



Constitution and Terms of Reference of City Deal, Growth Deal and Combined Authority Advisory Board

The Black Country-wide Advisory Board will oversee the delivery of the programme making key recommendations to the Joint Committee.

CONSTITUTION

1. The Advisory Board shall comprise of:

- ✓ The Cabinet member for regeneration for four Black Country local authorities (voting members);
- ✓ Four business community representatives of the Black Country LEP (voting members);
- ✓ The Executive Directors of the Black Country local authorities with responsibility for regeneration (non-voting member);
- ✓ A Black Country Consortium Ltd representative (non-voting member);
- ✓ Such government department representatives as the committee agrees to (non-voting member);
- ✓ Such representatives of the community, business and or other bodies as the committee agrees to (non-voting member);
- ✓ The Programme Manager (non-voting member).

2. The Advisory Board shall at its Annual Meeting (held in line with the start of municipal year) elect a Chair and Vice-Chair from among its voting members. In the event of both being absent from the meeting, the Chair and Vice-Chair for whatever reason, the Advisory Board shall elect a chair from amongst the voting members present for that meeting. Only a voting member is entitled to be elected as Chair or Vice-Chair of the Committee.

3. Four voting members of the Advisory Board shall constitute a quorum. Each Black Country local authority may appoint a substitute Cabinet member for the voting members appointed to attend meetings, in the absence for any reason of the voting member. The substitute voting member shall be treated in all respects if they were appointed under (i) above as the case may be.

4. All questions shall be decided by a majority of the votes of the voting members present, the Chair having the casting vote in addition to his/her vote as a member of the Committee.

5. The Advisory Board shall meet as agreed at AGM and set the forthcoming year’s timetable of meetings.

6. A meeting of the Advisory Board may also be convened by the Chair within 21 days of the receipt of a requisition of any two voting members of the Advisory Board addressed to the Secretary of the Advisory Board. All requisitions shall be in writing and no business other than that specified in the requisition shall be transacted at such a meeting. However in cases of genuine urgency a meeting of the Advisory Board may be convened at any time by the Chair, upon 5 working days notice to all members of the committee.

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7. If a quorum is not present at the meeting, or if urgent decisions are required for the Joint Committee, business requiring a vote of the membership will be conducted by email. The timeframe within which endorsement of the recommendations must be confirmed should not be less than 3 working days.

8. The Advisory Board shall from time to time appoint such sub- Advisory Boards to consider and deal with any of the functions of the Advisory Board as may be thought desirable. Membership of which is determined by the Advisory Board subject to a any Advisory Board must have a Councillor and LEP representative from the Advisory Board as members of the sub-Advisory Board.

9. The Advisory Board Secretary shall be Walsall Council, and all meetings of the Advisory Board shall take place at Walsall Council or Wolverhampton City Council.

10. The role of the Secretary shall include:

- i. the Secretary will be responsible for preparing the agenda and submitting reports prepared by either of the Councils or other bodies to the Advisory Board and minutes of the Advisory Board;
- ii. The Secretary shall be responsible for making arrangements for recommendations from the Advisory Board, including supporting reports, to the Joint Committee will be sent to Walsall Metropolitan Borough Council secretary of the Joint Committee to enable compliance with the necessary legislative requirements for access to information.

11. Members of the Advisory Board or sub- Advisory Board that are elected representatives appointed by a Black Country Council must comply with their own Councils code of conduct.

12. Non Councillor Members of the Advisory Board or sub- Advisory Board with conflicts of interest must comply with the following rules:

- a) A conflict-of-interest arises where any decision potentially gives direct commercial or financial payment or benefits to:
 - o You;
 - o a close member of your family;
 - o an organisation that you are either:
 - i. are employed by or hold office with, or
 - ii. in which you own more than 10% of the issued share capital.
- b) a conflict-of-interest as set out in situations above does not arise in relation to any business regarding allocation of funding streams or Projects to be allocated to or benefit the area of any of the four Black Country Councils.
- c) Upon a conflict-of-interest arising:

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- i. in the case of a voting member that member must declare an interest and not vote, but may remain in the room to make representations;
- ii. in the case of non-voting members that member must declare an interest but may remain in the room to make representations.

13. Gifts and hospitality policy for elected members will be the same as that of their own local authority. For non elected voting members, they should declare any gifts or hospitality that has a value over £25 which may be seen as related to their role on the Advisory Board and or any specific scheme, Project or funding stream.

14. Only the Joint Committee can make amendments or variations to this Constitution and Terms of reference.

Functions of the Advisory Board

- 1) To receive reports from the Working Group, Black Country Councils, central government, the businesses community, Lead and or Accountable bodies under City Deal, Growth Deal and Combined Authority and such other persons or bodies as the Advisory Board deems appropriate.
- 2) To receive reports from any Sub Advisory Board of the Advisory Board.
- 3) To act as a strategic advisory body; reviewing and recommending objectives for strategic investment across the Black Country in relation to the City Deal, Growth Deal and Combined Authority including;
 - a. Providing a coherent single position on the major strategic City Deal, Growth Deal and Combined Authority issues;
 - b. Formulating proposals for allocation of spending;
 - c. Formulating proposals for major priorities;
 - d. Consider and agree recommendations made by Working Group;
 - e. Recommending Lead and or Accountable Body status for a body or organisation;
 - f. Referring final recommendations from the Working Group as to items a) to e) above to the Joint Committee for formal approval.
- 4) Receiving regular monitoring reports from the Working Group on the City Deal, Growth Deal and Combined Authority program and/or funding streams and/or individual Projects upon the effectiveness and performance of delivery by the Lead and/or Accountable Body.
- 5) Reporting regularly or upon request of the Joint Committee, and in any event at least once a year to the annual general meeting of the Joint Committee, to the Joint Committee upon the

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effectiveness and performance by the Lead and/or Accountable Body in delivering the City Deal, Growth Deal and/or Combined Authority initiatives, programmes and or funding streams for which they are responsible.

- 6) Influence and align government investment in order to boost economic growth.
- 7) To ensure alignment between decision making on City Deal, Growth Deal and Combined Authority and decisions on other areas of policy such as land use, transportation, economic development and wider regeneration.
- 8) Co-ordinate and align decision making on other areas of policy such as land use, transportation, economic development and wider regeneration with the LEPs ensuring that business views are taken on board and that LEP growth plans are reflected in strategic priorities.
- 9) Advising the Joint Committee in relation to the City Deal, Growth Deal and Combined Authority capital expenditure programmes and potential programs and ensuring policy and programmes are delivered effectively through partners.
- 10) To report to the Joint Committee on such matter as it considers appropriate and relevant to City Deal, Growth Deal and Combined Authority and the Programme.

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