on the Enterprise Zone in supporting the overarching programme branding;
- Maximise the benefits of the Enterprise Zone and to identify potential sources of funding to support site delivery and occupancy;
- Prepare site updates and briefing documents for the Business Board, and
- Escalate and report on any high-level risks and conflicts to the Business Board that cannot be resolved at the Enterprise Zone Project Board level.

Meetings - the Cambridge Compass Enterprise Zone Project Boards will meet at least on a quarterly basis ahead of the Business Board to allow enough time for the submission of reports and Board papers.