

TERMS OF REFERENCE

PORT TO PROMENADE COASTAL COMMUNITY TEAM FOR MORECAMBE & HEYSHAM

1. Background

- 1.1. The establishment of the Port to Promenade Coastal Community Team (CCT) for Morecambe and Heysham follows a successful bid by Lancaster City Council to the Ministry of Housing, Communities and Local Government's (MHCLG) Coastal Community Team Fund.
- 1.2. The CCT will facilitate the production of an Economic Plan for the area and work towards delivering improvements to the local economy.
- 1.3. Lancaster City Council will act as the accountable body for the Port to Promenade CCT and administer any grant funding to ensure that it is managed appropriately
- 1.4. The accountable body will provide support and administration for the meetings.

The MHCLG guidelines for Coastal Community Teams are to:

- Encourage greater local partnership working in coastal areas
- Support the development of local solutions to economic issues facing coastal communities
- To work together and with Government to tackle issues facing coastal communities,
- Encourage the sustainable use of heritage/cultural assets to provide both a focus for community activities and enhanced economic opportunities.

MHCLG priorities for the Coastal Community Teams are to focus on, but not be limited to:

- Enhancing the attractiveness and accessibility of public areas
- Providing increased community facilities
- Promoting the visitor economy
- Encouraging sustainable uses of heritage/cultural assets
- Creating links to support the growth and performance of the retail sector
- Supporting the development of relevant skills in the district.

2. Purpose

- 2.1. Understand the economic issues facing their local community and develop a plan for making improvements.
- 2.2. Develop local solutions that understand issues affecting the area, particularly as regards constraints to growth.
- 2.3. Seek opportunities for working in partnership to attract and secure large-scale investment.
- 2.4. Identify and apply for funding to help implement the economic plan.
- 2.5. Promote the Port to Promenade CCT and its Economic Plan.

3. Membership

- 3.1. Guidelines state that a CCT will be a local partnership consisting of the local authority and a range of people and business interests from the coastal community that have an understanding of the issues facing the area that can develop and drive forward an effective strategy for that place.
- 3.2. Members must operate within the geographical boundaries of the Port to Promenade CCT area and have a clear link to the coastal economy.
- 3.3. Attendance at meetings will be restricted to members who are actively involved in the development or delivery of projects through the economic plan.
- 3.4. Membership will be reviewed on an annual basis, although members can join or resign at any point during the year.
- 3.5. Members must have the authority to represent their organisation. It is imperative to declare all conflicts of interest promptly. Members must immediately declare any potential financial or pecuniary benefit to themselves, or their company or organisation arising from the recommendations of the Port to Promenade CCT.
- 3.6. Members must work together with mutual trust and respect in an open and transparent way.
- 3.7. All members have equal rights irrespective of the size of business, group or organisation they may represent.

4. Meetings, Decisions and Reporting

- 4.1. The CCT shall elect a Chairperson and Vice Chair at the first appropriate meeting. Ideally, the Chairperson will be from the private or community sector.
- 4.2. Port to Promenade CCT will hold meetings at least once every two months.
- 4.3. Meetings shall take no longer than two hours.
- 4.4. Meeting locations should be rotated to reflect the CCT area.
- 4.5. The quorate for meetings will be one third of members.
- 4.6. The CCT will establish working groups and project teams to drive key projects. Working groups and project teams will provide updates to CCT meeting.
- 4.7. A meeting minute will be recorded for CCT meetings by staff from the accountable body.
- 4.8. Draft minutes will be distributed to members for review before being signed off by the chairperson.
- 4.9. Decisions will be made by consensus, with the chairperson having the casting vote.

5. Changes to the Terms of Reference

- 5.1. The group will review the Terms of reference for the Port to Promenade CCT annually and any changes will be by agreement with the accountable body.