



GREATER BRIGHTON ECONOMIC BOARD

10.00AM 20 MAY 2014

AMEX STADIUM

AGENDA



The Stadium has facilities for wheelchair users, including lifts and toilets



An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter and infra red hearing aids are available for use during the meeting. If you require any further information or assistance, please contact the Secretary to the Board on arrival.

FIRE / EMERGENCY EVACUATION PROCEDURE

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions:

- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building, but move some distance away and await further instructions; and
- Do not re-enter the building until told that it is safe to do so.

The Brighton & Hove Economic Board actively welcomes members of the public and the press to attend its meetings and details of the meetings and forthcoming agendas can be found on the various partner bodies' websites.

Agendas and minutes are published on the City Council's website www.brighton-hove.gov.uk. Agendas are available to view five working days prior to the meeting date.

Meeting papers can be provided, on request, in large print, in Braille, on audio tape or on disc, or translated into any other language as requested.

If you have any queries regarding this, please contact the Head of Democratic Services or the designated Democratic Services Officer listed on the agenda.

For further details and general enquiries about this meeting contact John Peel, (01273 291058, email john.peel@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk.

Date of Publication - Monday, 12 May 2014



Title:	Greater Brighton Economic Board
Date:	20 May 2014
Time:	10.00am
Venue	Amex Stadium – Chandlers BMW Suite
Members:	<p>Councillors: J Kitcat (Chair), Blackman, Parkin, G Theobald, Wall and Yallop</p> <p>Business Partners: Prof. Julian Crampton, Prof. Michael Davies, John Peel, Gary Peters, Iain Shepherd, Andrew Swayne and Lynn Thackway</p>
Contact:	<p>John Peel Democratic Services Officer 01273 291058 john.peel@brighton-hove.gov.uk</p>



University of Brighton

Democratic Services: Greater Brighton Economic Board

Penny Thompson
CE - BHCC

Councillor Jason Kitcat
(Chair)

Abraham Ghebre-Ghiorghis
BHCC

Geoff Raw
BHCC

Nick Hibberd
BHCC

Jenny Rowlands
CE - LDC

Nazeya Hussain
LDC

Alex Bailey
CE - WBC/ADC

John Mitchell
WBC/ADC

Kathryn Hall
CE - MSDC

Hamish Walke
MSDC

Councillor Geoffrey Theobald
BHCC

Councillor Rob Blackman
LDC

Councillor Neil Parkin
ADC

Councillor Paul Yallop
WBC

Councillor Garry Wall
MSDC

Andrew Swayne
Chairman A&W
Business Partnership

Gary Peters
Chairman B&H Business
Partnership

John Peel
Chairman C2C
LEP

Iain Shepherd
Chairman CWS
Partnership

Prof. Julian Crampton
Vice-Chancellor UoBtrn

Prof. Michael Davies
Deputy Vice-Chancellor
UoSx

Lynn Thackway
FE Rep

Secretary to the
Board - BHCC

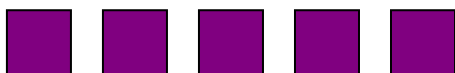
Tony Mernagh

Ron Crank

Caroline Wood

Chris Baker

Public Seating



Press



AGENDA

Part One

Page

PROCEDURAL BUSINESS

1. PROCEDURAL BUSINESS

1 - 2

Procedural matters pertaining to the meeting of the Board (copy attached).

2. CHAIR'S COMMUNICATIONS

OPERATING PRINCIPLES OF THE BOARD

3. OVERVIEW OF OPERATING PRINCIPLES

3 - 38

Report of the Chief Executive of the Lead Authority (copy attached).

Contact Officer: Mark Wall, Nick Hibberd *Tel:* 29-1006, *Tel:* 29-3756

Ward Affected: All Wards

PRESENTATIONS

4. GREATER BRIGHTON CITY DEAL

Presentation from the Head of City Regeneration – Brighton & Hove City Council.

Contact Officer: Nick Hibberd *Tel:* 29-3756

Ward Affected: All Wards

5. COAST TO CAPITAL LEP'S STRATEGIC ECONOMIC PLAN

Presentation from Coast to Capital LEP.

BUSINESS MATTERS

6. OVERVIEW OF GREATER BRIGHTON'S INVESTMENT PROGRAMME

39 - 60

Report of the Executive Director for Environment, Development & Housing, Brighton & Hove City Council (copy attached).

Contact Officer: Nick Hibberd *Tel:* 29-3756

Ward Affected: All Wards

7. FORWARD PLAN AND AGENDA SETTING

GREATER BRIGHTON ECONOMIC BOARD

Future Meeting Dates and Forward Plan of Items			
	Proposed Items	Contact Officer	Requested
	29 July 2014 :10.00am		
	14 October 2014 : 10.00am		
	27 January 2015 : 10.00am		
	21 April 2015 : 10.00am		

1. PROCEDURAL BUSINESS

(a) Declaration of Substitutes: Where Members of the Board are unable to attend a meeting, a designated substitute for that Member may attend, speak and vote in their place for that meeting.

(b) Declarations of Interest:

- (a) Disclosable pecuniary interests not registered on the register of interests;
- (b) Any other interests required to be registered under the local code;
- (c) Any other general interest as a result of which a decision on the matter might reasonably be regarded as affecting you or a partner more than a majority of other people or businesses in the ward/s affected by the decision.

In each case, you need to declare

- (i) the item on the agenda the interest relates to;
- (ii) the nature of the interest; and
- (iii) whether it is a disclosable pecuniary interest or some other interest.

If unsure, Members should seek advice from the committee lawyer or administrator preferably before the meeting.

(c) Exclusion of Press and Public: To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

NOTE: *Any item appearing in Part Two of the Agenda states in its heading the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the public.*

A list and description of the exempt categories is available from the Secretary to the Board.

Subject: Overview of Operating Principles
Date of Meeting: 20 May 2014
Report of: Lead Authority Chief Executive
Contact Officer: Name: **Mark Wall** Tel: **29-1006**
E-mail: mark.wall@brighton-hove.gcsx.gov.uk
Wards Affected: All

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT:

- 1.1 This report sets out the operating principles for the Greater Brighton Economic Board, which comprises the Greater Brighton Economic Joint Committee (GBEJC) and the Greater Brighton Business Partnership (GBBP).
- 1.2 The various documents relating to the running and operation of the Board, its Operating Principles, are listed in appendices 1 – 4 and cover the Heads of Terms (HoT), the Memorandum of Understanding (MoU), the Procedural Rules (PR) and the Call-in Procedure.

2. RECOMMENDATIONS:

- 2.1 That the Greater Brighton Economic Board approve and adopt its operating principles as set out in appendices 1-4 to the report.

3. CONTEXT / BACKGROUND INFORMATION:

- 3.1 The GBEB will run as a concurrent meeting of the GBEJC and the GBBP and has an over-arching purpose to bring about sustainable economic development and growth across Greater Brighton ('the City Region'). To achieve this, the principal role of the Board is to co-ordinate economic development activities and investment at the regional level.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The GBEB has been established following the successful City Deal bid to government and no other mechanism was considered appropriate to enable joint collaboration and delivery of economic growth at a regional level.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The various local authorities and business organisations have been consulted throughout the process for the establishment of the Board.

6. CONCLUSION

- 6.1 The establishment of the Board is seen as an important element in enabling partnership working and building relations both across the local authorities and with the local business organisations to facilitate economic development activities and investment at a regional level.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The financial considerations have been detailed in the Memorandum of Understanding listed as appendix 2 to the report.

Finance Officer Consulted: Rob Allen

Date: 16 April 2014

Legal Implications:

- 7.7 The legal implications of these proposals are detailed in the Heads of Terms and Memorandum of Understanding listed as appendices 1 and 2 to the report.

Lawyer consulted:

Bob Bruce

Date: 17.04.14

Equalities Implications:

- 7.10 The intention to enable a rotation of the Chair and support functions to the Board provides for all partner bodies to have an opportunity to take responsibility for the co-ordination of the Board.

Sustainability Implications:

- 7.11 There are no sustainability implications arising from the establishment of the Board and it will endeavour to account for sustainability considerations in seeking to achieve economic development and growth across the region.

Corporate / Citywide Implications:

- 7.14 The establishment of the Board will provide an opportunity to work with neighbouring authorities and business organisations to ensure a voice is heard at both regional and national level in regard to the co-ordination of economic development activities and investment at the regional level.

SUPPORTING DOCUMENTATION

Appendices:

1. Head of Terms
2. Memorandum of Understanding
3. Procedural Rules
4. Call-in Procedure

Documents In Members' Rooms:

None.

Background Documents:

None.

Heads of Terms Greater Brighton Economic Board

1. Establishment, Purpose and Form

- 1.1 The Greater Brighton Economic Board (“the Board”) shall be established from the Commencement Date.
- 1.2 The over-arching purpose of the Board is to bring about sustainable economic development and growth across Greater Brighton (‘the City Region’). To achieve this, the principal role of the Board is to co-ordinate economic development activities and investment at the regional level.
- 1.3 The Board comprises the Greater Brighton Economic Joint Committee (“GBEJC”), on which the local authorities will be represented; and the Greater Brighton Business Partnership (“GBBP”), on which the Coast to Capital Local Enterprise Partnership, business, university and further education sectors will be represented.
- 1.4 Meetings of the Board comprise concurrent meetings of GBEJC and GBBP.
- 1.5 GBEJC shall be a joint committee appointed by two or more local authorities represented on the Board, in accordance with section 102(1)(b) of the Local Government Act 1972.
- 1.6 The Board may appoint one or more sub-committees.
- 1.7 For the two years starting with the Commencement Date, the lead authority for the Board shall be Brighton & Hove City Council (“BHCC”), whose functions in that capacity shall include the provision of scrutiny (see paragraph 4.3), management of the call-in and review process (see paragraph 8), and the support detailed in paragraph 12.
- 1.8 Unless the Board resolves otherwise, before the start of the third year following the Commencement Date, and every two years thereafter, the Board shall review the lead authority arrangements and, subject to paragraph 1.9, invite each of the local authorities represented on the Board to submit an expression of interest in fulfilling the role of lead authority for the subsequent two year period. The Board shall then instigate a procurement exercise to select the most appropriate authority for that role.
- 1.9 Notwithstanding the appointment of a successor lead authority pursuant to paragraph 1.8, the incumbent lead authority may retain such of their Accountable Body functions as are necessary to enable that local authority to comply with its on-going commitments and liabilities associated with its Accountable Body status.

2. Interpretation

2.1 In these Heads of Terms –

- (i) 'Commencement Date' means 1st April 2014.
- (ii) 'City Region' means the area encompassing the administrative boundaries of BHCC, Adur District Council, Worthing Borough Council, Lewes District Council and Mid Sussex District Council as lie within the Coast to Capital Local Enterprise Partnership area; and 'regional' shall be construed accordingly;
- (iii) 'economic development' shall bear its natural meaning but with particular emphasis given to:
 - employment and skills;
 - infrastructure and transport;
 - housing;
 - utilisation of property assets;
 - strategic planning;
 - economic growth.
- (iv) 'Accountable Body' means the local authority represented on the Board carrying out the function set out in paragraph 12.2.

3. Functions

3.1 The functions of the Board are specified in paragraph 3.2 below and may be exercised only in respect of the Region.

3.2 The functions referred to in paragraph 3.1 are as follows:

- (i) To make long-term strategic decisions concerning regional economic development and growth;
- (ii) To be the external voice to Government and investors regarding the management of devolved powers and funds for regional economic growth;
- (iii) To work with national, sub-national (in particular the Coast to Capital Local Enterprise Partnership) and local bodies to support a co-ordinated approach to economic growth across the region;
- (iv) To secure funding and investment for the Region;
- (v) To ensure delivery of, and provide strategic direction for, major projects and work streams enabled by City Deal funding and devolution of powers;
- (vi) To ensure good governance of projects relating to regional economic development and growth arrangements;

- (vii) To enable those bodies to whom section 110 of the Localism Act 2011 applies to comply more effectively with their duty to co-operate in relation to planning of sustainable development.
- (viii) To incur expenditure on matters relating to economic development where funds have been allocated directly to the Board for economic development purposes; and for the avoidance of doubt, no other expenditure shall be incurred unless due authority has been given by each body represented on the Board.

