

Appendix 1 – The Marches Enterprise Joint Committee Constitution

Purpose of the Committee

- Herefordshire Council, Shropshire Council and Telford and Wrekin Council have established an executive committee, known as the Marches Enterprise Joint Committee (MEJC), for the purpose of discharging the functions set out in the paragraph on roles and responsibilities below.
- MEJC is a joint committee of the executive for the purposes of Part VI of the Local Government Act 1972 and Part 1, Chapter 2 of the Local Government Act 2000 and the provisions applicable to joint committees of the executive shall apply to MEJC.
- MEJC will take decisions in accordance with the principles of good decision-making namely:
 - Giving consideration to all options available;
 - Having regard to due consultation;
 - Giving consideration to professional advice from officers;
 - Having clarity of aims and desired outcomes;
 - The action proposed must be proportionate to the desired outcome;
 - Having respect and regard for human rights;
 - A presumption for openness, transparency and accountability;
 - Only relevant matters being taken into account;
 - Due weight to all material considerations (including opportunities and risks);
 - Proper procedures being followed.

Committee Membership and Voting

Membership Organisation	Member	Alternate
Herefordshire Council	Cllr Tony Johnson (Chair)	Cllr Patricia Morgan
Shropshire Council	Cllr Malcolm Pate	Cllr Steve Charmley
Telford and Wrekin Council	Cllr Shaun Davies	Cllr Lee Carter
Marches LEP	Graham Wynn OBE	Mandy Thorn MBE/ Paul Hinkins

- MEJC shall comprise four members as follows: three voting members, each council being entitled to appoint one voting member who shall be a member of that council's Cabinet; and one non-voting member, being the Marches LEP Partnership Board Chair. In the event of a voting member of the MEJC ceasing to be a member or executive member of their appointing council, that council shall appoint another voting member in their place. Only a voting member is entitled to be Chair or Vice Chair of MEJC.
- Each council may appoint members of its executive as named substitutes for voting members to attend meetings in the absence of a voting member appointed as above. The secretary of MEJC shall be notified of any named substitutes before commencement of the meeting.

- For the avoidance of doubt, it is a matter for the respective councils' executives to appoint their voting members/substitutes.
- The MEJC shall, at its annual meeting, elect a Chair and Vice Chair from among its voting members; or may choose to adopt for that year a rotating Chair. In the event of an elected Chair and Vice Chair not being present the MEJC shall elect a Chair for the meeting from the voting members present.
- Two voting members shall constitute a quorum. Unless the law provides otherwise all matters shall be decided by a majority of the votes of the voting members present; if there are equal numbers of votes for and against, the Chair shall exercise a second, casting vote.

Meeting Arrangements

- Herefordshire Council will act as secretariat to MEJC and provide all necessary governance support.
- MEJC shall meet at least annually and otherwise as may be determined by the Chair, or at the written (electronically or otherwise) request of any two voting members; any such request should be forwarded to the secretariat who will convene a meeting within 28 working days of receiving the request.
- The secretariat will give notice of time, date and venue for the meetings in accordance with the provisions of the access to information requirements of the Local Government Act 2000 as amended and ensure compliance with The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.
- Unless explicitly provided for within this constitution; the relevant standing orders for MEJC are those of Herefordshire Council.

Roles and Responsibilities

- MEJC shall fulfil the following executive functions, at all times having regard to the duty to co-operate and the views of the Marches LEP Partnership Board:
 - a) Set, monitor and review objectives and priorities for strategic economic investment across the Marches LEP area.
 - b) Agree allocation of Marches LEP revenue and capital spend that is under the control of the LEP Partnership Board and relating to the delivery of the LEP Strategic Economic Plan.
 - c) Agree Marches LEP capital expenditure programmes relating to the delivery of the LEP Strategic Economic Plan, and ensure policy and programmes are delivered effectively.
 - d) Agree Major Transport Scheme funding allocation in line with the LEP Strategic Economic Plan.

- e) Ensure alignment between decision making regarding achievement of the Marches Strategic Economic Plan and decisions on other related areas of policy such as land use, transportation and wider community and economic regeneration.
- f) Influence and align government and public investment in order to boost economic growth within the Marches LEP area.
- g) Provide an annual report on the activities of MEJC to the three partner councils.
- h) Agree lead or accountable body status for any particular issue as necessary.
- i) Review and (where all three Leaders are present) amend the Terms of Reference of the MEJC.

These Terms of Reference were last reviewed in March 2015. The membership table was last updated in January 2017.