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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 2024

* 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 business networks, such as 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 2024:

* Chair – Neill Ricketts
* Vice-Chair – Cllr Johnathan Lane

## 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 2024 the following Sub-Groups are:

* Education and Skills
* Transport, Infrastructure, Bridges & Borders (inactive)
* Digital Connectivity
* Climate Action

## Stakeholder Meetings

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| **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, 2024 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. |

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| **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 |
| **Meeting times:** | 1pm June 19th  1pm September 18th  1pm December 18th |
| **Status of meetings:** | Stakeholder Group - Open  Sub-Group – Closed |

Date: 20.03.24

Review Date: 20.03.2025