3.3 In discharging its function specified in paragraph 3.2 (viii) above, the Board shall–

- (i) (save in exceptional circumstances) seek to invest funding on the basis of–
 - (a) proportionality, by reference to the economically active demographic of each administrative area within the City Region;
 - (b) deliverability;
 - (c) value for money and return on investment / cost benefit ratio; and
 - (d) economic impact to the City Region as a whole
- (ii) delegate implementation of that function to the lead authority , who shall also act as Accountable Body in relation to any matters falling within that function.

4. Reporting and Accountability

- 4.1 The Board shall submit an annual report to each of the bodies represented on the Board.
- 4.2 The Greater Brighton Officer Programme Board shall report to the Board and may refer matters to it for consideration and determination.
- 4.3 The work of the Board is subject to review by an ad hoc joint local authority scrutiny panel set up and managed by the lead authority.

5. Membership

5.1 The following bodies shall be members of the Board:

- (i) BHCC
- (ii) Adur District Council
- (iii) Worthing Borough Council

- (iv) Lewes District Council
- (v) Mid-Sussex District Council
- (vi) University of Sussex
- (vii) University of Brighton
- (viii) Further Education Representative
- (ix) Coast to Capital Local Enterprise Partnership
- (x) Brighton & Hove Economic Partnership
- (xi) Adur & Worthing Business Partnership
- (xii) Coastal West Sussex Partnership

- 5.2 GBEJC shall comprise the bodies specified in paragraphs 5.1(i) to (v); and GBBP shall comprise the bodies specified in paragraphs 5(vi) to (xii).
- 5.3 Each of the bodies listed in paragraph 5.1 shall be represented at the Board by one person, save that BHCC shall, by reason of it being a unitary authority, be represented by two persons (as further specified in paragraph 5.4).
- 5.4 Each local authority member shall be represented at the Board by its elected Leader and, in the case of BHCC, by its elected Leader and the Leader of the Opposition.
- 5.5 Each business sector member shall be represented at the Board by the Chairman of that member.
- 5.6 Each university member shall be represented by a Vice Chancellor or Pro Vice-Chancellor of that university.
- 5.7 Each further education member shall be represented by its Principal or the Chair of its Governing Body

6. Chair

- 6.1 The Chair of GBEJC shall, by virtue of his/her democratic mandate, be Chair of the Board.
- 6.2 If the Chair of GBEJC is unable to attend a Board meeting, the Board shall elect a substitute from its local authority member representatives, provided that no such member representative attending in the capacity of a substitute shall be appointed as Chair of GBEJC / the Board.
- 6.3 The Chair of GBEJC for its first year of operation shall be the Leader of BHCC.
- 6.4 Following GBEJC's first year of operation, its Chair shall rotate annually between its members, with the new Chair being appointed at the first meeting of the Board in the new municipal year.

6.5 GBEJC shall decide the order in which their members shall chair that body.

7. Voting

7.1 Each person representing a member of GBEJC, and each person representing a member of GBBP, shall be entitled to vote at their respective meetings.

7.2 Voting at each of the concurrent meetings of GBEJC and GBBP shall be by show of hands or, at the discretion of the chair, by any other means permitted by law, and voting outcomes reached at those meetings shall be on a simple majority of votes cast.

7.3 Where voting at a meeting of GBEJC results in an equal number of votes cast in favour and against, the Chair of GBEJC shall have a casting vote.

7.4 Where voting at a meeting of GBBP results in an equal number of votes cast in favour and against, the motion/proposal/recommendation under consideration shall fall in relation to GBBP.

7.5 Where the respective voting outcomes of GBEJC and GBBP are the same, that shall be taken as the agreed Board decision and the Board may pass a resolution accordingly.

7.6 Where the respective voting outcomes of GBEJC and GBBP differ, the Board –

- (i) may not pass a resolution relating to that matter; and
- (ii) may refer the matter to the Chief Executive of the lead authority, who may consult with members of the Board or such other persons as are appropriate, with a view to achieving agreement on the matter between GBEJC and GBBP by discussion and negotiation.

7.7 Where, pursuant to paragraph 7.6(ii), agreement is reached the matter at issue shall be remitted to, and voted upon at, the next meeting of the Board.

7.8 Where, pursuant to paragraph 7.6(ii), no agreement is reached the motion/proposal/recommendation at issue shall fall.

8. Review of decision

8.1 Decisions of the Board will be subject to call-in and review in the following circumstances:

- (i) where a local authority voted to agree a recommendation at a GBEJC meeting, but the decision of the Board was against the recommendation;
 - (ii) where a local authority voted against a recommendation at a meeting of the GBEJC but the decision of the Board was to agree the recommendation;
 - (iii) where any local authority represented on the Board considered that the interests of the body they represent had been significantly prejudiced; or
 - (iv) where any local authority represented on the Board considered that the Board had made a decision beyond its scope of authority.
- 8.2 The procedure for requesting, validating, and implementing a call-in and review is specified in Schedule 1.
- 8.3 Where a request for call-in is accepted, the Board decision to which it relates shall be stayed pending the outcome of the call-in.
- 8.4 Following call-in, the panel convened to review a Board decision may refer the decision back to the Board for re-consideration. Following referral, the Board shall, either at its next scheduled meeting or at a special meeting called for the purpose, consider the panel's concerns over the original decision.
- 8.5 Having considered the panel's concerns, the Board may alter its original decision or re-affirm it. Paragraph 8.1 shall not apply to the Board's follow-up decision. In consequence, the latter decision may be implemented without further delay.

9. Substitution

- 9.1 Subject to paragraph 9.2, where a representative of a member of the Board is unable to attend a Board meeting, a substitute representative of that member may attend, speak and vote, in their place for that meeting.
- 9.2 A substitute member must be appointed from a list of approved substitutes submitted by the respective member to the Board at the start of each municipal year.

10. Quorum

- 10.1 No business shall be transacted at any meeting of the Board unless at least one third of all member bodies are present, and both GBEJC and GBBP are quorate.

10.2 Quorum for GBEJC meetings shall be three member bodies.

10.3 Quorum for GBBP meetings shall be three member bodies.

11. Time and Venue of Meetings

11.1 Ordinary meetings of the Board shall be convened by the lead authority and normally take place in the geographical area of that authority.

11.2 The Chair of the Board may call a special meeting of the Board at any time, subject to providing members with minimum notice of two working days.

12. Administrative, financial and legal support

12.1 The lead authority shall provide the following support services to the Board:

- (i) administrative, as more particularly specified in the Memorandum of Understanding pursuant to paragraph 13;
- (ii) financial (including the Accountable Body function specified in paragraph 12.2); and
- (iii) legal, comprising Monitoring Officer and Proper Officer functions in relation to GBEJC meetings.

12.2 The function of the Accountable Body is to take responsibility for the financial management and administration of external grants and funds provided to the Board, and of financial contributions by each member of the Board, as more particularly specified in the Memorandum of Understanding pursuant to paragraph 13. In fulfilling its role as Accountable Body, the lead authority shall remain independent of the Board.

12.3 Other members of the Board shall contribute to the reasonable costs incurred by the lead authority in connection with the activities described in paragraphs 12.1 and 12.2, at such time and manner as the Memorandum of Understanding shall specify.

13. Memorandum of Understanding

13.1 Members of the Board may enter into a memorandum of understanding setting out administrative and financial arrangements as between themselves relating to the functioning of the Board.

13.2 The memorandum may, in particular, provide for –

- 13.2.1 Arrangements as to the financial contributions by each member towards the work of the Board, including:

- (i) the process by which total financial contributions are calculated;
- (ii) the process for determining the contribution to be paid by each member;
- (iii) the dates on which contributions are payable;
- (iv) how the Accountable Body shall administer and account for such contributions;

13.2.2 Functions of the Accountable Body; and

13.2.3 The terms of reference for the Greater Brighton Officer Programme Board.

14. Review and Variation of Heads of Terms

14.1 The Board shall keep these Heads of Terms under review to ensure that the Board's purpose is given full effect.

14.2 These Heads of Terms may be varied only on a resolution of the Board to that effect, and subject to the approval of each body represented on the Board.

Schedules

1. Call-in protocol

Greater Brighton Economic Board

Memorandum of Understanding

1. Background

- 1.1 This Memorandum of Understanding ('Memorandum') is made pursuant to paragraph 13 of the Heads of Terms for the Greater Brighton Economic Board (the 'Board'), and sets out the arrangements in respect of:
- (i) The Accountable Body's role in relation to the Board;
 - (ii) The Board's budget and financial accountability;
 - (iii) Financial contributions by specified Board members towards the running and administration of the Board;
 - (iv) The administrative support to be provided to the Board by the Lead Authority.
- 1.2 In this Memorandum, 'Lead Authority' and 'Accountable Body' both mean the local authority member of the Board appointed as lead authority in accordance with the Board's Heads of Terms.

2. Accountable Body Role

- 2.1. The following provisions set out the responsibilities of the Accountable Body.
- 2.2. The Accountable Body shall, in relation to any funds received by it on behalf of the Board, be responsible for the legal and financial management of those funds and for ensuring that they are spent in accordance with the objectives and criteria for those funds and the directions of the Board. Any Board decision which incurs expenditure or which could generate any ongoing liability which cannot be defrayed directly from any central government funds or other external funding sources held by the Accountable Body on behalf of the Board shall require the unanimous agreement of all members of the Board prior to its implementation by the Accountable Body.
- 2.3. The Accountable Body will undertake an administrative role which will include but is not limited to the following:
- 2.3.1. development and maintenance of administrative systems to enable the Accountable Body and the Board to fulfil their responsibilities, including setting up such accounting and other financial and management arrangements as are required;

- 2.3.2. where applicable, submitting grant claims to the Board for approval.
- 2.4. The Board and the Greater Brighton Officer Programme Board will carry out their activities so far as practicable in a manner which enables the Accountable Body –
- (i) to comply with the terms of any central government or other third party funds received in connection with the Board’s functions; and
 - (ii) to ensure that the functions of the Board are carried out with regard to the principles of sound financial practice.
- 2.5. The Accountable Body shall not be obliged to act upon any decision or direction of the Board if such action is not in accordance with the proper exercise of the Accountable Body’s powers or if such a decision or direction would cause the Accountable Body to be in breach of its obligations under any funding agreement. Furthermore, the Accountable Body shall not be obliged to act upon any decision or direction of the Board which is in conflict with its own constitution.
- 2.6. Subject to paragraph 1.9 of the Board’s Heads of Terms, if the local authority appointed as Accountable Body is no longer to act as the Accountable Body for any reason, then upon ceasing to act the exiting Accountable Body will forthwith transfer any funds held in the Board’s budget, or funds held on behalf of the Board, to the local authority that is to be the replacement Accountable Body.

3. Board Budget

- 3.1. Any increase in the financial contributions made by specified members of the Board towards the running and administration of the Board shall be agreed unanimously by the Board no later than 2 (two) calendar months before the commencement of each financial year.
- 3.2. The Board’s budget will not exceed the total amount of the following:
- 3.2.1. the financial contributions made by members of the Board pursuant to paragraph 5;
 - 3.2.2. any other financial contributions from central government and other third parties; and
 - 3.2.3. any contributions from the private sector.
- 3.3. The financial contributions from Board members pursuant to paragraph 5 will be paid to the Accountable Body within 30 days of receipt of the Accountable Body’s invoice.
- 3.4. The Accountable Body shall not take any action which will result in expenditure exceeding the Board’s budget for the year without the prior

unanimous approval of the Board. Any expenditure in excess of the Board's budget shall be funded by additional contributions from those Board members specified in Schedule 2.

