Agenda Paper A

Future Portland- Portland Economic Vision and Strategy – Oversight and Delivery Board

Draft Terms of Reference and Organisation

Purpose

The purpose of the Board is to progress

- The production of a Vision and Strategy document and to ensure this receives wide consultation and agreement.
- To provide a business focus approach to projects and other initiatives arising from the themes set out in the document.
- To facilitate networking and partnership working.

Governance

The Board will be established as a project group under the Governance of the Portland Community Partnership's (PCP)constitution. As individual projects develop potentially differing forms of legal structures will be utilised appropriate to progress issues.

Accounting and Accountable Bodies

This will be structured to facilitate tax and administrative requirements. The initial principle bodies will be the PCP and WPBC.

Membership

A board membership of between 6 and 12 members would be the optimum . Co-option would be allowed for specific reasons. Membership would be established to reflect the business range across Portland and those organisations best placed to support the Economic Vision and Strategy.

A Chair and Vice Chair will be appointed by a majority vote at a designated meeting. The term of office will be at a minimum of one year but maybe longer to provide continuity and with the support of the membership.

Meetings

Meetings will be structured to be held bi-monthly but in the early stages there maybe a requirement to meet more often. Specific issues maybe dealt with by email agreement.

Quoracy and Voting

A minimum of 5 members representation shall be deemed the minimum requirement. Voting will be by simple majority.

Changes

These arrangement will be periodically reviewed to ensure they are meeting the required needs.

Administrative Support

Funding will be sought to ensure effective coverage. WPBC will also offer support.

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