

**Green Port Growth Programme Board**

**Terms of Reference**

**DATE LAST APPROVED: December 2014**

**Record of change:**

<b>Date</b>	<b>Change summary</b>	<b>Rationale</b>
April 2013	This is the existing version	
December 2013	Changes agreed at board meeting – clean version prepared. Audit trail included in draft sent to Board.	
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**The Green Port Growth Programme Management Board**

**Terms of Reference**

1. The Board will operate in a business-like, non-bureaucratic fashion. The board must at all times include a senior officer from both East Riding of Yorkshire Council (ERYC) and Kingston upon Hull City Council (KHCC). The members of the board will be collectively responsible for any decisions made.
2. At its first meeting, the Programme Management Board will select a chair, the chairmanship will run for 12 months and nominations for a new chair will then be taken. There are no limitations on the number of periods that the chair can be nominated/approved. The chair will have the casting vote on any tied vote.
3. Meetings will be held at least monthly but more frequently if circumstances arise. The Secretariat will be provided by the ERYC Green Port Growth Programme Team, meetings will be held in at County Hall Beverley offices. Meeting may be held in alternative venues as long as agreed by all board members. Notice of meeting with agendas and minutes must be circulated 7 days before any meetings and any extra items for the agenda must be indicated to ERYC no later than 24 hours before the date of the meeting. There must be at least one senior representative of the accountable body present at all the meetings.
4. The normal duration of meetings will be two hours maximum. Meeting can be extended in agreement with the chair and approval of the board members.
5. Board members with personal, commercial or financial interests in any agenda items will declare them at the beginning of the meeting and a standard agenda item has been added. Once declared, members may not participate in discussions or be allowed to vote on those items.
6. Where a vote is required, this will be through a simple majority with a casting vote for the Chair. All votes and results must be recorded in the minutes and agreed by all board members.
7. The quorum for meetings shall be 4 Board members.

8. Board meetings are confined to Board members and the secretariat except for external presenters and observers which have been agreed with the Chairman in advance.
9. The Board can invite attendees or co-opt additional members as it sees fit. Names of prospective new members must be circulated no later than 48 hours before the meeting is to be held. In addition to the core membership that reflects key stakeholders (ERYC, HCC, ABP, North Bank Partnership and University), additional independent members (max 3) will be sought from an open application process with final approval confirmed by Board. Normal voting rules will apply. The board must not exceed **8** members at any one time.
10. Core Board members can name one person as their official replacement for meetings. This does not apply to additional independent members.
11. Urgent decisions required from the Board may be taken by electronic communication in between meetings, with the same requirements for quorum and declarations of interest as above. Any electronic decisions made will be recorded in the minutes and the minute is to be agreed at the next scheduled meeting.
12. All actions by the board must comply with the ERYC Constitution, all the current regulations and UK and European legislation. Where there is any doubt as to the legality/suitability of any decision/action, appropriate confirmation will be sought from the ERYC legal team prior to final decision.
13. The board has no corporate or legal power but any decisions agreed by the board will be binding on members of the Green Port Growth Delivery Team as long as the programme will still achieve its contractual commitments to BIS.
14. The board will have a finite lift and will be disbanded upon completion of the GPGP in 2020.
15. A register of attendance will be maintained.