

East of England Development Agency

Terms of Reference for the Transition Committee

Constitution

1. As of 4 October 2010 the Board hereby resolves to establish a committee of the Board to be known as the Transition Committee.

Membership

2. The committee shall be appointed by the Board, and shall consist of at least three Board members, but shall not include members of the Audit Committee. The committee shall be chaired by the Chair of EEDA's Board and have a designated deputy chair elected annually at the first meeting of the committee.
3. A quorum of the committee shall be half of the number of full members of the committee (rounded down)., all of whom shall be Board members, the Chair of the committee may authorise substitute Board members.
4. Board members who are not members of the Transition Committee shall have the right of attendance where appropriate.

Attendance at Meetings

5. The Chief Executive, as Accounting Officer, the Deputy Accounting Officer and other Executive Directors as required may attend the meetings. Other EEDA employees will be invited to attend as appropriate. The Chair of the committee may authorise the attendance of outside guests where appropriate.

Frequency of Meetings

6. Meetings shall be held as and when required.

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 is authorised by 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. The Board shall be subsequently informed if this is done.

Duties

9. The duties of the committee shall be:

- a) To consider and agree on the overall transition strategy.
- b) To determine and oversee transition actions for EEDA across the full range of EEDA's economic development functions.
- c) To consider and agree the project plan for transition activities
- d) To approve EEDA's input into the regional Transition Board
- e) To interpret and agree EEDA's actions arising from the Regional Transition Board.
- f) To ensure that EEDA carries out the transition in an orderly way, which is fair and equitable to all its staff and stakeholders.
- g) To consider and make recommendations to the EEDA Board on HR policy issues, including the broad organisational structure and the creation of senior management posts
- h) To decide human resource matters on behalf of the EEDA Board, including agreeing terms and conditions of service for all staff and agreeing pay and grading structures and the annual pay remit

Reporting Procedures

10. Papers can be e-mailed to Committee members for comment and decision in between scheduled Committee meetings. The use of this procedure must be authorised by the appropriate Head of Service, and the documents will be uploaded and published on the EEDA website along with all the papers for the next scheduled meeting of the Committee, unless confidential.
11. A summary of the decisions of the Committee will be reported to the Board directly following the meeting. The agreed minutes of the Committee will be reported to the next meeting of the Board.
12. Hard copies of papers for the Committee will be distributed to all Board members on the Committee at least 2 days prior to the meeting and electronic copies will be e-mailed to all other Board members for their information.

Terms of Appointment

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

Chair's Action

14. The Chair shall be authorised to deal with matters of an urgent nature on behalf of the Committee, and any decisions taken will be reported to the next meeting of the Committee.

Review of Terms of Reference

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