



Forest Economic Partnership (FEP)

Vision

In 2050 the Forest of Dean is an attractive, vibrant and dynamic destination to live, work and do business.

Mission

To deliver a thriving economy in the Forest of Dean by connecting business, education, public sector, people, ideas and resources.

Terms of Reference 2021

- Create a bold vision to deliver sustainable economic growth in the Forest to 2050.
- Contribute towards informing countywide plan/policy making and to provide evidence for funding application work.
- Contribute to other strategic and local strategy work that aligns with FEP vision.
- Implement project activity to deliver the FEP vision.
- Prioritise support for specific economic sectors in the Forest eg. Advanced engineering, manufacturing, transport, construction and tourism.
- Connect businesses with Gfirst LEP and the Gloucestershire Growth Hub Network.
- Connect businesses with Forest of Dean District's High Schools/Academies, Gloucestershire College & Hartpury College & University (and other training providers) to their employer training programmes and apprenticeship schemes.
- Agree a Communication Strategy with key messages to support a proactive approach and to help plan FEP and stakeholder resources for all press/media/web/social media communications.
- Agree and monitor baseline economic indicators.

Governance

FEP is a Community Interest Company. This consists of an Executive Board that has a mix of Executive and Non-Executive roles to guide the work of FEP. The Board will report to the Stakeholder Group which as an open forum will remain as the decision-making body. The three themed Sub-Groups which meet in closed session will report to the Stakeholder Group. The Stakeholder Group as the decision making body will continue to meet on a quarterly basis, or more frequently if there are urgent matters to be discussed. The Sub-Groups to meet as and when required and to report back to the quarterly Stakeholder Group meeting.

Chair/Vice-Chair

It is recommended that the following people retain their Chair and Vice-Chair roles in 2021:

- Chair – Neill Ricketts
- Vice-Chair – Cllr Bernie O’Neill

Sub-Groups

Each Sub-Group to nominate a lead member to be responsible for coordinating meetings, communicating with other members and providing feedback to the Partnership. In 2021 the following Sub-Groups are proposed:

- Education and Skills
- Transport, Infrastructure, Bridges & Borders
- Digital Connectivity

Stakeholder Meetings

Quoracy – 4 members as a minimum are needed to hold a quorate meeting.

Decision making responsibilities:

- Ability for Vice-Chair to stand-in Chair should the Chair not be able to attend the meeting.
- Agree the Forest Economic Partnership vision & mission.
- Agree content of contributions to any other draft Strategy document that aligns with FEP vision.
- Agree scope & content for the Communication Strategy, 2021 Key Messages and any marketing campaigns.
- Approve expenditure against secured grant or sponsorship funding.
- Agree to share economic baseline data.

Voting procedures:

- Decisions of the *Forest Economic Partnership Stakeholder Group* are intended to be made by consensus. Where consensus cannot be reached after a reasonable amount of discussion (which shall be determined at the Chair’s discretion) then a vote may be requested by any Member to resolve the matter.
- Each Stakeholder Group Member shall have one vote (one vote per organisation).
- If a vote is held, it shall be carried by a majority of those present and entitled to vote.
- Voting shall be by show of hands.
- If there is a deadlock, then the Chair will have a casting vote.
- Urgent matters to be agreed by email, by exception and with unanimity.

Attendance:	For meetings with fewer than four members (including the Chair) the Chair will need to consider the benefits of continuing the meeting.
Meeting notes & action tracker:	FoDDC to prepare & circulate
Circulation of notes & action tracker:	Forest Economic Partnership Board members
Frequency of meetings	Meetings will be held 4 times a year or as requested by the chair.
Meeting location:	Various venues(See Below)
Meeting times:	12 March 2021 14:00 to 16:00 Zoom 11 June 2021 14:00 to 16:00 TBC 10 September 2021 14:00 to 16:00 TBC 10 December 2021 14:00 to 16:00 TBC
Status of meetings:	Stakeholder Group - Open Sub-Group – Closed

Date: 05.02.2021

Review Date: 03.02.2022