

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

- (i) *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.*
- (ii) *That the Growth Board confirm nominations for the independent Chairs of the sub groups.*

BACKGROUND

- 2) 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.
- 3) 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.
- 4) 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.
- 5) 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
- 6) 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.
- 7) 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

- 8) 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
- 2) The proposed description and guidelines for the role of the Chair of the Sub Groups is as follows:
 1. 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.
 2. 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.
 3. 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.

4. 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.
5. Key duties and responsibilities of the Chairs include:
 - a) To act in accordance with the seven principles of public life and the code of conduct of the member’s appointing authority
 - b) To be courteous, respectful and inclusive in their conduct
 - c) To secure a consensus view from their sub group
 - d) To act in an independent and facilitative capacity at all times
 - e) To be the Sub Group’s spokesperson in respect of their activities
 - f) To manage the procedure of the sub group in accordance with its terms of reference
 - g) To provide timely reports to the Growth Board on the Sub Groups activities
 - h) To manage the Sub Groups work plan between meetings
- 3) 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

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