**REPORT TO OXFORDSHIRE GROWTH BOARD**

**ESTABLISHMENT OF HOUSING AND GROWTH DEAL**

**ADVISORY SUB GROUPS AND SCRUTINY PANEL**

# Report PURPOSE

1. The purpose of this report is to advise and seek endorsement of the appointments from council partners to the three Housing and Growth Deal (the Deal) Advisory Sub Groups that will provide oversight of the delivery of the Deal together with the Growth Board Scrutiny Panel.

# RECOMMENDATIONS

1. *That the Growth Board note and endorse the appointments to the three Housing and Growth Deal Advisory Sub Groups and Scrutiny Panel contained in this report.*
2. *That the Growth Board confirm nominations for the independent Chairs of the sub groups.*

# BACKGROUND

1. At its last meeting, the Board agreed revised terms of reference (ToR), subject to adding the Environment Agency and some drafting changes to improve clarity. This has been completed and the ToR are attached.
2. The Terms of Reference establish Advisory Sub Groups to the Growth Board to oversee programmes of work on infrastructure, housing and the Joint Statutory Spatial Plan. The purpose of the Sub Groups is to oversee the programmes of work to deliver the commitments in the Deal, to monitor progress against the key milestones and make recommendations to the Growth Board on decisions required. It is expected that the sub groups will normally meet on a quarterly basis. The productivity work strand will be delivered by OxLEP with oversight from the Growth Board.
3. The membership of the Sub Groups is decided by the Growth Board Joint Committee. Elected member representatives to the sub-groups will be appointed by the Leaders of the individual constituent councils. Other representatives if required will be agreed by the members of the Growth Board Joint Committee.
4. The ToR establishes a Scrutiny Panel for the Growth Board to reflect the growing profile and importance of its functions. Membership of the Scrutiny Panel will be three representatives per constituent authority, to be determined by that authority
5. This report brings the appointments from partners councils to the Advisory Sub Groups and Scrutiny Panel the Board’s attention for endorsement and clarifies proposed arrangements for chairing the Sub Groups.
6. Once agreed, inaugural meetings of the three advisory sub groups and Scrutiny Panel will be established and terms of reference agreed.

**APPOINTMENTS TO GROWTH BOARD ADVISORY SUB GROUPS AND SCRUTINY PANEL**

1. Appointments to the sub groups and scrutiny panel are detailed in the table below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Cherwell | OCC | Oxford | SODC | Vale | WODC |
| **JSSP Advisory Sub Group** | Cllr Colin Clarke | TBC\* (observer status) | Cllr Alex Hollingworth | Cllr Will Hall  Sub all con group members | Cllr Anthony Hayward  Sub all con group members | Cllr Jeff Haine  Sub Cllr Toby Morris |
| **Housing Advisory Sub Group** | Cllr John Donaldson | TBC\* | Cllr Mike Rowley | Cllr Imran Lokhon  Sub all con group members | Cllr Janet Shelley  Sub all con group members | Cllr Jeff Haine  Sub Cllr Toby Morris |
| **Infrastructure Advisory Sub Group** | Cllr Lynn Pratt | Cllr Yvonne Constance | Cllr Linda Smith | Cllr David Nimmo-Smith  Sub all con group members | Cllr Mike Badcock Sub all con group members | Cllr Jeff Haine  Sub Cllr Toby Morris |
| **Growth Board Scrutiny Panel** | Cllrs Neil Prestidge and Sean Gaul  + one place TBC | Cllr Nick Carter  Cllr John Sanders  Cllr Emily Smith | Cllr Andrew Gant  Cllr David Henwood  + one place TBC | Cllr Elaine Hornsby  Cllr David Turner  Cllr Ian White | Cllr Debby Hallett  Cllr Ben Mabbett  Cllr Chris Palmer | Derek Cotterill  David Harvey  Julian Cooper |

\* Appointments will be confirmed at 19th June cabinet

**CHAIRING ARRANGEMENTS FOR THE ADVISORY SUB GROUPS**

1. The Growth Board ToR set out that the Chair of the Sub-Groups acting as an independent Chair.

will be appointed by the Growth Board and drawn from the voting membership of the Growth Board

1. The proposed description and guidelines for the role of the Chair of the Sub Groups is as follows:
2. Advisory Sub Group chairs will be voting members of the Oxfordshire Growth Board. Chairs must act in an independent and facilitative capacity to organise the sub group’s activities in support of the objectives of the Growth Board. At all times, chairs must use their discretion to act in the interests of Oxfordshire and the Growth Board, and not of their own political group or local authority area.
3. Chairs will manage meetings in accordance with the sub group’s terms of reference, and provide leadership and direction to the Sub Group in an open and transparent manner.
4. Chairs will report directly into the Growth Board on the work of their Sub Group as agreed. In reporting to the Growth Board, Chairs will present the views of their Sub Group, and not necessarily their own views.
5. Advisory Sub Groups are not decision making bodies, and Chairs should aim to reach consensual agreement on matters under discussion. Where a consensus cannot be reached, the Chair shall present the split views of the sub group to the Growth Board.

1. Key duties and responsibilities of the Chairs include:
2. To act in accordance with the seven principles of public life and the code of conduct of the member’s appointing authority
3. To be courteous, respectful and inclusive in their conduct
4. To secure a consensus view from their sub group
5. To act in an independent and facilitative capacity at all times
6. To be the Sub Group’s spokesperson in respect of their activities
7. To manage the procedure of the sub group in accordance with its terms of reference
8. To provide timely reports to the Growth Board on the Sub Groups activities
9. To manage the Sub Groups work plan between meetings
10. Following discussion with Leaders, the proposed Chair for each of the Advisory Sub Groups is as follows:

|  |  |
| --- | --- |
| **Advisory Sub Group** | **Nomination for Chair** |
| **JSSP** | Cllr James Mills |
| **Housing** | Cllr Susan Brown |
| **Infrastructure** | Cllr Ian Hudspeth |