

## **Royal Docks Enterprise Zone Programme Board Terms of Reference**

### **Context and Purpose**

1. The Royal Docks Enterprise Zone Programme Board ('the Board') is established by the Greater London Authority (GLA) in partnership with the London Borough of Newham (LBN) and acts as a senior level forum to drive forward regeneration and economic growth opportunities within the Royal Docks Enterprise Zone.
2. The Board is responsible for monitoring the implementation and delivery of the Royal Docks Enterprise Zone Delivery Plan. It will consider and approve any future versions of the Delivery Plan and review any proposed amendments. It is also responsible for making recommendations on the allocation of funding generated by the uplift in business rates receipts through HM Government's Enterprise Zone business rates retention scheme.

### **Terms of Reference**

3. The terms of reference of the Board are as follows:
  - a) To monitor the effective implementation, delivery and performance of the Royal Docks Enterprise Zone Delivery Plan by the Royal Docks Team.
  - b) To consider and approve any future versions of the Royal Docks Enterprise Zone Delivery Plan and review any proposed amendments.
  - c) To make recommendations on the allocation of funding received through retained business rate growth via consideration of investment proposals in accordance with the Board's Schedule of Funding Responsibilities.
  - d) To ensure alignment of programme objectives and senior level support across partner organisations for the regeneration of the Royal Docks Enterprise Zone.
  - e) To ensure that the Royal Docks Team achieves value for money in all its activities.
  - f) To receive and approve progress and budget reports from the Royal Docks Team.
  - g) To review and resolve or mitigate high-level risks and conflicts that cannot be addressed by the Royal Docks Team.
  - h) To receive and endorse additional briefing reports where required, including ongoing arrangements for the Royal Docks and Beckton Riverside Opportunity Area Planning Framework.

### **Membership and Terms of Appointment**

4. The Board's membership will include:
  - a) Mayor of Newham (as Co-Chair)
  - b) GLA Deputy Mayor for Housing and Residential Development (as Co-Chair)
  - c) Up to three further appointed members, representing the three facets of the Delivery Plan strategy
  - d) One Trade Union representative nominated by the Trades Union Congress
  - e) One young person under the age of 26 from the wider Royal Docks OAPF area.
  - f) One Councillor from a ward within the London Borough of Newham.

5. The Board will consist of up to eight members. This includes four ex-officio or nominated members and four openly recruited members. Appointments will be made by agreement of the Co-Chairs in consultation with the Mayor of London.
6. Recruited members will be selected and appointed in accordance with the GLA's Protocol on Mayoral Appointments.
7. Those members not holding elected office or appointed by virtue of their position must act in an individual capacity and not as representatives of any organisation or body.
8. The length of tenure for all members will be set out in their letter of appointment.
9. A member may resign at any time by giving notice to the Co-Chairs in writing, having immediate effect.
10. The Mayor of London, following consultation with the Co-Chairs, may terminate a member's appointment to the Board at any time. An appointment may be terminated if the appointee persistently fails to attend meetings without reasonable justification.

### **Meeting Arrangements**

11. Meetings will be held quarterly or at such other intervals as the Board may agree. The Co-Chairs of the Board may decide to cancel meetings or call additional meetings as required.
12. The Co-Chairs will, as far as is practical, alternate the chairing of Board meetings.
13. Meetings of the Board will be quorate when at least half its current members are present. A member who is obliged to withdraw under the Code of Conduct will not be counted towards the quorum.
14. A member may be counted in the quorum if they are able to participate in the proceedings of the meeting by remote means and remain available throughout the discussion and decision for each item for which they are counted as part of the quorum.
15. It is envisaged that Board decisions shall be made by consensus. In the event of a consensus not being reached a decision can, at the request of any member present, be put to a vote of those members present at the meeting and entitled to vote. Each member will have one vote subject to any obligation they have not to participate under the Code of Conduct.
16. Voting shall be by a show of hands (or verbally where a member is attending by remote means) and all decisions (other than those of procedure taken by the person chairing the meeting) shall be by a simple majority of votes cast. In the case of an equality of votes, the person chairing the meeting may exercise a second or casting vote.

### **Authority**

17. The Board's recommendations will be implemented through the GLA, which forward funds Royal Docks Enterprise Zone expenditure based on projected business rates income. The Mayor of London cannot delegate their statutory functions to the Board and the Board's recommendations are subject to formal approval in accordance with the GLA's Mayoral Decision-Making Scheme (as amended from time to time).

