

## **HEY LEP Infrastructure Board** **Draft Terms of Reference**

### **Aim**

To lead in creating Hull and East Yorkshire as a location where businesses can grow and investment is attracted, by advising the HEY LEP and other partners such as the Humber Leadership Board on appropriate infrastructure and development matters that need to be addressed to create the right environment for economic growth and promote 'Productive and Resilient Locations'.

### **Objectives:**

1. To advise the main LEP Board with regard to the following areas of infrastructure:
  - Transport
  - Digital
  - Flooding
  - Employment Sites
  - Housing
  - Natural Capital
2. To work in partnership with the Local authorities, Business Community and Statutory agencies to develop approaches aimed at enhancing the infrastructure of the region or addressing infrastructure weakness with the aim of enhancing the HEY Area as a Location to Invest, Location to Live and Location to Visit.
3. To work in partnership with the Local Authorities, Businesses and Statutory Agencies to help build a prioritised project pipeline of sub regional scale infrastructure projects that enhance the HEY Area as a Location to Invest, Location to Live and Location to Visit.
4. To provide strategic advice to maximise funding opportunities to deliver prioritised LEP scale infrastructure projects and ensure funds are leveraged to gain maximum benefit for the Hull and East Yorkshire Area.
5. To monitor the progress of former Humber LEP investment programmes such as the Local Growth Fund, Getting Building Fund and Enterprise Zones.
6. To ensure that a strong private sector voice is communicated from the HEY LEP in regional infrastructure strategy and project development for example Transport for the North, Northern Powerhouse Rail, Humber 2100+ Strategy, Highways Agency Investment Programme.

### **Membership:**

The membership of the Board will be primarily businesses, with appropriate representation from the region's two local authorities and co-opted members from key statutory agencies.

### **How the Board will operate:-**

1. The Board will operate in a business-like, non-bureaucratic fashion.
2. Meetings will be held bi-monthly, to be reviewed after the first year.
3. The normal duration of meetings will be two hours.
4. Board members will conduct themselves according to the Nolan Principles.  
[www.gov.uk/government/publications/the-7-principles-of-public-life](http://www.gov.uk/government/publications/the-7-principles-of-public-life)
5. Board members with personal, commercial or financial interests in any agenda items will declare them at the relevant points on the agenda and not participate in votes on those items.
6. Where a vote is required, this will be through a simple majority with a casting vote for the Chair. Co-opted members will not have a vote.
7. The quorum for LEP Board and Sub-Board meetings is 6 members who are eligible to vote. Decisions may not be made at meetings which are not quorate, but the members present may discuss any relevant matters on the agenda. The same quorum applies to decisions made by written procedures.
8. Draft minutes will be distributed within 7 working days the Board meeting.
9. Meeting agendas, papers and minutes are to be circulated to members in advance of the meeting (5 working days) and published on the LEP website. Board meetings are confined to Board members and the LEP secretariat except for external presenters and observers which have been agreed with the Chair in advance.
10. Minutes of Board meetings will be made available on the LEP's website once approved.
11. Urgent decisions required from the Board may be taken by electronic communication in between meetings, with the same requirements for quorum and declarations of interest as above.