**Item 6iii - Appendix 3**

**Terms of Reference**

**Stoke-on-Trent and Staffordshire Enterprise Partnership (SSLEP) – Localities Reference Group**

1. **Role of the Localities Reference Group**
   1. SSLEP has established a set of sub-groups to stimulate and support economic growth and raise productivity across the LEP area. The sub-groups provide expertise and leadership that will direct and support coordinated action to achieve the strategic aims of the LEP, as articulated in its Local Industrial Strategy, Strategic Economic Plan and supporting policy documentation.
   2. The role of the Localities Reference Group will be to act as a point of reference in support of the work of the Place Advisory Sub-group providing granular information and expert local knowledge of the towns, cities and rural areas within Stoke-on-Trent and Staffordshire.
   3. The Reference Group will have the opportunity to inform and influence LEP strategies and delivery plans. It has no control of, or responsibility for, budgets.

**2. Purpose**

The functions of the Reference Group will be to:

* 1. Respond to requests for information from the Place Advisory Sub-group that helps to identify the barriers to growth, the economic challenges and potential solutions that maximise commercial opportunities for specific localities and for the SSLEP area as a whole;
  2. Contribute to the growth of the LEP economy and productivity by providing local intelligence in support of priority actions and investment to feed into delivery plans;
  3. Promote partnership engagement and networking, championing the LEP through related activities;
  4. Work with colleagues on the group, and across partner organisations, sharing information and collaborating on identified tasks relating to specific localities, clusters and LEP-wide interventions.

1. **Timetabling/Frequency**

The Reference Group will meet bimonthly, as a minimum, although timetabling and frequency may be adapted in response to the needs of the Place Advisory Sub-group and to ensure the effective operation of the group.

1. **Representation & Attendance**

As a minimum, the following core representation will apply:

* Chair – Chair or Vice Chair of the Place Advisory Sub-group
* Vice Chair – SSLEP Executive Board member or appropriate expert to be recommended by the Localities Reference Group Chair and agreed with the Executive Board
* LEP Lead Officer – a member of the LEP secretariat
* CEO of Cannock Chase Council or delegated Director
* CEO of East Staffordshire Borough Council or delegated Director
* CEO of Lichfield District Council or delegated Director
* CEO of Newcastle-under-Lyme Borough Council or delegated Director
* CEO of South Staffs Council or delegated Director
* CEO of Stafford Borough Council or delegated Director
* CEO of Staffordshire Moorlands District Council or delegated Director
* CEO of Stoke-on-Trent City Council or delegated Director
* CEO of Tamworth Borough Council or delegated Director
* HEI thematic specialist – place-making and marketing

1. **Conflicts of Interest**

Reference Group members, and supporting staff, are required to adhere to the codes of practice, standards of behaviour, processes and procedures set out in the SSLEP Assurance Framework. In conducting its business, the group will promote the values of SSLEP.

Board members are required to complete a Register of Interests form before participating in any decisions, as set out in the “National Local Growth Assurance Framework” guidance. Members’ declarations of interest can be found on SSLEP’s website:

<https://www.stokestaffslep.org.uk/about-us/governance/>

1. **Accountability**

The Localities Reference Group will be accountable and report to the Place Advisory Sub-group and the SSLEP Executive Board.