

## **Sedbergh Economic Partnership - Terms of Reference (DRAFT)**

The Sedbergh Economic Partnership (SEP) is a proactive collaboration of representatives from local businesses, groups, organisations, and public agencies working as stakeholders to help deliver the long-term economic success of Sedbergh.

### **SEP Mission**

- To facilitate and support the delivery of economic growth for Sedbergh as defined in the Sedbergh Framework for Growth.

### **SEP priorities – key to removing barriers and aiding business growth.**

- Facilitating more housing.
- Improving connectivity (transport and infrastructure).
- Supporting the vitality of Main Street.
- Growing new business and networks.
- Promoting Sedbergh as a place to work and visit.

### **SEP Background**

The Sedbergh Economic Partnership (SEP) was formed in response to the publication of the Sedbergh Economic Assessment in 2017 and followed early guidance from the Economic Development Team at the District Council. The partnership engages a broad group of key stakeholders across the private/ voluntary and public sector, to support the economic growth of Sedbergh.

In 2021, the Partnership collectively defined a new vision and ambition for growth with the publication of the Sedbergh Framework for Growth, taking full advantage of the services and resource that Sedbergh holds to help it become a sustainable town for the future. The Framework lists key priorities and provides an action plan to support Sedbergh deliver its Vision:

- A prosperous market town well served with economic infrastructure including superfast broadband, good transport connectivity, vibrant shops and services, education excellence, a good supply of housing and quality visitor accommodation.
- A destination place that enjoys a distinctive natural environment and celebrated cultural heritage together with an envied quality of life for residents and an offer of hospitality excellence for its visitors.
- A sustainable (and viable) Dales town that supports growth of community and business from within, a town where people of all ages enjoy opportunities to learn, to work and to be active.

### **SEP Membership**

The SEP provides a forum for discussion, enhances information sharing and understanding. Having a local partnership helps to inform and influence formulation of policies and programmes of local agencies. SEP can help initiate, facilitate and support projects which benefit the economic wellbeing of Sedbergh.

- The Chair will advocate the work of SEP and facilitate, offering strategic direction, chairing meetings.
- The Chair and Vice-Chair will oversee any project management arrangements.
- Membership of SEP is open to key stakeholders in the area including private sector (small, medium, and large businesses), local authority officers, elected members (representing the general public) and local third sector organisations.
- SEP to collectively decide to co-opt/ invite representatives at any time.
- The SEP is an un-constituted, informal, apolitical, collaborative body.
- A representative shall cease to be a SEP member when;
  - a. they resign in writing to the Chair;

- b. they are removed from membership by a majority vote of the SEP for conduct prejudicial to the working of the SEP;
- c. the membership organisation is formally disbanded.

### SEP Attendee Responsibilities

- Share expertise and knowledge.
- Attend meetings and progress action items,
- Set Framework targets and monitor as appropriate.
- Engage proactively and productively in discussions and assist in identifying solutions.

### SEP Meetings

- Meetings will be held a minimum of 6 times a year and papers will be circulated electronically.
- Topics for the agenda will be submitted by the SEP members/ interested parties to the Chair.
- Nominated substitutes may attend.
- Observers welcome upon request.
- Actions and tasks in support of SEP activities will be assigned by the SEP / Chair.
- SEP will comply with any relevant data protection requirements currently in force.

### SEP Review (due from date when ToR last approved)

- The Chair and Vice-Chair will be appointed and reviewed by SEP members, every two years.
- The SEP terms of reference and Growth Framework should be reviewed every two years.
- SEP membership should be reviewed collectively every two years.
- Accountable Body to be reviewed and appointed / reappointed every two years.

### SEP Communication

- SEP notes, updates and project manager arrangements will be published online and in local media.
- SEP will share information / topics of interest using all available information channels.

### Proposed membership

SEP attendees	Represented by	Funding partner
Sedbergh Parish Council	Chair and/or Clerk	✓
Westmorland and Furness Council	Member and/or Portfolio Holder	✓
Yorkshire Dales National Park Authority	Member	
4 x local businesses (must include Main St)	Director and/or Owner	
2 x local community groups	Member	
Sedbergh School	Chief Officer and/or Bursar	✓
Chairperson	Independent, connected locally	
Sedbergh Community Interest Company	Director and/or Manager	✓
Settlebeck School	Headteacher / Chair of Governors	
Sedbergh Community Trust	Chair	✓
Farmer Network	Manager	
Cumbria Tourism	Manager	
Farfield Mill Arts & Heritage Centre	Chair and/or Manager	
<b>Officers in support</b>	<b>Represented by</b>	
Yorkshire Dales National Park	Head of Sustainable Development	
SEP Project Manager (if applicable)	Postholder	
Westmorland Furness Council	Economic Development Manager + Community Engagement Officer	