- 3.5. Subject to paragraph 3.6 below,
- (i) all expenditure and liabilities in connection with the running and administration of the Board shall be met from the Board's budget;
 - (ii) nothing in this Memorandum shall oblige the Accountable Body to spend any money or otherwise incur any liabilities whatsoever that are not fully recoverable through the Board's budget; and
 - (iii) the Accountable Body shall be indemnified by the Board members to such extent and in such proportions as set out in Schedule 1 for all and any losses relating solely to the running and administration of the Board (such losses to include costs, liabilities, claims, demands, actions, damages and expenses (including reasonable legal expenses)) properly and reasonably incurred and arising from or incurred by the Accountable Body in performing its role pursuant to this Memorandum.
- 3.6. Notwithstanding paragraph 3.5, where any losses (as defined in the preceding paragraph) are incurred as a result of a negligent act or default of or breach of this Memorandum by a Board member or an act of a Board member which was not authorised by the Board, that Board member shall indemnify the other Board members in respect of any such losses arising.
- 3.7. For the avoidance of doubt, the indemnities referred to in paragraphs 3.5 and 3.6 above shall not apply in the case of any losses that occur in relation to projects which the Board is managing in exercise of its functions.
- 3.8. Where the Board has delegated the implementation of a project to the Lead Authority pursuant to paragraph 3.3(ii) of the Board's Heads of Terms, that authority shall, in its capacity as Accountable Body, be individually liable for any losses or overspend incurred in the delivery of that project.

4. Financial Accountability

- 4.1. The Accountable Body will operate the financial systems relating to the Board in respect of obligations undertaken in accordance with paragraph 1.
- 4.2. The Board will act upon the advice of the Accountable Body's chief financial officer in respect of improvements to controls, both financial and non-financial.

- 4.3. The Accountable Body will provide financial monitoring statements to the Board in relation to the Board's budget on a quarterly basis together with a financial year end report.
- 5. Financial Contributions of Board Members to the running and administration of the Board**
- 5.1 Financial contributions payable by specified Board members to the running and administration of the Board shall be made annually from 1 April 2014. Those Board members listed in Schedule 2 shall, in respect of the period 1 April 2014 to 31 March 2015, pay the respective contributions set out in that Schedule.
- 6. Administrative Support to be provided to the Board by the Lead Authority**
- 6.1 The Lead Authority will provide the following administrative support to the Board:
- (i) The timetabling of Board meetings and the booking of venues;
 - (ii) the co-ordination, publication and circulation of agendas (in hardcopy and electronic format as appropriate), including on the internet.
 - (iii) the taking of minutes at Board meetings and their subsequent circulation.
 - (iv) other functions to facilitate the smooth running of the Board, at the discretion of the Lead Authority.

Agreed on behalf of...

[List of each Board member signatory]

Schedule 1

Apportionment of Losses between Board Members

Board Member	Relevant Proportion of Losses
Brighton & Hove City Council	1/12 th (one twelfth)
Adur District Council	1/12 th (one twelfth)
Worthing District Council	1/12 th (one twelfth)
Lewes District Council	1/12 th (one twelfth)
Mid Sussex District Council	1/12 th (one twelfth)
University of Sussex	1/12 th (one twelfth)
University of Brighton	1/12 th (one twelfth)
Further Education Representative	1/12 th (one twelfth)
Coast to Capital Local Enterprise Partnership	1/12 th (one twelfth)
Brighton & Hove Economic Partnership	1/12 th (one twelfth)
Adur & Worthing Business Partnership	1/12 th (one twelfth)
Coastal West Sussex Partnership	1/12 th (one twelfth)

Schedule 2

Financial Contributions Payable by Specified Board Members to the running and administration of the Board in respect of the period 1 April 2014 to 31 March 2015

Board Member	Contribution
Adur	£4,964
Brighton & Hove	£26,063
Lewes	£7,801
Mid Sussex	£11,643
Worthing	£8,629
Coast to Capital LEP	£7,500
University of Sussex	£5,000
University of Brighton	£5,000
FE Colleges	£5,000
South Downs National Park	£5,000

GREATER BRIGHTON ECONOMIC BOARD PROCEDURE RULES

1. GENERAL PROVISIONS

- 1.1 **Application** These procedure rules apply to meetings of the Board, which will run as concurrent meetings of the Joint Committee and Business Partnership.

Amendment of Rules

- 1.2 These Procedure Rules may only be varied, revoked or added to by resolution of the Board. No arrangements shall be made whereby either the GBEJC or the GBPB or officer may exercise any power of the Board to vary, revoke or add to these Procedure Rules.

Interpretation

- 1.3 The ruling of the Chair or person presiding at the meeting as to the construction or application of any of these Procedure Rules shall not be challenged at any meeting.

Suspension of Rules

- 1.4 These Procedure Rules may be suspended by the Board provided that notice of the intention to move suspension has been included in the agenda for the meeting or at least one half of the number of Members of the Board are present. Suspension can only be for the duration of the meeting.
- 1.5 This Procedure Rule and Procedure Rules 7.1, and 13.2, are not capable of being suspended.

Service of Notices and Other Documents

- 1.6 Any notice, requisition, or other document which under these Procedure Rules is required to be given or delivered to the Chief Executive of the Lead Authority or to their office may be sent by letter, fax or e-mail; but shall not have been properly given or delivered until it has been received by the Chief Executive at their designated office of work.

2. MEETINGS OF THE BOARD

Meeting Days

- 2.1 Ordinary meetings of the Board will take place in accordance with a programme decided by the Board.

Time and Place

- 2.2 The time and place of the meeting will be determined by the Lead Authority and it will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. Except in cases of urgency, at least five clear working days before a

meeting, the Lead Authority will send a summons by post/e-mail to every Member of the Board or leave it at their usual place of residence. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

3. EXTRAORDINARY MEETINGS OF THE BOARD

Extraordinary Meeting called by the Chair

3.1 The Chair may at any time call an extraordinary meeting of the Board.

3.2 If the Chair is unable to act for any reason, the Chief Executive of the Lead Authority may at any time call an extraordinary meeting of the Board, having consulted with their counterparts.

Extraordinary Meeting Requisitioned by Members

3.3 An extraordinary meeting of the Board may be called by submission of a requisition signed by at least 3 Members from both the GBEJC and the GBPB, specifying the business to be transacted. The requisition shall be delivered to the Chief Executive of the Lead Authority (see Procedure Rule 1.6). The meeting shall be called within 7 days of receipt of the requisition by the Chief Executive to take place as soon as reasonably practicable.

Extraordinary Meeting

3.4 No extraordinary meeting shall be called unless it is proposed to transact at the meeting business which, in accordance with statute and these Procedure Rules, may be transacted at a meeting of the Board.

4. PERSON PRESIDING AT MEETINGS OF THE BOARD

4.1 Any power of the Chair in relation to the conduct of a meeting of the Board may be exercised by the person presiding at the meeting.

4.2 If it is necessary to choose a person to preside in the absence of the Chair the Lead Authority shall invite nominations, and shall conduct the discussion in accordance with the powers of the Chair.

5. QUORUM OF MEETINGS OF THE BOARD

Quorum

5.1 The quorum for Board meetings shall be 6 with 3 representatives from the GBEJC and GBPB.

5.2 If, at the beginning of or during any meeting of the Board, the Chair declares that there is not a quorum present, the meeting shall stand adjourned for 15 minutes.

- 5.3 If after 15 minutes, the Chair should declare that there is still no quorum present, the meeting shall not take place or shall end, as the case may be. Remaining business shall be considered at a time and date fixed by the Chair. If the Chair does not fix a date, the remaining business shall be considered at the next ordinary meeting.

6. ORDER OF BUSINESS AT MEETINGS OF THE BOARD

- 6.1 The order of business at every meeting of the Board shall normally be:

- (a) In the absence of the Chair to choose a Member of the Board to preside;
- (b) To receive declarations of interest;
- (c) To approve as a correct record the minutes of the last meeting of the Board, and of any earlier meeting of which the minutes have not been already approved, and for the person presiding to sign them;
- (d) To receive communications from the Chair;
- (e) Where the meeting has been requisitioned under Procedure Rule 3, to consider the business specified;
- (f) To consider business expressly required by statute to be decided by the Board;
- (g) To consider items of business (if any) remaining from the last meeting;
- (h) To receive and consider reports, minutes and recommendations of any sub-committees;
- (i) To consider any other business specified in the summons for the meeting including business for which a motion to exclude the press and public is to be put to the Board.

Variation of Order of Business

- 6.2 The order of business in paragraph 6.1 may be varied by direction of the Chair or by resolution of the Board.

Urgent Items

- 6.3 If the Chair decides that an item of business not included in the agenda for the meeting may be taken for reasons of urgency, such reasons must be specified and noted in the minutes and that item will be taken at the end of other items of business unless otherwise decided in accordance with paragraph 6.2 above.

Withdrawal of items from the Agenda

- 6.4 After consulting the Leaders (or a GBEJC member acting on behalf of a local authority) the Chair may remove or withdraw any item of business from the agenda for the meeting. Consultation may take place before or during the meeting and the Chair may (if he/she considers appropriate) adjourn the meeting for the purposes of undertaking the consultation.

7. CONDUCT OF MEETINGS

Minutes

- 7.1 Minutes of every meeting of the Board shall be submitted to and signed at the next following ordinary meeting of the Board.
- 7.2 The Chair shall put the question that the minutes submitted to the meeting be approved as a correct record.
- 7.3 No discussion shall take place upon the minutes, except upon their accuracy. Any question as to accuracy shall be raised by motion. The Chair shall then sign the minutes.
- 7.4 The minutes shall record the names of Members present and any decisions taken at the meeting. To assist with the record of attendance all members present during the whole or part of any meeting must sign their names on an attendance sheet before the conclusion of the meeting.
- 7.5 The minutes will be recorded in a book of loose leaf pages and when signing the minutes, the Chair shall sign each page of the approved minutes.
- 7.6 Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of schedule 12 to the Local Government Act 1972 (an Extraordinary Meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of schedule 12 relating to signing of minutes.

8. MOTIONS AND AMENDMENTS

Motions where notice is not required

- 8.1 The following motions may be moved without notice at any meeting:
 - (a) to elect in the event of a vacancy a Chair, or to appoint a person to preside at the meeting at which the motion is made;
 - (b) motions relating to the accuracy of the minutes;
 - (c) motions relating to a change in the order of business;
 - (d) "that the Board proceed to the next business";
 - (f) "that the question be now put";
 - (g) "that the debate be now adjourned";
 - (h) "that the Board do now adjourn";
 - (i) motions as to the termination of meetings;
 - (j) motions relating to the suspension of Procedure Rules without notice;
 - (k) motions to exclude the public from a meeting where there is likely to be otherwise disclosure of exempt or confidential

information, in accordance with the Access to Information Procedure Rules;

- (l) motions giving consent of the Board where it is required under these Procedure Rules;
- (m) motions to appoint a sub-committee or Member arising from an item on the summons for the meeting.

Moving Recommendations

- 8.2 On consideration of a report or a recommendation from a sub-committee, or officer, the adoption of the report or recommendation and any resolutions consequential upon that adoption may be moved without notice.

Consent

- 8.3 Where the consent of the Board is required for anything, that consent may be given either by the Chair asking the meeting whether there are any objections to the consent being given, and if no objection is raised, giving that consent, or if objection is raised, or if the Chair so chooses, by a motion moved, seconded and put to the meeting.

9. WRITTEN REPORTS

- 9.1 No report upon which decisions are proposed to be made shall be taken at any meeting of the Board, unless it is in writing.
- 9.2 Verbal amendments and additions to written reports may be made unless the effect is to nullify the recommendations in the report and replace them with others, other than for special reasons which must be recorded in the minutes.

10. RULES OF DEBATE (ALL MEETINGS)

General

- 10.1 The rules of debate in this Procedure Rule shall apply to all meetings of the Board and any of its Sub-Committees.

Speeches

- 10.2 If two or more Members of the Board offer to speak, the Chair shall call on one to speak.
- 10.3 When speaking, a Member shall address the Chair.
- 10.4 A Member shall direct his/her speech to the question under discussion, or to a personal explanation or to a point of order under the provisions of the next paragraph.
- 10.5 When a Member is speaking, the other Members of the Board shall remain silent, unless wishing to raise a point of order or in personal explanation.

