

**Lancashire Enterprise Zone**  
**Governance Structure and Terms of Reference**  
**February 2015**

**Enterprise Zone Governance Committee**

***Membership***

Chair: Edwin Booth, Chair of the Lancashire Enterprise Partnership (LEP)

Members: Richard Evans, Partner, KPMG, and LEP Director  
Mike Tynan, Chief Executive (Nuclear) AMRC and LEP Director  
Jenny Mein, Leader of Lancashire County Council and LEP Director  
Malcolm McVicar, Former Vice Chancellor, University of Central Lancashire, and LEP Director  
Mark Smith, Vice Chancellor, University of Lancaster  
David Taylor, Chairman, David Taylor Partnership

Quorum: Chair and two members of the Governance Committee

***Frequency of Meetings***

Bi-Monthly

***Role and Responsibilities***

The Enterprise Zone Governance Committee is a sub-committee of the Lancashire Enterprise Partnership.

The Governance Committee is responsible for setting and overseeing the strategic direction of the Lancashire Enterprise Zone. It will also provide regular reports to the LEP Board, specifically focusing on:

- Regular progress updates on the delivery of public infrastructure into the Samlesbury site of the Lancashire Enterprise Zone;
- Regular progress updates on the delivery of the BAE Systems' Training Centre and Logistics Facility, which will form the first phase of development on the Samlesbury site of the Lancashire Enterprise Zone;
- Regular progress updates on the establishment and progress of the Dev Co arrangement (a joint venture between Carillion PLC and Eric Wright Group Ltd in their capacity as the County Council's strategic regeneration property partner) to deliver the Samlesbury site;
- Regular progress reports on the drawdown/development of land on the Lancashire Enterprise Zone;

- Regular progress reports on the generation of commercial leads and enquiries on the Lancashire Enterprise Zone;
- Regular financial reports regarding the generation of Business Rates growth at the Lancashire Enterprise Zone;
- Regular financial reports on Business Rates Relief providing to companies locating to the Lancashire Enterprise Zone;
- Regular financial reports on the provision and repayment of any public investment provided in support of the development of the Lancashire Enterprise Zone;
- Regular progress updates on the number of jobs and commercial floor-space created across the Lancashire Enterprise Zone; and
- Regular progress reports on planning frameworks and commercial masterplans in place across the Lancashire Enterprise Zone.

## **Enterprise Zone Programme Board**

### ***Membership***

Chair: Eddie Sutton, Assistant Chief Executive, Lancashire County Council

Members: Simon Eastwood, Managing Director, Carillion PLC  
Jeremy Hartley, Group Managing Director, Eric Wright Group Ltd  
Gareth Jackson, Development Director, Dev Co  
Dave Holmes, Director of Infrastructure, BAE Systems  
Martin Kelly, Director of Economic Development, Lancashire County Council  
Representative of CBRE and/or another national agent  
Peter Sebastian, Head of EZ Team, Department of Communities and Local Government (DCLG)  
Representative of Department Business, Innovation & Skills (BIS Local)  
AEM specialist, UK Trade and Investment (UKTI)

Beckie Joyce, Head of Strategic Development, Lancashire County Council, to coordinate the County Council's finance, legal, planning and programme management and external professional service support to the EZ Governance Committee, Programme Board and Project Board

### ***Frequency of Meetings***

Monthly – (and always two weeks in advance of each Enterprise Zone Governance Committee)

### ***Role and Responsibilities***

The Enterprise Zone Programme Board is responsible for:

- Providing regular progress reports and advice on all commercial, financial, development and planning matters for consideration by the Enterprise Zone Governance Committee;
- Providing regular reports and advice on the implementation of agreed planning frameworks and commercial masterplans developed for the Lancashire Enterprise Zone;
- Providing reports and advice on the drawdown of land under the Option Agreement in place between Lancashire County Council and BAE Systems in respect of the Samlesbury site of the Lancashire Enterprise Zone;
- Providing regular progress reports and advice on commercial enquiries received/secured on the Lancashire Enterprise Zone;
- Providing regular reports and advice on any public or other infrastructure required on the Lancashire Enterprise Zone; and
- Developing recommendations/reports for the Governance Committee on new initiatives, incentives and/or funding opportunities which may be appropriate to support the delivery of the Lancashire Enterprise Zone.

### **Enterprise Zone Project Board**

#### ***Membership***

Chair: Eddie Sutton, Assistant Chief Executive, Lancashire County Council

Members: Gareth Jackson, Development Director, Dev Co

David Baird, Enterprise Zone Programme Manager, BAE Systems

Kathryn Molloy, Head of LEP Co-ordination, Lancashire County Council

Chris Dyson, EZ Programme Manager, Lancashire County Council

Emma Prideaux, EZ Planning Advisor, Lancashire County Council

Planning Officer Support, representative of Ribble Valley/South Ribble planning authorities

Julia Johnson, EZ Legal Support, Lancashire County Council

Andrew Good, Head of Finance, Lancashire County Council

Phill Wilson, EZ Highways Project Manager, Lancashire County Council

Gary Pearce, Head of Corporate Property, Lancashire County Council

***Frequency of Meetings***

Every two weeks

***Role and Responsibilities***

The Enterprise Zone Project Board is responsible for:

- Managing and monitoring operational progress on the Lancashire Enterprise, specifically in respect of all commercial, financial, development, legal, planning, land, infrastructure and highways matters on the Lancashire Enterprise Zone;
- Preparing regular progress reports on all commercial, financial, development, legal, planning, land, infrastructure and highways matters for consideration by the Enterprise Zone Programme Board;
- Preparing advice and recommendations for consideration by the Enterprise Zone Programme Board on the implementation of agreed planning frameworks and commercial masterplans developed for the Lancashire Enterprise Zone;
- Monitoring progress on the drawdown of land under the Option Agreement in place between Lancashire County Council and BAE Systems in respect of the Samlesbury site of the Lancashire Enterprise Zone;
- Monitoring commercial enquiries received/secured on the Lancashire Enterprise Zone;
- Identifying any public or other infrastructure required on the Lancashire Enterprise Zone; and
- Identifying any new local or national initiatives, incentives and/or funding opportunities which may be appropriate to support the delivery of the Lancashire Enterprise Zone.