

FIFE ECONOMY PARTNERSHIP EXECUTIVE GROUP

TERMS OF REFERENCE

March 2017

INTRODUCTION

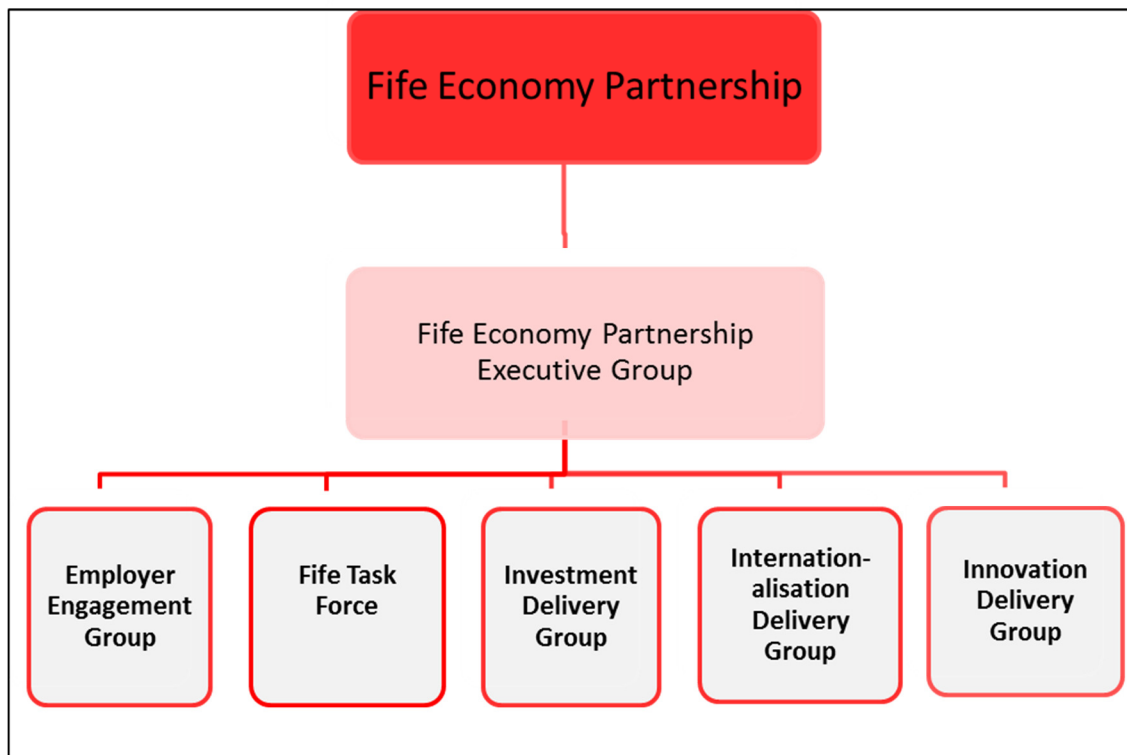
These guidelines set out the aims and objectives of the Fife Economy Partnership Executive Group, the procedures under which it will operate and the roles and responsibilities of its members.

BACKGROUND

The overall Fife Economy Partnership (FEP) is a private sector led partnership established in 2008 and reviewed in 2011 and 2016. The partnership is responsible for overseeing the development and delivery of Fife's Economic Strategy and it reports to the Fife Community Planning Partnership.

Following the development of a new economic strategy in 2016, a review of the partnership's structure and remit was carried out to establish a new Fife Economy Partnership that can deliver the priorities of the new strategy effectively.

This review established the following model for the new Fife Economy Partnership:



DATE OF COMMENCEMENT

This revised structure will commence operation in March 2017.