18. Recommendations put forward by the Board are also subject to compliance with the GLA Financial Regulations, GLA Contracts & Funding Code, and other applicable GLA policies and procedures (as amended from time to time).
19. In conducting its business, the Board must consider any resource implications and have regard to existing GLA and LBN processes and any relevant guidance or legislation issued by HM Government.

### **Support and Administration**

20. The Board will be administered by the GLA. The Senior Responsible Owner (SRO) will be the Royal Docks Enterprise Zone Programme Director.
21. The SRO or their representative will attend Board meetings. A GLA Finance representative will attend Board meetings. Other GLA officers will attend meetings as appropriate.
22. A member of the GLA's secretariat will take the minutes of the meeting and provide advice on governance and procedural matters.

### **Reporting Procedures**

23. Recommendations to the Board will be by way of a report to the relevant meeting and will normally be issued to members a minimum of five clear working days before the meeting.
24. Royal Docks Team officers take a proportionate approach to business case development and economic appraisal (including cost benefit analysis) as outlined in the GLA's project management toolkit. All funding recommendations to the Board will be supplemented by a proportionate business case to support evidence-based decisions.
25. The SRO will hold responsibility for ensuring value for money and scrutiny of any recommendation relating to each business case, and for reporting relevant information from the Board to the GLA.

### **Subordinate Bodies**

26. The Board may establish or dissolve permanent or time-limited subordinate bodies which assist in meeting its objectives. The Chair or Co-Chairs of a subordinate body will be agreed by the Board. The remit and terms of reference for any such subordinate body will be approved by the Board and can be amended by the Board at any time.
27. Unless otherwise stated, the provisions of paragraph 18 onward of the Board's terms of reference will apply to any subordinate body.

### **Diversity**

28. London's diversity is its biggest asset and the Board should properly serve all the Royal Docks' communities. Members are required to ensure that the diversity of local communities and economy is acknowledged, valued and embedded in the Board's work. Officers must clearly demonstrate how equalities implications have been considered in all proposals.

### **Openness and Transparency**

29. The Mayor of London is committed to openness in his administration and to making the work of this Board transparent.

30. Agendas and reports will normally be provided to members and published on the Royal Docks website at least five clear working days before the meeting to which they relate.
31. The minutes of meetings should be published and circulated in draft within 10 clear working days of the meeting. Minutes will be submitted for approval to the next meeting.
32. In line with the GLA's openness and transparency policy, reports will be released in full with the agenda except where officers consider that information may be exempt from disclosure under the Freedom of Information Act 2000 (FOIA) or Environmental Information Regulations 2004.
33. Meetings will not be held in public, enabling the free and frank exchange of views regarding matters that may be commercially sensitive and reflecting the accountability arrangements that Parliament has put in place for the GLA; that the Mayor is answerable to the Assembly through Mayor's Question Time only after decisions have been taken.

### **Conduct and Interests**

34. All Board members will be required to sign terms of appointment, which include a requirement to observe the seven principles of public life ('the Nolan Principles').
35. Board members commit to the GLA's Code of Conduct for board members through their terms of appointment. Officers are made aware of the Code of Conduct and are committed to its principles.
36. Members must register and declare all relevant interests, seek advice from officers on any issue where a conflict of interest is or may be arising and agree to comply with any guidance provided by the GLA's Monitoring Officer.

### **Urgency Procedure**

37. If the Board has urgent business which needs to be considered before the next scheduled meeting, the Co-Chairs may convene an urgent meeting of the Board where circumstances allow.
38. Where arranging a meeting is not practical and in order to ensure that the Board is able to progress its business in an efficient manner, urgent matters may be determined by agreement of the Co-Chairs through the following procedure.
39. Members will receive an email notification which identifies:
  - a) details of the matter requiring decision or views and the reason for urgency (including an explanation as to why an urgent meeting is not proposed to be held to conduct the business); and
  - b) a time and date by which responses are required before the Co-Chairs take the decision on behalf of the Board.
40. Two working days after the close of responses, the following will be circulated to all members:
  - a) the outcome of the process/decision taken by the Co-Chairs (including a summary of responses received in agreement and in disagreement); and the date when any decision comes into effect; and
  - b) any mitigating action taken to address members' stated views or concerns.