Point of Order

- 10.5 A Member claiming to speak on a point of order or in personal explanation shall be entitled to be heard forthwith. The point of order shall relate only to an alleged breach of a specified statutory provision or a specified Procedure Rule, and the way in which the member raising it considers that it has been broken. Personal explanation shall be confined to some material part of the speech by him/her which may appear from the current debate to have been misunderstood.
- 10.6 The ruling of the person presiding on a point of order or on the admissibility of a personal explanation shall not be open to discussion except on a motion of which due notice has been given.

Procedural Motions

- 10.7 When a motion is under debate, no other motion shall be moved except the following:
- (a) to withdraw or amend the motion;
 - (b) a closure motion under the next paragraph;
 - (c) a motion dealing with the prevention of disorder;
 - (d) a motion to exclude the press and public.

11. SUB-COMMITTEES

Delegation to Sub-Committee

- 11.1 The Board may appoint Sub-Committees for such purposes as they think fit, and may make arrangements for a Sub-Committee to discharge any of the functions of the Board.

Continuity of Committees & Sub-Committees

- 11.2 Each Sub-Committee set up under this Procedure Rule, shall continue to discharge the functions committed to them until the Board resolves otherwise.

Continuity of holders of Office

- 11.3 Every person appointed as a voting Member of such a Sub-Committee and every person appointed to exercise other functions in relation to a Sub-Committee shall continue to act as such until such time as the appointment is terminated by the Board.

Substitutes

- 11.4 Where Members of the Board who are Members of Sub-Committees are unable to attend a meeting for whatever reason, a substitute Member may attend and speak and vote in their place for that meeting.
- 11.5 The substitute Member shall be a Member of the same authority as the Member who is unable to attend the meeting, and must not already be a Member of the relevant Sub-Committee. The substitute Member must declare themselves as a substitute, and be minuted as such, at the beginning of the meeting or as soon as they arrive.

Meetings of Sub-Committees

Time and Date of Meeting

- 11.6 The Board or the relevant Sub-Committee, may fix the date, time and place of ordinary meetings of Sub-Committees.
- 11.7 The Chair of a Sub-Committee may call a special meeting of the Sub-Committee as the case may be at any time.

Requisition of a Meeting

- 11.8 One third of the total number of voting Members of a Sub-Committee may requisition a meeting of the Sub-Committee. Such requisition must specify the business proposed to be transacted and shall be delivered to the Chief Executive of the Lead Authority.

Chairs of Sub-Committees

Appointment of Chairs

- 11.9 The Board may appoint, from amongst its voting Members, a Chair of its Sub-Committees.
- 11.10 If no appointments have been made by the Board under paragraph 20.1 above the Sub-Committee shall at its first meeting after the Board elect from amongst its voting Members a Chair.
- 11.11 In the absence of the Chair at a meeting of a Sub-Committee, those voting Members present shall elect a person from amongst their number to preside over the meeting.
- 11.12 The Chief Executive of the Lead Authority or his/her representative shall invite nominations and shall exercise the powers of the Chair in order to regulate the discussion.
- 11.13 No Member of the Board shall be Chair of more than one Sub-Committee without the permission of the Board.

Quorum of Sub-Committees

- 11.14 No business shall be transacted at any meeting of a Sub-Committee unless at least **one third** of the whole number of voting Members of the Sub-Committee are present, provided that in no case shall any business be transacted until at least two voting Members are present.
- 11.15 The provisions of Procedure Rule 5 shall apply to a meeting of the Committee or Sub-Committee at which a quorum is not present as they would apply if it were a meeting of the Board.

Order of Business in Sub-Committees

- 11.16 Except in cases of urgency, at least five clear working days before the date of every meeting of a Committee or Sub-Committee, or as soon

as the meeting is called, whichever is the later, the Chief Executive shall send to every voting Member and to every other person entitled to receive the papers of the Sub-Committee a copy of the agenda for the meeting.

11.17 The agenda shall include:

- (a) all items of business which have been, or are deemed to have been, referred to the Sub-Committee by the Board;
- (b) all reports submitted to the Sub-Committee;
- (c) any item of business directed to be included by the Chair of the Sub-Committee.

Proceedings of Sub-Committees

11.18 A report of the proceedings of each Sub-Committee meeting shall be submitted to the next meeting of the Board.

12. MISCELLANEOUS

Prevention of Disorderly Conduct

Misbehaviour by a Member

12.1 If the person presiding at any meeting of the Board, or a Sub-Committee, is of the opinion that a Member has misconducted, or is misconducting, himself/herself by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly or offensively, or by wilfully obstructing the business of the Board, he/she may notify the meeting of that opinion, and may take any of the following courses, either separately or in sequence:

- (a) he/she may direct the Member to refrain from speaking during all, or part, of the remainder of the meeting;
- (b) he/she may direct the Member to withdraw from all, or part, of the remainder of the meeting;
- (c) he/she may order the Member to be removed from the meeting;
- (d) he/she may adjourn the meeting for 15 minutes or such period as shall seem expedient to him/her.

Misbehaviour by a Member of the Public

12.2 If a member of the public interrupts proceedings at any meeting, the person presiding shall order him/her to leave the room where the meeting is being held. If he/she does not leave, the person presiding shall order him/her to be removed. If a member of the public persistently creates a disturbance, the person presiding may adjourn

the meeting for 15 minutes or such period as shall seem expedient to him/her.

- 12.3 If there is a general disturbance making orderly business impossible, the Chair may adjourn the meeting for as long as he/she thinks necessary. If there is a general disturbance in any part of the meeting room open to the public the Chair may call for that part to be cleared.

Declaration of Interests

- 12.4 Where any Member who is present at a meeting of the Board, or its sub-committees has a Disclosable Pecuniary Interest within the meaning of Section 30(3) of the Localism Act 2011 in connection with any item under consideration, he/she shall withdraw from the meeting room for the duration of the consideration of the item of business, including the debate and any related vote.

Exclusion of Public and Press

- 12.5 Members of the public and press may only be excluded from meetings of the Board or its Sub-Committees either (i) in accordance with the Access to Information Rules; (ii) in accordance with the provisions of Procedure Rule 25 above ('Prevention of Disorderly Conduct'), or (iii) Under common law or statutory powers available to the Board, which shall be exercisable by the relevant Chair, or the Chief Executive of the Lead Authority.

Voting

General

- 13.1 Except where a requisition is made under the next paragraph, the method of voting at meetings of the Board and its Sub-Committees shall be by show of hands. Any matter will be decided by a simple majority of the Members voting and present in the room at the time the question was put. If there is an equal number of votes for and against the motion, the Chair will have a second or casting vote. There will be no restriction on how the Chair may choose to exercise a casting vote. If the Chair does not exercise his/her casting vote the motion or proposal shall fall.

Recorded Votes

- 13.2 Any Member who is present when the vote was taken may require that his/her vote or abstention shall be recorded in the minutes by informing the Chair forthwith, immediately after the vote is taken.

Voting on Appointments

- 13.3 Where a vote is required on a motion to appoint or elect a Member of the Board to a position to be filled by the Board, and there are two or more Members nominated for that position, the names of all those nominated shall be put to the meeting in alphabetical order of surname. Those entitled to vote shall each vote for any one person. If there is not a majority of those voting in favour of one person, the name of the

person having the least number of votes shall be struck off the list and a fresh vote shall be taken, and so on until a majority of votes is given in favour of one person.

Attendance

- 13.4 Every person attending as a Member of a meeting of the Board, or a Sub-Committee shall sign his/her name in the attendance book or on the attendance sheet provided for that purpose.
- 13.5 At the end of each municipal year a report shall be circulated by the Chief Executive as to the number of meetings held by the Board and each Sub-Committee and the attendance of Members at those meetings.

Cameras/TV Cameras/Recording at Council

- 13.6 Subject to prior approval, which shall be at the absolute discretion of the Chair or the person presiding at the meeting, one or more accredited representatives of newspapers* within the meaning of the Local Government Act 1972 or any other person may be permitted to film, video or photograph the proceedings at Board meetings except for that part of the meeting where the public are excluded pursuant to a resolution passed in accordance with Section 100A(2) or (4) of the Local Government Act 1972 as amended.

[*representatives of news agencies, radio and television organisations etc. are included within the definition of newspaper representative].

- 13.7 Any person attending a meeting of the Board or of a Sub-Committee may use a mobile communication device and audio record and transmit proceedings provided that:-
- (i) Any mobile communications device shall be kept in silent mode throughout the meeting;
 - (ii) There should be no use of any voice facility to make calls, receive calls or check voice messages. Only text or non-voice uses can be made of mobile phones;
 - (iii) The person presiding at the meeting may order that all mobile phones be switched off and any audio recording cease at any time;
 - (iv) There shall be no recording or transmission of Board proceedings when exempt business is discussed or at meetings.

Smoking at Meetings

- 13.8 Any person at or attending a meeting of the Board or a Sub-Committee shall observe the Board's rule that no smoking be permitted in such meetings.

Definitions

- 13.9 In these Procedure Rules, unless the context otherwise demands, the following terms have these meanings:

14. ROLES AND FUNCTIONS OF ALL MEMBERS

Key roles. All Board Members will:

- 14.1 (i) maintain the highest standards of conduct and ethics;
- (ii) collectively be the ultimate policy-makers and carry out a number of strategic and corporate management functions;
- (iii) represent their communities and bring their views into the Board's decision-making process, i.e. become the advocates of and for their communities;
- (iv) balance different interests identified within the Board's area of influence;
- (vi) be involved in decision-making and scrutinising decisions made by others under the scrutiny arrangements; and
- (vii) be available to represent the Board on other bodies.

Rights and duties

- 14.2 (i) Board Members will have such rights of access to such documents and information, as are necessary for the proper discharge of their role as Members and in accordance with the law.
- (ii) Board Members will not make public information which is confidential or exempt without the consent of the Board or divulge information given in confidence to anyone other than a Board Member or officer entitled to know it.
- (iii) For these purposes, "confidential" and "exempt" information are defined in the Access to Information Rules of the Local Government Act 1972.

Delegations to Officers

- 14.3 Some of the functions of the Board and Sub-Committees may be discharged by an officer under delegated powers.

Officers

Terminology

- 14.4 The use of the word "officers" means all employees and staff engaged by the Board to carry out its functions.

15. DECISION MAKING

Principles of decision making

- 15.1 All decisions of the Board will be made in accordance with the following principles:
- (a) proportionality (i.e. the action must be proportionate to the desired outcome);
 - (b) due consultation and the taking of professional advice from officers;
 - (c) respect for human rights (the authority will give particular consideration to the implications for human rights of any proposals at an early stage in the decision making process);
 - (d) a presumption in favour of openness;
 - (e) clarity of aims and desired outcomes.

Interpretation

- 15.2 The ruling of the Chair as to the construction or application of any proceedings of the Board shall not be challenged at any meeting of the Board. Such interpretation will have regard to the purposes of these procedures.

16. ROLE AND POWERS OF THE CHAIR

Fulfilling the Role of Chair

- 16.1 The Board expects that its Chair will:-
- have a working knowledge of the functions, policies, practices, procedures, services and budgets of the Board;
 - lead in the development of the work of the Board, also taking into account the wider vision, such as corporate, cross-service and partnership issues;
 - lead in service delivery and the implementation of policies approved by the Board;
 - be the spokesperson for the Board;
 - meet regularly to progress the objectives of the Board with officers, and as appropriate other people, groups and organisations;
 - represent and pursue the interests of the Board in the community and if appropriate at regional and wider levels;

- ensure that:
 - (1) the meetings of the Board are properly conducted and
 - (2) reports of proceedings are forwarded on as necessary, for example to partner bodies and government departments;
- maintain professional working relationships and establish mutual respect with all Members and officers;
- be a promoter and upholder of:
 - (1) equalities throughout the region;
 - (2) high standards of ethical conduct by the Board's Members and officers.

