

Economic Growth Strategy Task and Finish Group (EGSTFG)

DRAFT Terms of Reference to be Approved by Prosperous Communities Committee

1 Background

At Leaders Panel (29th January 2024), the development of the emerging economic growth strategy was considered. Officers proposed a collaborative approach to strategy development and consensus direction at key decision points (that informs and shapes the composition of the next element of the strategy).

This approach was endorsed by Leaders Panel and it was recommended that officers sought permission from Prosperous Communities Committee to form an informal and inclusive officer/member task and finish group to shape the strategy.

2 Purpose of the Task and Finish Group

The purpose of the group, made up of WLDC officers and members, is to provide an **informal steering/collaboration forum** for the development of the emerging Economic Growth Strategy – exploring and identifying direction at each ‘collaboration point’ (CP) to inform the composition of the next element of the strategy.

An example of a CP can be found below and the EGSTFG would discuss and determine the ‘look and feel’ of the strategy, identifying: (1) Audience; (2) Length; (3) Language; (4) Style; and; (5) Specificity:



The proposed CPs are identified below and the ETSTFG will provide strategy development steer to officers for CPs 01 to 06 (01 Look and Feel to 06 Performance Measurement):



The EGSTFG is intended as a discussion/steering forum only and will not approve elements of strategy as they are produced. Prosperous Communities Committee will retain responsibility for strategy approval.

3 Membership of the Group, Chairmanship and Appointments

- 3.1 The EGSTFG shall comprise of five (5) members (at the discretion of PCC). This will be complimented by a mix of key WLDC officers in Growth, Policy and Strategy and Communications.
- 3.2 The members of the group will be appointed by Prosperous Communities Committee but do not need to serve on that committee.
- 3.3 Membership will comprise of cross party and cross district representation.
- 3.4 Given the nature of the EGSTFG the group will not be formally chaired – sessions will be facilitated by the senior officer in attendance.
- 3.5 For continuity purposes the membership of the EGSTFG shall remain in place until the task is completed.
- 3.6 The EGSTFG will be disbanded following submission of closure report to its parent committee.
- 3.7 Other elected members may contribute to the EGSTFG, but their level of contribution will be at the discretion of the EGSTFG.

4 Frequency of Meetings and Quorum

- 4.1 The quorum for a meeting shall be three (3) members representing a minimum of two political groups. Officer representation is flexible in order to reflect CP requirements.
- 4.2 The EGSTFG shall determine its own meeting frequency dependent upon need.
- 4.3 Meetings will be called with at least 15 working days' notice.
- 4.4 Where a member fails to attend two (2) consecutive meetings of the EGSTFG without having given due reason for their absence or apologies, the EGSTFG will have the ability to write to Prosperous Communities Committee to express concerns regarding an individual's behaviour.
Such concerns will be considered at Prosperous Communities Chairs Briefing and it will be in the EGSTFG's gift to determine whether a request is made to Prosperous Communities Committee to revise the membership accordingly.
Regular in-quoracy will be reported to Prosperous Communities Committee Chairman's briefing.

5 Reporting Lines, Accountability and Milestones

- 5.1 The EGSTFG Group is directly responsible to Prosperous Communities Committee.
- 5.2 The EGSTFG Group has no direct decision making powers.
- 5.3 The EGSTFG Group will report progress informally to Prosperous Communities Committee on request.
- 5.4 It is likely that all EGSTFG work will be complete during FY 2024/25.

6 Resources

- 6.1 The EGSTFG does not have a supporting budget.
- 6.2 If budgets are required they will be identified on recommendations made to Corporate Policy and Resources Committee.
- 6.2 The EGSTFG is an informal collaboration between officers and members. Officers from the Growth and Policy and Strategy teams will support the EGSTFG and provide advice, information, guidance and logistical support.
- 6.3 Administrative support will be provided by the Economic Growth team. Agendas/Papers will be provided for each meeting and summary notes from each meeting will be retained.
- 6.4 EGSTFG meetings will be digital first and in-person by arrangement.

7 Review

- 7.1 Following approval, given the nature of the EGSTFG, there is no requirement to evaluate the performance of the EGSTFG or review the ToR.

Date/ Meeting – Document Approved - xxxx

