

**ENTERPRISE ZONE GOVERNANCE COMMITTEE**  
**Governance Structure and Terms of Reference**

**Composition**

Chair: David Taylor, Deputy Chair of the Lancashire Enterprise Partnership (LEP)

Members: Edwin Booth, Chair of the LEP  
Councillor Simon Blackburn, LEP Director  
County Councillor Geoff Driver CBE, LEP Director  
Mark Smith, LEP Director  
Mark Rawstron, LEP Director

Observers: Katherine O'Connor, Department for Business, Energy and Industrial Strategy  
Paul Evans, Department for Business, Energy and Industrial Strategy

Quorum: Chair and two members of the EZ Governance Committee

1. Members can nominate substitute representatives, with written notification provided to the Clerk in advance of the meeting. Substitutes will be counted towards the quorum and will be entitled to vote. The use of substitutes shall be by exception rather than rule.

***Frequency of Meetings***

2. Bi-Monthly, or as required in accordance with operational need.

***Observers***

3. The EZ Governance Committee may invite any persons it sees fit to attend meetings as observers. Observers shall be subject to the LEP Assurance Framework protocol on observer attendance at meetings.

***Secretary***

4. The Company Secretary of the Lancashire Enterprise Partnership (or their nominee) shall serve as the Secretary ("The Secretary") to the EZ Governance Committee.
5. The Secretary shall produce minutes of all meetings of the EZ Governance Committee and will maintain a list of conflicts of interests. Future agendas will include a standard item requiring declarations of interests to be made in relation to specific items of business.

***Decisions in Writing***

6. A resolution in writing signed by the majority of the members of the EZ Governance Committee for the time being shall be as valid and effectual as if it had been passed at a meeting of the Committee.

***Remit***

7. The EZ Governance Committee is a committee of the Lancashire Enterprise Partnership.
8. The EZ Governance Committee is responsible for setting and overseeing the strategic direction of the Lancashire Advanced Manufacturing and Energy Cluster (LAMEC). It will also provide regular reports to the LEP Board, specifically focusing on:
  - Regular progress updates on the delivery of infrastructure into Lancashire's 4 Enterprise Zones;
  - Regular progress reports on the drawdown/development of land on Lancashire's 4 Enterprise Zone sites;
  - Regular progress reports on the generation of commercial leads and enquiries on Lancashire's 4 Enterprise Zone sites;
  - Regular financial reports regarding the generation of Business Rates growth at Lancashire's 4 Enterprise Zone sites;
  - Regular financial reports on Business Rates Relief providing to companies locating to Lancashire's 4 Enterprise Zone sites;
  - Regular financial reports on the provision and repayment of any public investment provided in support of the development of Lancashire's 4 Enterprise Zone sites;
  - Regular progress updates on the number of jobs and commercial floor-space created across Lancashire's 4 Enterprise Zone sites; and
  - Regular progress reports on planning frameworks and commercial masterplans in place across Lancashire's 4 Enterprise Zone sites.

***Publication of Papers***

9. The agendas and papers of the Enterprise Zone Governance Committee will be published on the LEP's website in accordance with the LEP's Assurance Framework.