Legal powers and Duties

- 16.2 (a) The responsibility of a Chair for the proper conduct of meetings is formally recognised in law. There are provisions in the Local Government Act 1972 which apply to the holding and chairing of meetings, but much of the detail is supplied in the Board's Procedure Rules, which are standing orders made under powers in the 1972 Act. For any eventuality not covered in the legislation or the Procedure Rules, it may be possible to turn to the body of common law which the Courts have developed in relation to meetings.
- (b) The following are specific functions which a Chair has under the Local Government Act 1972:-
- a power to exercise a second (casting) vote in the event of an equality of votes on any matter;
 - a duty to sign the minutes of the previous meeting;
 - a power to agree the addition of a late item of business to the agenda, if the Chair is of the opinion that it should be considered at the meeting as a matter of urgency.
- (c) To help the Board make effective decisions, they will not only ensure that the procedural rules applying to the Board are observed, but also that any decisions made are sound at law. With assistance from officers as necessary, the Chair will ensure that the Board (1) observes any particular legal duties relevant to a proposed decision and (2) has regard as necessary to any general duties such as:-
- best value;
 - compliance with the Human Rights Act 1998;
 - equalities;

- the general fiduciary duties to Taxpayers to act with financial prudence.
- (d) Finally, the Chair will ensure that the Board reaches its decisions rationally, taking into account relevant factors and disregarding those which are irrelevant.

Powers and Duties under the Board's Procedures

- 16.3 Under the Board's Heads of Terms and Memorandum of Understanding, the role and powers of the Chair are recognised in a number of ways, including the following:-
- (a) Appointment as Chair.
 - (b) Settling the Agenda: - Chairs have power to direct that items of business be placed on the agenda and the order in which business is arranged on the agenda.
 - (c) Conducting the meeting: - the Chair controls the proper conduct of meetings and has discretion to depart from the formality of the Rules of Debate applicable to Board meetings and such discretion is regularly exercised.
 - (d) Reserve Power to call special Meetings: - The Chair can call a special meeting of the Board at any time.

17. ROLE OF OFFICERS

- 17.1 Officers from the various partner authorities will support their respective Members at Board meetings and where required will introduce reports and answer questions from Board Members.
- 17.2 The Chief Executive of the Lead Authority and/or their designated representative will meet with the Chair to review and determine items of business to be placed on the agenda.

Greater Brighton Economic Board: Proposed Call-in Protocol

Call-in

1 Requesting a Call-in

- 1.1** Call-in is a process via which decisions made by the Greater Brighton Economic Board (GBEB) but not yet implemented can be challenged by GBEB members and referred to an independent 'call-in panel' for consideration.
- 1.2** Any decision made by the GBEB may be called-in up to five working days from the date of the meeting at which the decision was taken.
- 1.3** Call-in may triggered by any one or more of the constituent members of the GBEB. Such a request shall be made in writing to the Chief Executive of the lead Local Authority (i.e. the Local Authority responsible for GBEB administration at the time of the call-in request) and shall include the reasons for the request and any alternative decisions proposed.
- 1.4** Whilst call-in may only be requested by members of the GBEB, each member organisation is free to devise its own internal procedures with regard to influencing or instructing its GBEB member around call-in – for example a local authority might agree a protocol enabling a minority political group to require that the organisation call a decision in.
- 1.5** A request for call-in may be made by any GBEB member:
 - (i) where a local authority voted to agree a recommendation at a GBEJC meeting, but the decision of the Board was against the recommendation;
 - (ii) where a local authority voted against a recommendation at a meeting of the GBEJC but the decision of the Board was to agree the recommendation;
 - (iii) where any Board member considered that the interests of the body they represent had been significantly prejudiced; or
 - (iv) where any Board member considered that the Board had made a decision beyond its scope of authority.
- 1.6** The Chief Executive may refuse to accept a call-in request which in his/her opinion is frivolous, vexatious or defamatory or where no reason for the decision to be called-in is given.

- 1.7** Should the request be accepted, the Chief Executive will call-in the decision. This shall have the effect of suspending the decision coming into force and the Chief Executive shall inform the relevant decision-makers of the call-in. The Chief Executive shall then call a meeting of the GBEB call-in panel to scrutinise the decision.
- 1.8** The GBEB call-in panel must meet within seven working days of the Chief Executive accepting the call-in request. Should the call-in committee fail to meet within this period, or meet but not be quorate, then the original decision shall come into force at the expiry of the seven day period.

2 The GBEB Call-in Panel

- 2.1** The GBEB call-in panel shall include members representing each of the constituent members of the GBEB (i.e. both the Greater Brighton Economic Joint Committee and the Greater Brighton Business Partnership).
- 2.2** The GBEB call-in panel could potentially also include co-opted members from other bodies. Any decision on co-option would be made annually by the GBEB.
- 2.3** Each constituent member of the GBEB shall appoint a member to the GBEB call-in panel. No member of the GBEB call-in panel may also be a member or substitute member on the GBEB – GBEB call-in panel members should be independent of the GBEB to the degree that they have not as individuals been involved in the decision that they are being asked to consider as a call-in.
- 2.4** The Chair of the GBEB call-in panel shall be appointed annually by the GBEB.
- 2.5** Appointments to the GBEB call-in panel shall be annual.
- 2.6** Substitution is permitted on to the GBEB call-in panel. However, no substitute member may be or have been a GBEB member or substitute.
- 2.7** The GBEB call-in panel shall make decisions on the basis of a majority vote. If the vote is spilt then the panel Chair shall have a casting vote.
- 2.8** **Quorum.** To be quorate a meeting of the GBEB call-in panel shall require at least one third of members to be in attendance.
- 2.9** For the purposes of call-in no distinction shall be made between representatives from the members of the Greater Brighton Economic Joint Committee and representatives from the members of the Greater Brighton Business Partnership: all members of the call-in panel will vote together.

3 Call-in meetings

3.1 The GBEB call-in panel will consider call-in requests at a special call-in meeting. Typically, the call-in panel will hear from:

a) the GBEB member who made the call-in request (where a request has been made by more than one member the Chair of the GBEB call-in panel will decide whether to take representations from all the signatories to the call-in request or to ask the signatories to make a single representation). The member(s) who requested a call-in will explain why they feel the original decision was unsound and will suggest an alternative decision.

b) the GBEB. The GBEB Chair (or another GBEB member or an officer supporting the GBEB at the request of the GBEB Chair) will explain why the original decision was made and will provide any additional information they feel is germane. Where the GBEB Chair is a signatory to the call-in request, then another GBEB member (or officer supporting the GBEB) shall attend the call-in meeting to represent the GBEB. This representative will be chosen by the Chief Executive of the lead authority, after discussion with GBEB members.

c) Other organisations, stakeholders or members of the public may be granted the right to make representations to the call-in panel at the discretion of the GBEB call-in panel Chair. However, in general the intention should be to re-examine the decision originally made not to hold a broader enquiry into the decision in question.

3.2 Call-in does not provide for the call-in panel to substitute its own decision for the original GBEB decision, but merely to refer the matter back to the GBEB. The GBEB can only be asked to reconsider any particular decision once.

3.3 In essence the call-in panel is simply tasked with deciding whether the decision in question should be referred back to the GBEB to be reconsidered. Therefore the only substantive decision the GBEB call-in panel can make is whether to refer the decision back to the GBEB or to let the original decision stand.

3.4 In deciding whether to refer a decision back to the GBEB, the call-in panel shall have regard to:

- Any additional information which may have become available since the original decision was made
- The implications of any delay in implementing the original decision
- Whether reconsideration is likely to lead to a different decision
- The importance of the matter raised and the extent to which it relates to the achievement of the GBEB strategic priorities

- Whether there is evidence that the decision-making rules in the GBEB constitution have been breached
 - Whether there is evidence that the GBEB consultation processes have not been followed
 - Whether the decision taken is not in accordance with a policy previously agreed by the GBEB
 - Whether there might be an alternative way of dealing with the matter in hand short of referral back to the GBEB
- 3.5** If having scrutinised the decision, the GBEB call-in panel feels that the decision was seriously flawed, it may refer it back to the GBEB for reconsideration, setting out in writing the nature of its concerns.
- 3.6** Implementation of any decision referred back to the GBEB remains suspended until the GBEB has met to reconsider the matter. However, should the GBEB call-in panel choose not to refer the matter back to the GBEB for reconsideration then implementation may begin immediately following the call-in committee meeting.
- 3.7** The GBEB shall reconsider any matter referred back to it by the GBEB call-in panel either at its next scheduled meeting or at a special meeting called for the purpose. Having considered the concerns expressed by the GBEB call-in panel the GBEB is free to make any decision it chooses *including re-affirming its original decision*.

4 Call-in and urgency

- 4.1** The call-in procedure set out above shall not apply where the decision being taken is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the interests of the GBEB or the general public across the 'Greater Brighton' region. The record of the decision, and notice by which it is made public, shall state if in the opinion of the GBEB the decision is an urgent one and therefore not subject to call-in. This is subject to the agreement of the Chief Executive of the lead authority.
- 4.2** Any decision exempted from call-in for reasons of urgency shall be communicated to the Chair of the GBEB call-in panel by the Chief Executive of the lead authority, together with an explanation as to why the decision has been deemed urgent. The intention is that urgency exceptions are used sparingly and only where there is an overriding reason to do so.

Subject:	Greater Brighton Investment Programme		
Date of Meeting:	20 May 2014		
Report of:	Geoff Raw, Executive Director Environment Development & Housing, Brighton & Hove City Council		
Contact Officer:	Name:	Nick Hibberd	Tel: 29-3756
	Email:	nick.hibberd@brighton-hove.gov.uk	
Ward(s) affected:	All		

GENERAL MATTERS

1. PURPOSE OF REPORT AND POLICY CONTEXT:

- 1.1 This report sets out the Greater Brighton Investment Programme and programme management arrangements for delivery of the Investment programme.
- 1.2 The Greater Brighton Investment Programme brings together a number of projects and delivery programmes which promote the economic prosperity of the Greater Brighton City Region as part of a strategic and co-ordinated investment programme.
- 1.3 The Investment Programme will provide the necessary programme and project management arrangements to ensure that those projects for which the Greater Brighton Economic Board is accountable for in relation to delivery of the City Deal and Growth Deal investment programmes are progressed and delivered as part of a co-ordinated investment programme for the city region.

2. RECOMMENDATIONS:

- 2.1 That the Greater Brighton Economic Board approve the Greater Brighton Investment Programme brief and programme management arrangements as set out in Appendix 1 to the report.

