

**D2N2 LOCAL ENTERPRISE PARTNERSHIP**  
**Enterprise Zone Steering Group**  
**Terms of Reference**  
**Last Updated 30<sup>th</sup> November 2018**

**PURPOSE**

The D2N2 LEP Board is responsible for setting the strategic policy direction for the LEP's Enterprise Zone. It will be responsible for agreeing targets and priorities for the Enterprise Zone and make all decisions relating to the usage of Enterprise Zone funding streams and approve borrowing against projected business rates growth.

The D2N2 Enterprise Zone Steering Group is a formal sub-group of the D2N2 LEP Board, which will act as a senior level forum responsible for driving forward economic growth opportunities within the Enterprise Zone as a contributor to the LEP's overall economic ambitions. It will inform and make recommendations to the main LEP Board for decision.

**ROLES AND RESPONSIBILITIES**

The D2N2 Enterprise Zone Steering Group will

1. Working in conjunction with the relevant Local Authority agree a bespoke programme and identify project leads for each site within the Enterprise Zone area and develop outcomes for how these will be delivered.
2. Oversee and guide the effective implementation of the Programme and report progress to D2N2 LEP Board.
3. Advise on the strategic direction and implementation of the programme, including investment strategies, policies, communications and processes across all areas impacted by the programme
4. Propose policy, to D2N2 LEP Board, on how directing Enterprise Zone incentives will be applied, agree these with Government and then manage the implementation of the policy.
5. Propose to the LEP Board legal and financial mechanisms by which the rate income will be managed. Including reviewing individual funding proposals for the use of business rate income and provide recommendations to the D2N2 Board for approval.
6. Identify any potential additional investment opportunities coming into the D2N2 Enterprise Zone sites, including lobbying Government for an extension to the incentives scheme for businesses on an Enterprise Zone site.

## **MEMBERSHIP**

The EZ Steering Group will be chaired by a private sector member of the D2N2 Board.

Membership of the Group will be made up of the key policy and business rate collecting authorities:

- D2N2 LEP Board member (Chair)
- Nottingham City Council
- Nottinghamshire County Council
- Broxtowe Borough Council
- Cities and Local Growth Unit
- Derby City Council
- D2N2 Senior Executive members
- Accountable Body

Site specific steering groups will feed into the EZ Steering Group.

Individual landowners can be invited to attend to provide progress updates with the prior agreement of the Chair.

The Chair and membership of the group will be appointed for a period of up to 3 years.

Any Member who has declared an interest in an item will not be able to take part in making a decision for that specific item.

The group will meet as a minimum on a quarterly basis, or at such other intervals as the Group may agree. The Chair of the Group may decide to cancel meetings or call additional meetings as required.

Papers will be circulated five working days before the meeting wherever possible. Secretariat will be provided by D2N2.

## **LEP Board Decisions**

Should a discussion or decision arise within the LEP Board which conflicts with the interests declared by the LEP Chair, the responsibility for the chairing of that item of the agenda will be delegated to the Deputy Chair of the LEP Board.