41. Where the Co-Chairs have taken a decision under this procedure, a report outlining the decision taken will be placed on the agenda for the next scheduled Board meeting.

**Appendices:**

Appendix A: Royal Docks Officer Level Programme Board

Appendix B: Schedule of Funding Responsibilities

## **Appendix A:**

### **Royal Docks Officer Level Programme Board Terms of Reference**

#### **Context and purpose**

1. The Royal Docks Officer Level Programme Board (“the Officer Level Programme Board”) is established as a standing subordinate body of the Royal Docks Enterprise Zone Programme Board (“the Board”) and acts as an officer-level forum to support delivery of the Board’s objectives.
2. This document sits within the Board’s terms of reference and may be updated at any time by agreement of the Board. Unless otherwise stated below, the provisions of paragraph 18 onward of the Board’s terms of reference also apply to the Officer Level Programme Board.

#### **Terms of reference**

3. The terms of reference of the Officer Level Programme Board shall be as follows:
  - a) To consider investment proposals falling within its remit as defined within the Schedule of Funding Responsibilities (Appendix B)
  - b) To support the Board in ensuring that the Royal Docks Team achieves value for money in all its activities
  - c) To refer any investment proposal it considers to be novel, contentious or repercussive to the Board
  - d) To consider any other matters deemed appropriate in relation to the area of the Royal Docks Enterprise Zone.

#### **Membership**

4. Membership of the Officer Level Programme Board will comprise:
  - a) Assistant Director, Land and Property, GLA (as Co-Chair)
  - b) Corporate Director of Inclusive Economy, Housing and Culture (as Co-Chair)
  - c) Corporate Director of Community Wealth Building, LBN
  - d) Director of Planning and Development, LBN
  - e) Head of Marketing, Communications and Engagement, Royal Docks Team, GLA
  - f) Royal Docks Programme Director.
5. Further members may be added by agreement of the Board.

#### **Meeting arrangements**

6. The Officer Level Programme Board will meet a minimum of quarterly, between meetings of the Board, with additional meetings scheduled by agreement of the Co-Chairs.
7. The Co-Chairs will, as far as is practical, alternate the chairing of Officer Level Programme Board meetings.

8. Meetings of the Officer Level Programme Board will be quorate when at least half its current members are present. A member who is obliged to withdraw under the Code of Conduct will not be counted towards the quorum.
9. Any member may propose any matter for discussion or decision at any meeting. Inclusion of any matter on the agenda will be subject to the decision of the Co-Chairs.

### **Conduct and interests**

10. When discussing issues that affect the whole Royal Docks, each member of the Officer Level Programme Board has a responsibility to act in the best interests of the Royal Docks as a whole.
11. Members will, insofar as this is not inconsistent with their professional responsibilities, be expected to: take a Royal Docks-wide view of issues ahead of their individual organisation's interests; to rigorously examine and challenge the issues placed before the Officer Level Programme Board; and to do so in a constructive way.
12. Membership of the Officer Level Programme Board will be automatic by virtue of job role as listed at 4. above, without formal appointment. Members must note and adhere to the GLA's Code of Conduct for board members and register, declare and take advice on relevant interests as set out at paragraph 37 of the Board's terms of reference.

## Appendix B: Schedule of Funding Responsibilities

### Part 1: General

1. This Schedule of Funding Responsibilities sets out the decision-making functions to be discharged by the Board and subordinate bodies.
2. The functions assigned to subordinate bodies under this schedule are subject to the GLA's Mayoral Decision-Making Scheme.

Responsibility	Officer-Level Programme Board	Royal Docks Enterprise Zone Programme Board
<b>Endorsement of project and programme expenditure</b>	Project expenditure up to £500,000	Project expenditure over £500,000 or any projects considered to be novel, contentious or repercussive  All programme-level proposals for expenditure
<b>Endorsement of increased expenditure on approved projects</b>	Increase in project expenditure of less than 5%, only where increased expenditure can be funded within the overall programme  and/or  a revised budget less than £500,000	Increase in project expenditure of 5% or more  and/or  a revised budget over £500,000  All increases to original project expenditure considered to be novel, contentious or repercussive
<b>Endorsement of changes in value for money of approved projects</b>	Value for money decrease through reduction in number of primary outputs / outcomes of less than 10%	Value for money decrease through reduction in number of primary outputs / outcomes of 10% or more.
<b>Virement between programme budgets</b>	-	All virements between programmes.