3. CONTEXT/ BACKGROUND INFORMATION:

- 3.1 The Greater Brighton City Region encompasses Brighton & Hove, Lewes, Mid Sussex, Adur and Worthing. It represents over 680,000 residents and over 20,000 businesses and plays a significant role in the economy of the south east and the United Kingdom as a whole. The Greater Brighton Economic Board has been established to oversee an investment programme to drive the economic growth of the city region.
- 3.2 The Greater Brighton Investment Programme will be overseen by an Officer Programme Board which will report to the Greater Brighton Economic Board. The Investment Programme forms the delivery phase following a series of strategy and policy developments for Greater Brighton, which include:

- Greater Brighton City Deal
 - Coast to Capital Local Enterprise Partnership Strategic Economic Plan and Growth Deal Intervention programme
 - Regional Growth Fund Wave 2 Business Support Programme
- 3.3 In March 2014, the Greater Brighton City Deal was agreed with government. The City Deal marks the start of a wider long term commitment to investment in the Greater Brighton City Region. Through the oversight of the newly established Greater Brighton Economic Board, the Greater Brighton City Region will drive growth, support ambition and improve job prospects, earnings and business opportunities to enable the area to fulfil it's economic potential.
- 3.4 In March 2014, Coast to Capital Local Enterprise Partnership submitted it's Strategic Economic Plan and Growth Deal investment proposals to Government, outlining ambitious plans for economic growth throughout West Sussex, Croydon, Brighton and Hove, Lewes, East Surrey and the Gatwick Diamond. The Greater Brighton Economic Board will oversee the delivery of the Greater Brighton Elements of the Strategic Economic Plan through a coordinated Investment Programme. The Coast to Capital LEP are currently negotiating the Growth Deal with government so the final scale and nature of the delivery programme has not been confirmed at the time of writing this report.
- 3.5 The proposed programme brief for the Greater Brighton Investment Programme is attached at Appendix 1 of this report. Some element of the programme remain to be confirmed as negotiations between the Coast to Capital LEP in relation to the Growth Deal are ongoing.
- 3.6 The objectives of the Greater Brighton Investment Programme include:
- Creating the conditions that make Greater Brighton an investment destination of choice, with all parts of the city region fulfilling their potential
 - Ensuring that Greater Brighton is in a position to unlock development sites, and exploit its assets
 - Provide a co-ordinated programme of investment that brings together public, private, government, and business expertise to maximise delivery
 - Supporting business growth through a strong integrated offer
 - Delivering improvements to transport infrastructure, flood defences and broadband connectivity
 - Promoting housing growth, including on public sector land; and seeking alternative sources of investment in new housing
 - Exploiting Greater Brighton's expertise in academic research and development and bring public, private and academic institutions together to commercialise research and development at pace and scale.
 - Reducing the demand for public services by helping our residents to get into work, gain better quality work and remain in work
 - Put Greater Brighton in a position where the skills of its population forms a key competitive edge for the city region – addressing worklessness and low skills and aligning our skills base with the jobs generated through economic growth
 - Improving Greater Brighton's international competitiveness
 - Supporting the development of our world class visitor economy

- Positioning Greater Brighton as a pioneer low carbon city region through investment in green and blue infrastructure and seizing the opportunities of a low carbon transition
 - Building a local market for low carbon goods and services, creating a stable platform from which companies can diversify into and/or grow from.
- 3.7 To achieve the above objectives, the programme will establish the officer governance and project management arrangements to:
- Deliver the City Deal programme including the network of city region growth centres
 - Deliver the objectives within the LEP's Strategic Economic Plan and the Greater Brighton intervention programme of projects that form the Growth Deal bid.
 - Identify and prioritise a medium term pipeline of investment opportunities which are attractive to investors and developers which drive investment in priority areas regeneration
 - Develop a Greater Brighton approach to delivering new housing which tests new business models and seeks alternative forms of investment
 - Identify an agreed and shared set of infrastructure priorities, supported by all Greater Brighton authorities
 - Identify and prioritise projects that attract EU Structural Investment Funds and deliver the objectives of the LEP's EU SIF Strategy
 - Deliver the RGF Wave 2 Business Support Programme
 - Develop a Greater Brighton Employment and Skills Programme
 - Explore options for establishing a Greater Brighton Investment Fund and Investment Panel
 - Identify and prioritise a pipeline of investment projects for future investment
 - Report investment proposals, delivery progress and outcomes to the Greater Brighton Economic Board
- 3.8 The projects that fall within the Greater Brighton Investment Programme will be based on the principle of added value. The focus on the programme will be upon the key strategic city-region issues in relation to sustainable economic growth and prosperity which, collectively, add value to work underway in individual local authorities and by partners at district level. The programme deliberately does not set out to encompass all of the work in relation to economic prosperity and growth that Greater Brighton authorities will do in the coming years.
- 3.9 The Greater Brighton City Region's success in accessing funds and freedoms in the future therefore depends on its ability to collaborate across the City Region, to commit assets and resources and develop a clear, shared vision that involves the private sector and that transcends local authority boundaries. The introduction of formal investment programme management arrangements for the Greater Brighton Investment Programme are also anticipated to:
- Add impact – enabling delivery beyond the capabilities of any one partner to create greater benefits for residents, businesses and communities.
 - Reduce costs – pooling resources and common functions when appropriate, and finding new and better ways of working, by sharing perspectives and intelligence and challenging views within the partnership.

- Boost resources – attracting funding and unlocking investment that require partnership bids and/or working and having the structures to deliver joint-projects.
 - Improve accountability – linking the work done at regional level into a system of democratic accountability through reporting to the Greater Brighton Economic Board.
 - Enhance authority and influence – creating a more powerful voice in to Government.
 - Spread risks and opportunities.
- 3.10 The Officer Programme Board will also identify proposals for new projects and investments that will support the economic prosperity of the city region and present these proposals to the Greater Brighton Economic Board for approval. This will include working with the Coast to Capital LEP to negotiate and secure funding from government. Recommendations to the board for investment of funding would normally be proposed on the basis of:
1. Proportionality to the economically active demographic of each administrative area;
 2. Deliverability of the proposed project;
 3. Value for money and return on investment ;
 4. Economic impact to the city region as a whole.
- 3.11 The Officer Programme Board will provide quarterly monitoring, communication and performance reports and an annual report to the Greater Brighton Economic Board, each partner local authority and the Coast to Capital LEP on the delivery of the relevant actions within the Investment Programme.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS:

- 4.1 In developing the Greater Brighton Investment Programme Brief a review of the City Deal project to date was undertaken by members of the Officer Project board. The proposals outlined in Appendix 1 aim to strengthen the overall delivery capacity and programme management of the Investment Programme

5. COMMUNITY ENGAGEMENT & CONSULTATION:

- 5.1 The City Deal Officer board has developed the proposed programme brief which includes representation from the partner local authorities, business partnerships, universities and Coast to Capital Local Enterprise Partnership.

6. CONCLUSION:

- 6.1 The Greater Brighton Investment Programme will provide the officer programme delivery arrangements to ensure that the investment programme remains on track and is delivered by coordinating economic development activities and investment at the city region level. Officer Programme Board will report to the Economic Board. This approach aims to be more strategic and streamlined, efficient and effective.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The lead authority shall provide administrative support to the Greater Brighton Investment Programme for financial, legal, reporting and administration services. The Investment Programme will be administered by a full-time post (Greater Brighton Business Manager) funded from the contributions from partners through the establishment of the Greater Brighton Economic Board. Each partner will need to commit officer time to attend Officer Programme Board meetings. Each project reporting into the investment programme will have its own independent resource requirements and will be subject to individual business cases.

Finance Officer Consulted: Rob Allen, Principal Accountant 09/05/14

Legal Implications:

- 7.2 The Programme will focus upon the key strategic city-region issues in relation to sustainable economic growth and prosperity which, collectively, add value to work underway in individual local authorities and by partners at district level. It does not set out to encompass all of the work in relation to economic prosperity and growth that Greater Brighton authorities and the LEP will seek to achieve in the coming years. Appendix 1 to the Investment Programme sets out the governance structure.

Lawyer Consulted: Bob Bruce

Date: 09/05/14

Equalities Implications:

- 7.3 The City Deal forms part of the wider economic strategy, which aims to tackle barriers to employment and create employment opportunities for all. An equalities impact assessment of the City Deal proposals will be undertaken as these are finalised with Government.

Sustainability Implications:

- 7.4 The aim of the City Deal is for Greater Brighton to become a high performing City Region that prioritises sustainable economic growth in innovative low carbon, high-tech and creative businesses.

Any Other Significant Implications:

- 7.5 None.

SUPPORTING DOCUMENTATION

Appendices:

1. Greater Brighton Investment Programme Brief

Documents in Members' Rooms:

None.

Background Documents:

None

Greater Brighton Investment Programme Brief

Project:	Greater Brighton Investment Programme
Date:	30 April 2014
Version Number:	3.2
Author:	Nick Hibberd Head of City Regeneration, Brighton & Hove City Council
Distribution:	Greater Brighton City Deal Officer Project Board Greater Brighton Economic Board

1 Programme Objectives

- 1.1 The Greater Brighton Investment Programme brings together a number of projects and delivery programmes which promote the economic prosperity of the Greater Brighton City Region as part of a strategic and co-ordinated investment programme.
- 1.2 The Investment Programme will provide the necessary programme and project management arrangements to ensure that those projects for which the Greater Brighton Economic Board is accountable for in relation to the City Deal and Growth Deal investment programmes are progressed and delivered as part of a co-ordinated investment programme for the city region.
- 1.3 The Investment Programme forms the delivery phase following a series of strategy and policy developments for Greater Brighton, which include:
- Greater Brighton City Deal
 - Coast to Capital Local Enterprise Partnership Strategic Economic Plan and Growth Deal Intervention programme
 - Shoreham Harbour Regeneration Programme
 - Newhaven Flood defences
 - Regional Growth Fund Wave 2 Business Support Programme
- 1.4 The objectives of the Greater Brighton Investment Programme include:
- Creating the conditions that make Greater Brighton an investment destination of choice, will all parts of the city region fulfilling their potential
 - Ensuring that Greater Brighton is in a position to unlock development sites, and exploit its assets
 - Provide a co-ordinated programme of investment that brings together public, private, government, and business expertise to maximise delivery
 - Supporting business growth through a strong integrated offer
 - Delivering improvements to transport infrastructure, flood defences and broadband connectivity
 - Promoting housing growth, including on public sector land; and seeking alternative sources of investment in new housing

- Exploit Greater Brighton’s expertise in academic research and development and bring public, private and academic institutions together to commercialise research and development at pace and scale.
- Reducing the demand for public services by helping our residents to get into work, gain better quality work and remain in work
- Put Greater Brighton in a position where the skills of its population forms a key competitive edge for the city region – addressing worklessness and low skills and aligning our skills base with the jobs generated through economic growth
- Improving Greater Brighton’s international competitiveness
- Supporting the development of our world class visitor economy
- Positioning Greater Brighton as a pioneer low carbon city region through investment in green and blue infrastructure and seizing the opportunities of a low carbon transition
- Building a local market for low carbon goods and services, creating a stable platform from which companies can diversify into and/or grow from.

1.5 The Greater Brighton Investment Programme will be overseen by an Officer Programme Board, which will report to the new Greater Brighton Economic Board. A strong pipeline of projects has emerged through the development of the City Deal proposals, and LEP SEP and Growth Deal proposals, spanning commercial and physical developments, transport, flood defences and broadband infrastructure, business growth support and employment & skills projects. An overarching single governance approach is required to enable programme management, co-ordination, and the appraisal, assessment and governance of projects taking into consideration

1.6 By bringing together projects as part of a co-ordinated city region investment programme, Greater Brighton can ensure that limited capacity is maximised and resources are invested in ways that will have most impact on the economy. The Investment Programme will help deliver benefits right across Greater Brighton recognising is healthy diversity.

2 Programme Scope

2.1 To achieve the above objectives, the programme will:

- Deliver the City Deal programme including the network of city region growth centres
- Deliver the objectives within the LEP’s Strategic Economic Plan and the Greater Brighton intervention programme of projects that form the Growth Deal bid.
- Identify and prioritise a medium term pipeline of investment opportunities which are attractive to investors and developers which drive investment in priority areas regeneration
- Develop a Greater Brighton approach to delivering new housing which tests new business models and seeks alternative forms of investment
- Identify an agreed and shared set of infrastructure priorities, supported by all Greater Brighton authorities
- Identify and prioritise projects that attract EU Structural Investment Funds and deliver the objectives of the LEP’s EU SIF Strategy
- Deliver the RGF Wave 2 Business Support Programme
- Develop a Greater Brighton Employment and Skills Programme

- Establish a GBCR Investment Fund and Investment Panel
- Identify and prioritise a pipeline of investment projects for future investment
- Report investment proposals, delivery progress and outcomes to the Greater Brighton Economic Board

3 Project Deliverables

3.1 The initial list of projects that form the City Deal and Greater Brighton projects that are included in the Coast to Capital LEP's Growth Deal investment programme are attached as Appendix 2. A more detailed implementation plan for the City Deal is attached as Appendix 3. A detailed implementation plan for the Growth Deal projects will be prepared by the Officer Programme Board once the the outcome of the LEP's Growth Deal negotiation with government is known.

4 Programme Exclusions

4.1 The projects that fall within the Greater Brighton Investment Programme will be based on the principle of added value. The focus on the programme will be upon the key strategic city-region issues in relation to sustainable economic growth and prosperity which, collectively, add value to work underway in individual local authorities and by partners at district level. The programme deliberately does not set out to encompass all of the work in relation to economic prosperity and growth that Greater Brighton authorities will do in the coming years.

