

# Crawley Local Economy Action Group (LEAG)

## Terms of Reference

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### 1. Name and Background

- 1.1 The name of the partnership is the **Crawley Local Economy Action Group** hereinafter referred to as 'The LEAG'
- 1.2 The LEAG is a local (Crawley) level strategic group of public and private sector partners committed to working together to provide strategic advice and direction in order to improve the economic performance of the town.
- 1.3 The LEAG was formed in 2002, as part of the town-wide Local Strategic Partnership called "Crawley Together". The town-wide Local Strategic Partnership is no longer in existence, however the LEAG has continued to form part of Crawley's strategic forum network since its establishment.

### 2. Purpose

- 2.1 The LEAG is concerned with matters relating to the growth, success and development of Crawley's economy. The purpose of the LEAG is to:
  - a) Act as a consultative forum to inform policy development and delivery as it relates to the economy, particularly that of the Borough and County Council, but not exclusively.
  - b) Facilitate a common understanding between public and private partners of what needs to be done to encourage and support local economic development
  - c) Foster an atmosphere of openness and trust to identify opportunities and overcome barriers to local economic development.
  - d) Be an advocate for the local economy by representing the interests of the local economy to other individuals, organisations and partnerships as appropriate.
- 2.2 In particular, the LEAG has a key role in the development and progress of the Borough's economic priorities and the Crawley Growth Programme. In this context, the LEAG provides a cross sector role for key partner updates and act as a critical friend to ensure the actions of the Local Authorities reflect the importance of business, economic success and sustainable growth of the town.
- 2.3 Where appropriate the LEAG may recommend and invite the contribution of other partners and organisations – whether from the private, public or voluntary and community sector – in pursuance of 2.1 and 2.2.
- 2.4 The LEAG does not have formal decision making powers or direct control of funds, public or otherwise, nor does it have the power to raise funds.

### 3. Structure and Membership

- 3.1 The LEAG shall have a membership of no more than **30** members drawn from the public and private sectors on a voluntary basis. Other members can be invited for individual meetings in contribution to shared issues. The Structure of the LEAG is set out below:

<b>The Local Economy Action Group (LEAG)</b>
<b>Chair</b> – recruited from the business community
<b>Vice Chair</b> – non-sector specific, appointed by Chair
<b>Business and private representatives</b>
<p>Senior business representatives recruited by:</p> <ul style="list-style-type: none"> <li>▪ Invitation from existing LEAG member, subject to approval by the Chair and Group</li> <li>▪ Recommendation by the Chair, subject to agreement by the Group</li> <li>▪ Open advertising, subject to approval by the Chair and Group</li> </ul> <p>The Chair or nominated representative from the following will also be invited LEAG members:</p> <ul style="list-style-type: none"> <li>▪ Coast to Capital (x2)</li> <li>▪ Gatwick Diamond Initiative (x 1)</li> <li>▪ Manor Royal Business District Ltd (x 1)</li> <li>▪ Town Centre Partnership (x 1)</li> <li>▪ Gatwick Diamond Business (x1)</li> <li>▪ Crawley and Gatwick Chamber of Commerce (x1)</li> <li>▪ Federation of Small Businesses (x1)</li> <li>▪ Sussex Chamber of Commerce (x1)</li> <li>▪ Commercial Property Representative (x1)</li> <li>▪ Gatwick Airport (x2)</li> <li>▪ Metrobus (x1)</li> </ul> <p>LEAG membership should also seek to represent of the core sectors of Crawley's economy, including Transport and Aviation, Hotel and Leisure, Professional Services, Retail, Manufacturing.(*)</p>
<b>Public and third sector representatives</b>
<ul style="list-style-type: none"> <li>▪ Crawley Borough Council (x 3)</li> <li>▪ West Sussex County Council (x 3)</li> <li>▪ Higher/Further Education (x 2)</li> </ul>

(\*) to be responsive to changes in the structure of the economy.

- 3.2 Business and private representation and group membership will be reviewed on an on-going basis. Membership will be subject to approval by the group and the Chair. Any final decisions concerning membership will lie with the Chair.
- 3.3 Business representatives should hold a senior position within their organisation and be prepared to contribute toward the purpose of the LEAG in policy development and delivery as set out in section 2.
- 3.4 Public sector representatives should occupy a senior position within their organisation and have a sound knowledge of matters relating to the town and the local economy. Borough and County Council representation, determined by term of office, should ideally be provided by the appropriate Cabinet Member or Leader of the Council, Chief Executive and / or appropriate Senior Officer.
- 3.4 Members of the LEAG will elect the Chair. The Vice Chair will be appointed by the Chair. The Chair ought to be drawn from private representation. The Vice-Chair can be non-sector specific, although a public sector vice-chair would provide emphasis to the public-private partnership. The Chair will serve a term of two years or until notice of resignation is given. After a full term the chair may be made available for re-election by the LEAG members.

- 3.5 The Chair of the LEAG will be expected to attend and chair all meetings, agree agendas and minutes and be prepared to represent the interests of the group at occasional events and in relevant press releases.
- 3.6 Business members are there to represent the interests of the business community and not to advance their business, organisational or personal interests. All members are required to declare any conflicts of interest in matters arising.
- 3.7 Membership will be deemed to have lapsed if three consecutive meetings are missed and new representation will be sought unless otherwise agreed by the Chair.

#### **4. Meetings Frequency and Secretariat Support**

- 4.1 Meetings will take place at least four times a year with the option for exceptional meetings and attendance at relevant partnership events as required.
- 4.2 Secretariat support can be provided by Crawley Borough Council with additional support to the Chair and LEAG by the Borough Council's Economic Development Officer who shall attend meetings but not be entitled to vote on matters arising.
- 4.3 Crawley Borough Council and West Sussex County Council should on a regular agreed basis present a progress report on actions and activity against its economic priorities and The Crawley Growth Programme.
- 4.4 Actions agreed from previous meetings should also be reported on.

#### **5. Records and Communications**

- 5.1 Concise and accurate records of meetings will be recorded and jointly agreed by the Chair and secretariat.
- 5.2 Records of meetings will usually be made available to LEAG members and posted on the Council's website no more than 10 days following the meeting, unless otherwise agreed by the Chair.
- 5.3 Interested parties can direct any contact and questions via the Council's website or directly to the secretariat. Replies to which will be supplied by the Chair, secretariat, Council representative or other LEAG member or partner as appropriate.
- 5.4
- 5.5 All publicity, communications and promotions on behalf of the LEAG will be jointly agreed by the Chair and representative of Crawley Borough Council acting as secretariat and, except by exception, have been endorsed by the LEAG members.

#### **6. Other Matters**

- 6.1 None of the above limits or prohibits the independence of any partner or partner organisation in carrying out their normal day-to-day business except where they claim to be acting explicitly on behalf of the LEAG, where such matters ought to be referred to the Chair and representative of Crawley Borough Council acting as secretariat.

## Appendix A - Crawley Growth Programme Chart

