

Governance structure:

The Governance Structure for the Cambridge Compass Enterprise Zone is based on the successful model we have implemented with partners at the Alconbury Enterprise Zone, this has been adapted to reflect the multi-site nature of this zone whilst retaining accountability to the Greater Cambridge Greater Peterborough LEP Board.

There will be a Memorandum of Understanding between the LEP and each site owner and separate Memorandum of Understanding between the LEP and each local authority.

The proposed structure is as follows:

Greater Cambridge Greater Peterborough Local Enterprise Partnership (LEP) Board

To take overall responsibility for the delivery of the Enterprise Zone (EZ) and to commission the EZ Steering Group as appropriate. To receive regular progress reports from the EZ Steering Group and Enquiries Group.

To create and agree the principles by which the EZ monies will be distributed and used in the LEP area.

To appoint one Board member as Enterprise Zone Champion.

Cambridge Compass EZ Steering Group

The role of this group is:

- To agree and provide strategic direction for the delivery of the EZ
- To commission each site Project Board as appropriate
- To receive regular updates from the EZ Enquiries Team

This group will have representatives of the LEP, DCLG and one nominated representative from each site Board along with the Enterprise Zone Champion (GCGP Board member).

Individual Site Project Board

To agree and provide strategic direction, and to act as a clearing house for decisions/proposals on specific issues relating to the EZ and the wider redevelopment of each site. To resolve critical issues. To be chaired by relevant Local Authority (District/Borough level)

EZ Enquiries Team

To ensure frequent communication to address business enquiries into the EZ and provide regular progress reports to the EZ Steering Group and LEP Board.

How will the LEP Board own and drive progress:

Dedicated resource to address issues

We propose to appoint a Director to concentrate on the delivery of the Cambridge Compass Enterprise Zone. The Director would report to the Enterprise Zone Steering Group and attend Individual site project board meeting. This individual would be appointed by the LEP and report to the LEP Executive.

We propose to appoint an independent Enterprise Zone Advisor. We expect this to be a representative from a local commercial agent. This Advisor will report to the Enterprise Zone Steering Group and provide updates on the wider market as well as the Enterprise Zone.

The GCGP LEP also has a Science, Innovation & Industry Council committee in place, which includes representatives from key businesses in our area including Microsoft, Marshall, the University of Cambridge and Bespak. This group will act as a specialist Advisor to the Enterprise Zone Steering Group.

Draft Cambridge Compass Enterprise Zone (EZ) Steering Group Terms of Reference

The Role of the EZ Steering Group

To provide strategic direction for the delivery of the EZ in accordance with the growth parameters established by the Greater Cambridge Greater Peterborough Enterprise Partnership (GCGP) Board and the Memorandum of Understanding between GCGP, Site Owners and Local Authorities. The EZ Steering Group will be responsible for monitoring the delivery of all aspects of the EZ, including commercial space and jobs, receiving development updates, and will be responsible for reviewing and challenging performance.

Objectives of the EZ Steering Group

It is proposed that the objectives of the EZ Steering group will be to:

- Provide leadership within GCGP in relation to the successful delivery of the EZ
- Monitor the Business Rate receipt generation and provide advice on future receipts
- Agree the additional or reallocation of resource where appropriate
- Identify and act on opportunities to promote the EZ at the local, national and international level
- Agree Marketing Plans and the generation of targets and monitor delivery of commercial space and jobs within the EZ
- Coordinate the activities of all member organisations in support of the EZ delivery
- Maintain a communal repository of key EZ documentation
- Assess and monitor risks.

Governance

The group will have direct links to the GCGP Board in that:

- The Chair will be a serving GCGP Board member
- The GCGP's CEO will attend meetings, or send a suitable substitute
- It will provide regular progress reports to GCGP Board meetings
- It will be able to put forward agenda items to the GCGP Board as appropriate
- It will be tasked as appropriate by the GCGP Board.

Membership and meetings

The group will meet every second month, or as necessary, and will be made up of:

- One nominated member(s) of the GCGP Board as the EZ lead
- CEO of the GCGP, or a suitable substitute
- One nominated representative from each Project Board
- Representatives from DCLGs Enterprise Zone Team
- LEP Director with responsibility for EZ
- EZ Advisor
- Other key government stakeholders (including representatives from UKTI and BIS)

Non-local authority partners, for example the Highways Agency or Environment Agency, will be invited as needed for specific issues.

There is no set maximum size for the group.

Draft Cambridge Compass Enterprise Zone (EZ) individual site name Project Terms of Reference

The Role of the Project Board

To agree and provide strategic direction and to act as a clearing house for decisions/proposals on specific issues relating to the EZ and the wider redevelopment of the site. To resolve critical issues. To be chaired by relevant Local Authority (District/Borough level). Concentrating on issues specific to the individual site at a local level as identified in the Implementation and Delivery Framework for each site.

Objectives of the Project Board

It is proposed that the Objectives of the Project Board will be set for each individual site.

Governance

The group will have direct links to the Enterprise Zone Steering Group in that there will one membership place for a nominated representative from each Project Board.

Membership and meetings

The group will meet every second month, or as necessary, and will be made up of:

- Two Site Owner/Developers
- Lead Member nominated by Local Authority

- Lead Officer nominated by Local Authority
- Lead Member nominated by County Council
- Lead Officer nominated by County Council
- LEP Director with EZ responsibility

Non-local authority partners, for example the Highways Agency or Environment Agency, will be invited as needed for specific issues.

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Governance Structure	Suggested attendance titles/job roles/organization	Individual Names
Cambridge Compass EZ Steering Group	GCGP Board EZ Lead GCGP CEO GCGP Project Director – Director of Innovation and Inward Investment DCLG Haverhill nominee Cambourne nominee Northstowe nominee Lancaster way nominee Cambridge research park nominee EZ Advisor Science, Innovation and Industry Council committee representative.	Neil Darwin
Haverhill Project Board	Jaynic representative x2 Lead officer for West Suffolk Lead member for West Suffolk Lead officer for Suffolk CC Lead member for Suffolk CC GCGP Project Director – Director of Innovation and Inward Investment	
Cambourne Project Board	U and I representative x2 Lead officer for South Cambs Lead member for South Cambs Lead officer for Cambs CC Lead member for Cambs CC GCGP Project Director – Director of Innovation and Inward Investment	
Northstowe Project Board	Gallagher representative x2 Homes and Communities Agency representative	

	<p>Lead officer for South Cambs Lead member for South Cambs Lead officer for Cambs CC Lead member for Cambs CC GCGP Project Director Director of Innovation and Inward Investment</p>	
Lancaster Way Ely Project Board	<p>Grovemere representative x2 Lead officer for East Cambs Lead member for East Cambs Lead officer for Cambs CC Lead member for Cambs CC GCGP Project Director Director of Innovation and Inward Investment</p>	
Cambridge Research Park Project Board	<p>Rockspring Investment Management representative x2 Lead officer for South Cambs Lead member for South Cambs Lead officer for Cambs CC Lead member for Cambs CC GCGP Project Director – Director of Innovation and Inward Investment</p>	
Cambridge Compass EZ Enquiries Team	<p>GCGP LEP Project Director Director of Innovation and Inward Investment Jaynic representative U and I representative Rockspring representative Grovemere representative Gallagher representative District Council representative</p>	