5 Programme Governance

5.1 The Greater Brighton governance arrangements continue to strengthen and mature. Along with the Coast to Capital Local Enterprise Partnership, the Greater Brighton Economic Board provides a basis for collaboration and the delivery of the Greater Brighton Investment Programme. The establishment of the Greater Brighton Economic Board will enable act as the key decision making body for making City Region level decisions on key issues of a strategic nature and what's needed to support growth.

5.2 The proposed programme governance structure is at Appendix 1

5.3 To build upon the strong arrangements already in place through the new Greater Brighton Economic Board, the governance of delivery will be strengthened by:

- Reviewing the City Deal Officer Project Board and replacing with a new Greater Brighton Officer Programme Board which will act as the Officer Programme Board for the Investment Programme
- Reviewing the existing governance of the Shoreham Harbour Project / Shoreham Airport Growth Centre, including the flood defences agreed in the City Deal, to ensure alignment within the new Greater Brighton governance arrangements

- Establishing and aligning project governance arrangements for the Newhaven flood defences agreed in the City Deal
- Establishing and aligning the project governance arrangements for the Burgess Hill Business Park/Growth Centre
- Establishing and aligning project governance arrangements for Brighton's New England House and Preston Barracks Growth Centres
- Ensuring the appropriate delivery structure are established to deliver the final LEP Growth Deal investment projects which fall within the Greater Brighton city region

5.4 The primary role of the new Greater Brighton Officer Programme Board will be to:

DELIVER

- Develop and recommend to the Economic Board the detailed work programme of activity that will form the Greater Brighton Investment Programme
- Monitor progress and delivery of the Greater Brighton Investment Programme and individual projects – reporting progress to the Greater Brighton Economic Board
- Oversee the operation of sub groups and task and finish projects to implement thematic elements of the programme
- Seek to align investments and plans at all levels with the agreed objectives of the Investment Programme
- Communicate programme background and progress to members of the Greater Brighton Economic Board, Coast to Capital LEP and Government departments.

ENABLE

- Identify and secure resources and capacity to enable the city region to deliver its ambitions
- Develop, prioritise the use of resources and preparation of funding bids on behalf of Greater Brighton

INFLUENCE

- Align resources and influence to support the delivery of the Greater Brighton Investment Programme
- Influence local, national and international policies, legislation and programmes in order to deliver sustainable economic growth and prosperity for Greater Brighton
- Broker agreement at strategic level to resolve apparent barriers to delivery of sustainable economic prosperity and growth across Greater Brighton

6 Programme Interfaces

6.1 It is important to recognise the relationship between Greater Brighton and the Coast to Capital LEP, as well as neighbouring delivery partnerships of the Coast to Capital LEP Area. Greater Brighton's productivity and prosperity is connected with wider economic growth potential of the Coast to Capital LEP area.

6.2 Whilst West Sussex County Council are not members of the Greater Brighton Economic Board, officers from their Economic Development Team will support the delivery of the Greater Brighton Investment Programme and attend the Officer Programme Board meetings. This is to ensure that there is appropriate engagement with the relevant transport authority in relation to projects that fall within the West Sussex boundary.

6.3 Separate governance arrangements may be required for some projects in the Lewes District Council area to ensure that East Sussex County Council and the South East LEP are appropriately engaged, particularly in relation to any transport related projects.

6.4 The programme’s key interfaces are with:

- 1) The Coast to Capital LEP Strategic Economic Plan and Growth Deal Intervention Programme
- 2) The Coast to Capital LEP EU Structural & Investment Funds Strategy
- 3) The Coast to Capital LEP Skills Strategy
- 4) The Coast to Capital LEP Local Transport Body
- 5) University of Brighton Green Growth Platform

7 Programme Resource Requirements

7.1 The lead authority shall provide administrative support to the Greater Brighton Investment Programme for financial, legal, reporting and administration services. The Investment Programme will be administered by a full time post (Greater Brighton Business Manager) funded from the contributions from partners agreed through the establishment of the Greater Brighton Economic Board.

7.2 Each Partner will need commit officer time to attend board meetings. Each project reporting into the programme will have its own independent resource requirements and will be subject to individual business cases.

8 Programme monitoring and reporting

8.1 Knowing whether we are on track is crucial to delivering the Greater Brighton Investment Programme, to analyse and manage progress. A suite of headline indicators will be developed which support the indicators agreed for the LEP’s Strategic Economic Plan. These headline indicators will be supported by a series of operational milestones and output targets, developed through the implementation planning process. These more detailed measures will ensure that all partners are working together in a coherent, efficient and focused way to prioritise resources in the delivery of our objectives and strategic priorities.

9 High Level Risks

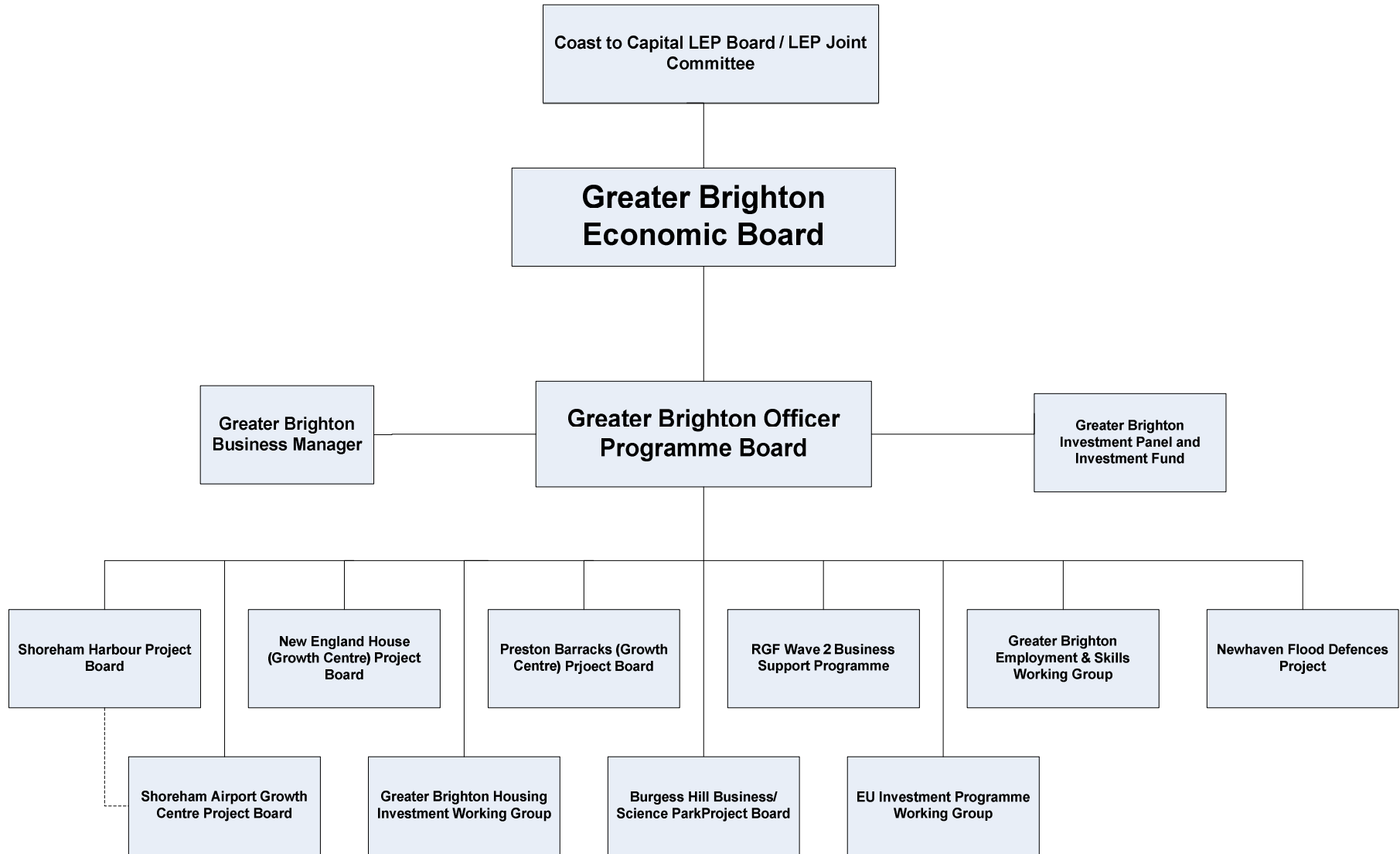
9.1 A full risk register for the Investment Programme will be established by the Greater Brighton Business Manager and overseen by the Officer Programme Board. High level risks are summarised below.

Risk	Mitigation
------	------------

Risk	Mitigation
<p>Project Viability The viability of many projects are dependent upon outcome of LEP Growth Deal Bid</p>	<ul style="list-style-type: none"> Greater Brighton Officer Programme Board is working working closely with the LEP to provide information required for the Growth Deal negotiation
<p>Capacity to deliver programme The programme involves an ambition to deliver projects of significant scale with limited staff resources</p>	<ul style="list-style-type: none"> The Officer Programme Board will monitor progress against project milestones to ensure that partners are working together in a coherent focused way to prioritise resources
<p>Legal risk Projects become ineligible for public funding due to State Aid legislation</p>	<ul style="list-style-type: none"> Specialist State Aid advice sought on a project by project basis as required
<p>Risk of duplication with LEP initiatives or other initiatives</p>	<ul style="list-style-type: none"> The LEP are represented on the Officer Programme Board to ensure that value is added rather than duplication of effort. Some initiatives may work more effectively at a LEP Geography where there is a need for scale (e.g Investment Fund)
<p>Planning risk Planning permission is not achieved for key regeneration schemes</p>	<ul style="list-style-type: none"> Ensure that the relevant Local Planning Authority is consulted from an early stage in the development of scheme proposals
<p>Community risk Schemes included within the Investment Programme are not supported by local community</p>	<ul style="list-style-type: none"> Ensure early consultation and engagement with residents and other stakeholders on a project by project basis Develop a communications strategy alongside the Investment Programme

End.

Appendix 1. Greater Brighton Investment Programme. Draft Governance Structure



Appendix 2. Draft Greater Brighton Investment Programme – initial list of projects

N.B. The projects listed in the following table have already been included and agreed in either the Coast to Capital LEP's Strategic Economic Plan, or the Greater Brighton City Deal. A final list of projects with detailed milestones and programme delivery timetable will be developed following conclusion of LEP's Growth Deal negotiation with government.

