

APPENDIX 2

Chief Executives' Advisory Group – Working Arrangements

Appointment

The Chief Executives' Advisory Group will report directly to the Heart of the South West Joint Committee. The Group shall be responsible for agreeing its own operational arrangements within the Terms of Reference set out in the Inter-Authority Agreement and for reporting these to the Joint Committee.

Terms of Reference

As agreed in the Inter-Authority Agreement for the Heart of the South West Joint Committee, the Chief Executives' Advisory Group shall:

- (a) Ensure that the Joint Committee fulfils its functions and responsibilities in accordance with all legal and constitutional requirements.
- (b) Plan and co-ordinate the Joint Committee's activities to ensure the achievement of its aims and objectives
- (c) Consider the performance and effectiveness of the Joint Committee on an on-going basis and make recommendations for changes for consideration by the Joint Committee and Constituent Authorities as necessary.
- (d) Ensure that professional advice is available and provided as necessary to the Joint Committee to enable it to carry out its functions.
- (e) Rigorously monitor and scrutinise the Joint Committee's budget.
- (f) Consider disputes between the Constituent Authorities over the application or interpretation of the Inter-Authority Agreement together with any potential breaches of the Agreement.

Membership

The Advisory Group will include the Chief Executives (or their nominated senior representatives) of each upper tier local authority in Devon and Somerset, two Somerset district councils, two Devon district councils, the Local Enterprise Partnership and one of the National Park Authorities.

In appointing officers to serve on the Advisory Group, consideration shall be given to securing representation from across the geographical spread of the region as well as the range of communities (i.e. rural, urban and coastal) within the region.

Operating Principles

Within the terms of reference of the Advisory Group, the following operating principles will apply:

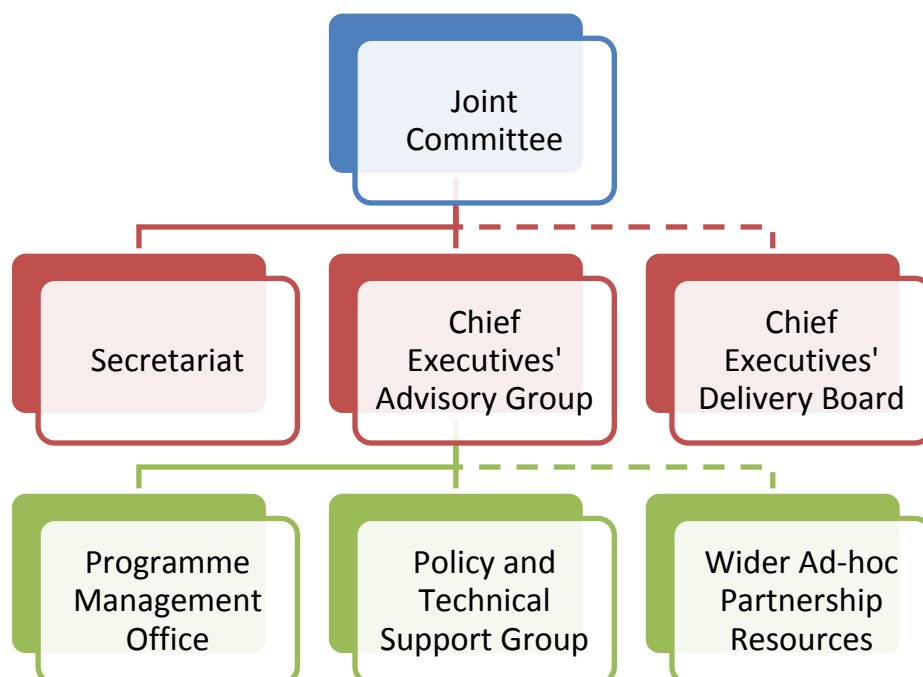
- Each member of the Advisory Group will take the lead on a specific theme within the work of the Joint Committee.
- Reasonable resources from each Chief Executive's organisation will be made available to co-ordinate the work on their specific theme.
- Collectively the Advisory Group's role is driving the delivery of the Joint Committee's aims and objectives.

Relationships across the Partnership

The Senior Responsible Officer will chair the Chief Executive's Advisory Group.

The Programme Management Office and the Drafting Group/Policy Advisory Team will report to the Chief Executive's Advisory Group who will have final sign-off of documentation being presented to the Joint Committee.

The Chief Executive's Advisory Group will regularly brief (ideally after each meeting of the Joint Committee) all of the Chief Executives within the Partnership on forthcoming activity, issues arising and future planned direction. All Chief Executives will be asked to provide support to the work of the Joint Committee especially through the delivery phases of the Productivity Strategy.



Proposed Membership

(Note: The roles undertaken by each member of the Group may change as the work of the Joint Committee progresses.)

Name	Council/Organisation	Representing	Role
Phil Norrey	Devon County Council	Upper tier council	Lead for health
Pat Flaherty	Somerset County Council	Upper tier council	Lead for governance
Tracey Lee	Plymouth City Council	Upper tier council	Programme SRO
Steve Parrock	Torbay Council	Upper tier council	Lead for coastal towns
Karime Hassan	Exeter City Council	Urban Devon district councils	Lead for housing
Stuart Brown	Mendip Council	East Somerset district councils	Lead for connectivity and infrastructure
Doug Bamsey	Sedgemoor District Council	West Somerset district councils	Lead for working and learning
Chris Garcia	HotSW LEP	LEP/Private Sector	Lead for leadership and knowledge
Stephen Walford	Mid Devon District Council	Rural Devon district councils	Lead for rural issues and market towns
Kevin Bishop (Sub. Sarah Bryan)	Dartmoor National Park	National Park Authorities	Lead for natural capital