PURPOSE

The remit of the Fife Economy Partnership Executive Group will be to drive forward the overall Fife Economy Partnership:

- Lead the setting of the economic development priorities for Fife
- Propose strategic actions to grow Fife's economy
- Monitor the progress of the partnership and delivery groups' activities in developing Fife's economy
- Engage in activities which are outward looking, ensuring that Fife participates fully within a Scottish, UK and international perspective
- Oversee the review and implementation of Fife's Economic Strategy
- Project Fife's case to the Scottish Government and Scottish Enterprise
- Support and initiate economic and business campaigns
- Scrutinise the activities of the public sector in delivering economic development services and infrastructure to businesses
- Scrutinise public sector investment in economic development activities
- Ensure that education and skills activities are integrated with employability activities

MEMBERSHIP

Membership Structure

Membership of the Executive Group will comprise:

- FEP Chair
- FEP Vice-Chair
- Delivery Group Chairs
- Fife Council (1 elected member and Head of Economy, Planning and Employability Service)
- Scottish Enterprise
- Fife College
- University of St Andrews
- Fife Chamber of Commerce.

Membership of the Executive Group is for the nominated post-holder or his/her successor. The post-holder's term of office will be for as long as he/she is in post.

Attendance

Partners are required to attend at least two meetings per year. It is accepted that from time to time members may not be able to attend a meeting. In such a case no alternative representation will be required, but members should submit to the Chair comments or issues they wish to be raised.

MANAGEMENT AND OPERATION

Meetings

The Partnership will meet four times a year to review progress of Fife's Economic Strategy and receive updates from the delivery groups.

A minimum of five representatives are required to constitute a meeting (quorum).

Meetings will be structured around updates on the delivery of the agreed priorities in Fife's Economic Strategy and agendas will be formatted to structure discussion to agree and capture action points.

More detailed discussion on specific themes will be covered at each meeting with external presenters and specialists being invited to take part in themed discussions as appropriate. The agenda for meetings will be set by the FEP Chair and Vice-Chair in conjunction with officers of Fife Council.

It is the intention that all items of business will be reached by consensus, however where this cannot be achieved, agreement will be decided by a simple majority of votes of the members present by a show of hands. Each member will have one vote and in the event of a tied vote the Chair will have a casting vote.

The Executive Group may invite observers including guest speakers and industry specialists to specific meetings although these individuals will have no voting rights.

Secretariat

Secretariat support will be provided by Fife Council's Service Manager for Economy, Tourism and Town Centres, including the arrangement of meetings and the preparation of agendas, notes of meetings and reports. The meeting agendas will be circulated one week prior to meetings and notes of meetings circulated two weeks following meetings. Email is the preferred method of communication.

Communications Plan

The Executive Group will adopt and implement a communication plan to ensure that key messages are delivered to the wider business community and to encourage engagement with and by the private sector.

CONFIDENTIALITY

Members of the Executive Group may be given access to information and documents that are not fully in the public domain and members should respect the confidentiality requirements of the Partnership or of individual Partners.

Any Freedom of Information requests received about the Executive Group will be directed through the appropriate channels within Fife Council, and, where appropriate within other Partner organisations, in order to meet the requirements of the Act.

Data about members of the Executive Group (email addresses and telephone numbers) will be held by Fife Council in accordance with the Data Protection Act and only used for Partnership purposes, not passed to a third party and destroyed when the member leaves the Executive Group or if the Group ceases to exist.

RISK MANAGEMENT

A risks register (*to be added as Appendix 1*) will be used to assess and manage the risks associated with the Group's and wider Partnership's activities. Fife Council will be responsible for maintaining this register.

Partner organisations are responsible for assessing the risks to their individual organisations of participating in the Group.

PERFORMANCE MONITORING AND REVIEW

The Partnership's Delivery Groups will prepare annual progress reports to the Executive Group, focusing on monitoring the delivery and impact of activities to achieve Fife's Economic Strategy 2017-2027.

Reports on the overall Fife Economy Partnership's progress in delivering the Economy Theme Outcome of the Fife Community Plan will be prepared by Fife Council, approved by the Chair and Vice-Chair and submitted to the Fife Partnership Board every twelve months.

The overall Fife Economy Partnership structure will be reviewed every three years to ensure that it remains 'fit-for-purpose'.

EXIT STRATEGY

The Executive Group will remain in place as long as it is fulfilling its role and remit. The decision to close or re-form the Partnership will be taken by the Fife Economy Partnership, Fife Partnership and Fife Council.