Priority Area	Projects	Lead Officer	High level Impact
Brighton & Hove	Brighton Seafront: <ul style="list-style-type: none"> - King Alfred - I360 - Brighton Centre - Black Rock - Brighton Marina - Seafront Infrastructure 	Nick Hibberd, Brighton & Hove City Council	6000 Jobs 2900 homes 81,000 sq m of employment space
	Valley Gardens and Edward Street <ul style="list-style-type: none"> - Transport Infrastructure - Royal Pavilion Estate - Circus Street - Edward Street Quarter 		
	New England Quarter <ul style="list-style-type: none"> - New England House - Digital Exchange - Block J / Innovation Centre - Preston Circus transport scheme 		
	Lewes Road Corridor <ul style="list-style-type: none"> - Preston Barracks <ul style="list-style-type: none"> - CRL Growth Centre - Advance Engineering Centre - Bio-innovation Centre, Falmer 		

Priority Area	Projects	Lead Officer	High level Impact
Burgess Hill	Business Park	Claire Tester / Hamish Walke, Mid Sussex District Council	5000 Jobs 5040 Homes 200,000 sq m of employment space
	Science and Technology Park		
	Northern Arc residential development		
	Town centre residential developments		
	A2300 corridor		
Newhaven	Newhaven Flood Defences	Nazeya Hussain, Lewes District Council	5,200 Jobs 750 Homes 178,000 sq m of employment space
	University Technical College (UTC)		
	Newhaven Growth Quarter		
	Move-on space (Eastside)		
	Port Access Road Phase 2		
	E.On Rampion offshore wind farm		
	West Quay residential development		

Priority Area	Projects	Lead Officer	High level Impact
Shoreham Harbour & Airport	Shoreham Airport Growth Centre	John Mitchell, Adur & Worthing Councils	4450 Jobs 2320 Homes 36,600 sq m of employment space
	Adur Tidal Walls flood defence Scheme		
	New Monks Farm – Housing and Employment		
	Shoreham Harbour Regeneration Project		
Worthing	Worthing Enterprise Growth Centre	John Mitchell, Adur & Worthing Councils	223 Jobs 41,672 sq m of employment space
	Decoy Farm		
	Worthing area transport package		

Appendix 3 Greater Brighton City Deal Implementation Action Plan

Proposal:	Creative and Tech Growth Centre: Renovating and expanding New England House
Summary:	Develop New England House, the centrepiece of Brighton's creative-tech cluster, into an improved and expanded facility for nurturing small creative-tech businesses and fusing together people with creative and digital skills. Create a Digital Exchange at New England House to provide superfast broadband to small businesses at affordable prices.
Outcome & outputs:	<p>£24.53 million capital investment to renovate and expand New England House. This will increase the useable floorspace by 7,090m², to a total of 18,460m², and will increase the employment density from 1 job per 11 m² to 1 job per 8 m².</p> <p>Re-allocate £635,000 from Brighton's allocation from the Super-Connected Cities programme to create a Digital Exchange at New England House.</p> <p>Local leaders estimate that this investment will:</p> <ul style="list-style-type: none"> • create 1,300 direct jobs in the creative-tech sector, as well as catalysing growth in the sector across the area; and • secure £9.8 million of private sector investment
Milestone	<ul style="list-style-type: none"> • New England House: Start on site – July 2015; building completion – October 2017 • Digital Exchange: Pass BDUK Assurance – March 2014; Completion of Installation March 2015
Key Govt Departments & SRO	BIS and DCLG
Resources (City, Govt, private sector, other)	<ul style="list-style-type: none"> • New England House (total £24.53 million investment): £9.8 million from private sector; £9.8 million from BHCC; £4.9 million from Government. The exact split between the private sector and BHCC will depend on negotiations with potential private sector partners. • Digital Exchange: £635,000 re-allocated from Brighton's award in Super-Connected Cities programme.
State Aid provisions	<p>In order to avoid any state aid issues arising in relation to rental payments, BHCC will ensure that, as far as practicable, the rent payable by each SME will either reflect prevailing market rent or be set at such a level that any shortfall will be comfortably within that SME's de minimis limit. If necessary, we will engage an independent valuation expert to advise us as to the prevailing market rent. We will also require each SME to certify the extent to which, if at all, they are already in receipt of any state aid funding.</p> <p>In relation to the proposed JV, we will ensure that the private equity investor does not receive any benefit as a result of BHCC's funding (whether through higher than normal occupancy rates or otherwise). While the process for selecting the private equity investor is still being finalised, it is likely to include a competitive process to ensure that the overall investment return to the private equity investor properly reflects the investment risk. If it is not feasible to run a competitive process, we will appoint an independent expert to ensure that</p>

the investment return to the private equity investor does not exceed normal competitive levels.
 If, at any stage of the process, we are in doubt as to whether state aid issues might arise, we will take professional advice from appropriate external legal counsel and/or relevant independent experts.

Action:	Owner	Timeline
Agree business case with Government	GBCR and BIS	Jan 2014
Secure private sector partner	GBCR	Dec 2014
New England House expansion receives planning permission	BHCC	April 2015
New England House construction begins	BHCC	July 2015
New England House construction completed	BHCC	October 2017
Project plan for Digital Exchange approved	GBCR and DCMS	March 2014
Roll out of Digital Exchange complete	GBCR	March 2015

Proposal:	Flood defences and network of Growth Centres across Greater Brighton
Summary:	Enable £165 million of investment in a network of Growth Centres across Greater Brighton. Secure funding to complete flood defences in Shoreham and Newhaven, enabling key Growth Centres to be developed and protecting existing homes.
Outcome & Outputs:	<p>Over the medium-term, local leaders expect that the flood defences and network of Growth Centres will deliver:</p> <ul style="list-style-type: none"> • £165 million of investment from the private, university and public sectors; • 8,000 new jobs and £361 million uplift in annual GVA; • Adur Tidal Walls will provide protection for 2,328 residential and 169 commercial properties, and 15,000sqm of new employment space from flood risk (1,795 are at significant level of flood risk). Protection of Shoreham Town Centre and A259 routeway; • Flood defences at the Western Harbour Arm at Shoreham Harbour will enable the delivery of up to 1050 new homes and approximately 10,500sqm of new employment floorspace; and • Newhaven East and West Bank flood defences will provide protection for 1,500 residential properties
Milestone	<ul style="list-style-type: none"> • Newhaven, Clean Tech Growth Centre: Subject to funding, new defences completed in 2017/18 financial year; Development begins – 2015; Development completed – 2030. • Shoreham, Environmental Technologies Growth Centre: Subject to funding, Shoreham Adur Tidal Walls completed in 2017/18 financial year; Western Harbour Arm timescales to be confirmed by Adur DC; Development begins – 2017 Development completed – 2022 to 2027 • Central Research Laboratory at Preston Barracks: Development begins – 2016; Development completed – 2018/19. • Bio-Innovation Facility at Falmer: Development begins – 2015 Development completed – 2018.
Key Govt Departments & SRO	Defra, Environment Agency
Resources (City, Govt, private Sector, other)	<ul style="list-style-type: none"> • Newhaven East and West Bank flood defences (estimated total capital cost of £9m). Anticipated funding: Environment Agency £6m Flood Defence Grant in Aid; Coast to Capital LEP £1.5 million; South East LEP £1.5 million (funding levels subject to national Partnership Funding Threshold). • Shoreham Adur Tidal Walls flood defences (estimated total capital cost of £25 million). Anticipated funding: Environment Agency £17.5 million Flood Defence Grant in Aid; Coast to Capital LEP up to £6 million in addition to West Sussex County Council/Other private sector partners £1.5 million to date. (Funding levels subject to national Partnership Funding Threshold). • Western Harbour Arm, Shoreham – the Environment Agency will continue to support Adur District Council, who is the lead partner. <p>Greater Brighton and the Environment Agency will agree to a funding arrangement such that:</p> <ul style="list-style-type: none"> • The Environment Agency will share an indicative 6-year flood defence investment programme for 2015/16 – 2020/21 with Greater Brighton and its partners. Depending on the available funding and value for money of the schemes in Newhaven and Shoreham, this indicative plan will set out indicative dates for delivering these schemes. • Once the indicative timescales for delivering flood defence improvements at Newhaven, Shoreham Adur Tidal Walls and

Shoreham Western Harbour Arm Extension are known, Greater Brighton and partners will be able to provide additional funding to improve the value for money of these schemes, and therefore bring forward their delivery to guaranteed start dates.

- The amount of local funding contributions required to guarantee a start in any given year will depend on the value for money for each scheme. Where there is a funding gap between the value for money of a scheme and the threshold for taking forward a scheme in the given year, Greater Brighton and partners' contribution will need to fill this gap.
- Greater Brighton and partners will make a firm commitment to providing gap funding by an agreed date within summer 2014. Government will work collaboratively with Greater Brighton and Coast to Capital LEP to ensure that the timeline for agreeing Growth Deals fits with this date for agreeing flood defence contributions.
- The Environment Agency will work closely with Greater Brighton and its partners to efficiently deliver the necessary flood defence infrastructure improvements to support economic regeneration and growth objectives.
- Greater Brighton and Coast to Capital LEP will pursue funding as a priority, and explore all routes for securing funding, including through their Growth Deal.
- Government will take account of this flood defence agreement during negotiation of Growth Deals.
- This arrangement will apply to three projects in Newhaven and Shoreham – Newhaven East and West Bank; Shoreham Adur Tidal Walls; and Western Harbour Arm Shoreham.

Action:	Owner	Timeline
Environment Agency and Greater Brighton to agree memorandum of understanding on flood defence funding arrangements.	EA, GBCR, C2C LEP	Jan 2014
Coast to Capital LEP and South East LEP to seek flood defence funding through their Growth Deals.	C2C, SELEP	March 2014
Greater Brighton to submit EoI for flood defence funding to the Environment Agency for financial year 2015/16.	GBCR, WSCC, LDC	March / April 2014
Environment Agency to communicate expected flood defence funding threshold for 2015/16, and advise Greater Brighton and partners of necessary gap funding.	EA	May 2014
If funding gap can be met in 2015/16, Greater Brighton and Environment Agency to agree to proceed with schemes in 2015/16.	EA, GBCR	July 2014
Work to commence on any schemes funded for 2015/16 begins.	EA	April 2015
Discussions over any remaining schemes for future financial years begins.	EA, GBCR	May 2015 (and subsequent years)

Proposal:	Innovation and Business Support
Summary:	A programme which brings together all of the business and innovation support available across to Coast to Capital LEP, and makes it easier for businesses to access. This includes a co-ordination and signposting function, and a series of bespoke support schemes.
Outcome	Local leaders expect that this innovation and business support will:

& Outputs:	<ul style="list-style-type: none"> • signpost 4,500 businesses to help and advice to grow; • refer 1,500 additional businesses to national business support programmes; • Create 158 jobs and safeguard 13; and • leverage £4.6 million of private sector funding 		
Milestone	Business Support Programme launches: April 2014		
Key Govt Departments & SRO	BIS, Lancaster University		
Resources (City, Govt, private sector, other)	Lancaster University RGF bid: £1.8m; Private sector leverage: £4.6m.		
Action:	Owner	Timeline	
Submit first claim to Lancaster RGF	GBCR	Jan 2014	
Agree Scheme Delivery Plan with Lancaster University and BIS	GBCR	Feb 2014	
Appoint provider for signposting service	GBCR	Feb 2014	
Business Support Programme launched	GBCR	Apr 2014	

Proposal:	Governance		
Summary:	Creation of an Economic Board, comprising the Greater Brighton Economic Joint Committee (BGEJC) and Greater Brighton Business Partnership (GBBP) to provide strategic leadership across Greater Brighton. To support this, a Single Pot Investment Fund, a Greater Brighton Innovation Panel and a Greater Brighton Skills and Employment Group will also be created to provide coordination across key policy areas.		
Outcome & outputs:	<ul style="list-style-type: none"> • Formation of the Economic Board • Formation of the Single Pot Investment Fund • Formation of the Greater Brighton Innovation Panel • Formation of the Greater Brighton Skills and Employment Group 		
Milestone	<ul style="list-style-type: none"> • Formation of the Economic Board: April 2014 • Formation of the Single Pot Investment Fund: April 2015 • Formation of the Greater Brighton Innovation Panel: April 2015 • Formation of the Greater Brighton Skills and Employment Group: October 2014 		
Key Govt Departments &	DCLG		

SRO		
Resources (City, Govt, private sector, other)	<ul style="list-style-type: none"> There are no direct costs associated from the establishment of these governance structures, but it requires commitment from all of the public and private sector partners involved in the Greater Brighton area. 	
Action:	Owner	Timeline
The Greater Brighton Economic Joint Committee (BGEJC) will be established under the Local Government Act 1972, and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012.	LAs within GBCR and SDNPA	April 2014
Formation of the Greater Brighton Business Partnership (GBBP)	Private sector and university and further education partners	April 2014
The unitary and district authorities will work with the Government Property Unit and list their assets on e-PIMS by Summer 2014	GBCR local authorities	October 2014
City Deal partners will commit the necessary sites that will meet the housing needs outlined in the Strategic Housing Market Analysis	GBCR local authorities	October 2014
Formation of the Greater Brighton Skills and Employment Group	GBCR	October 2014
Greater Brighton local authorities will work in partnership with the Public Service Transformation Network to spread best practice, learn from other places and to develop a local public service transformation plan.	LAs within GBCR	Dec 2014
Develop simplified planning package – formalising the early engagement and positive working with the Defra network in strategic planning, considering Local Development Orders (LDOs) in prioritised development areas; and review potential locations for LDOs by December 2014	GBCR, Defra	Spring – Dec 2014
Formation of the Single Pot Investment Fund	GBCR	April 2015
Formation of the Greater Brighton Innovation Panel	GBCR	April 2015