

East of England Development Agency

Terms of Reference for the Strategy Committee

Constitution

1. As of 1 September 2003 the Board has resolved to establish a committee of the Board to be known as the Strategy Committee.

Membership

2. The Committee shall be appointed by the Board, and shall consist of the Chair or a Deputy Chair of EEDA Board and at least two Board members but shall not include members of the Audit Committee. The Committee shall be chaired by a Board member and have a Board Member designated as deputy chair elected annually at the first meeting of the committee.
3. Board members who are not members of the Strategy Committee shall have the right of attendance where appropriate.

Quoracy

4. A quorum of the Committee shall be two Board members with similar representation from the regional representatives of two business stakeholders and two other stakeholders , the Chair of the committee may authorise substitute members where appropriate.

Attendance at Meetings

5. Invitees from a wide range of organisations covering all the various sectors (including the 3rd sector) including a representative from the East of England Local Government Association, CBI, Federation of Small Businesses, Institute of Directors, East of England Chambers of Commerce, East of England Business Group, COVER, MENTER, Regional TUC, Regional Rural Affairs Forum, Sustainability East, East of England Environment Forum and GO-East will be invited to attend as appropriate. EEDA employees will also be invited to attend as appropriate.

Frequency of Meetings

6. The Chair of the Strategy Committee may call meetings if circumstances make it advisable.

Authority

7. The Committee is authorised by the Board to investigate any activity within its duties. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any requests made by the committee.
8. The Committee may request the Board to obtain outside legal or other independent professional advice at EEDA's expense and to secure the attendance of outsiders with experience and expertise if it considers this necessary.

Duties

9. The duties of the Committee shall be:
 - a) On behalf of the Board, to consider and advise on the preparation of corporate strategies and make recommendations to the Board.
 - b) On behalf of the Board to consider the Agency's Corporate Plan and to make recommendations to the Board.
 - c) Advise the EEDA Board on request on key issues such as regional strategy implementation, regional funding advice, EEDA programme priorities, skills commissioning, improvement planning, and stakeholder engagement.

Reporting Procedures

- 10 Summary of the decisions of the Strategy Committee will be reported to the Board directly following the meeting
11. Papers for the Committee will be distributed to all board members and minutes of the Strategy Committee will be reported to the next meeting of the Board.
12. Information papers can be emailed to Committee members for comment in between scheduled Committee meetings. The use of this procedure must be authorised by the appropriate Head of Service, and the documents sent to Committee members for comments outside scheduled Committee meetings will be uploaded and published on the EEDA website along with all the papers for the next scheduled meeting of the Committee, unless such papers are marked as confidential. Link to full details of the procedure: [Information papers for Committee's Comment](#)

Terms of Appointment

13. Board members shall be appointed to the Strategy Committee for fixed terms not exceeding the abolition of the agency.

Review of Terms of Reference

14. The Committee shall review these Terms of Reference at least annually and update them as required.