

**Heart of the South West**  
**Policy and Technical Officer Advisory Group**  
**Terms of Reference April 2018**

1. The **Policy and Technical Officer Advisory Group** (“the Group”) has been created to provide operational capacity for completion of the work on the Productivity Strategy and associated items. In the short term, this work covers 5 specific tasks. The role of the Group may vary as the arrangements for supporting the Joint Committee and the arrangements for working between the LEP and Joint Committee are crystallised. These Terms of Reference will therefore be kept under review through that period and beyond.
  
2. The immediate task is to complete the following work
  - Finalise the Heart of the South West Productivity Strategy, using the feedback from the consultation exercise
  - Develop the Delivery Plan that supports the Strategy
  - Develop the Investment Framework that supports the Strategy
  - Re-package the Evidence Base into a publishable format to sit alongside the Strategy
  - Shape and support development of the ‘devolution’ asks

3. The Group provides expertise and capacity for the tasks above; members are expected to be able to commit time to take on work on behalf of the group, as well as attend meetings, and would be expected to have key technical knowledge to support the tasks. Membership of the Group will reflect the key partners involved in the work and provide links to the wider economic development teams and LEP management structures across partners. Members will therefore be drawn from the below, with consideration also given to covering the key geographies in the area
  - A representative from each of the four upper tier local authorities. Where relevant, the individual will also be the link to the relevant LEP Leadership Group (People, Place, Business)
  - Two District representatives from each of Devon and Somerset, ensuring a balance across urban and rural areas
  - A representative from the National Parks
  - A representative from the Clinical Commissioning Groups
  - A representative from the LEP.
4. The Project Management Office team will also be members of the Group and will provide the link to the Chief Executive Advisory Group and the Joint Committee.

The Group will report to the Chair of the Chief Executive Advisory Group.
5. The reporting line and remit of the Group means members are expected to consider issues at a Heart of the SW geography but in doing so to reflect private, third and public sector views from their 'place' within Heart of the SW. It is anticipated this will involve liaison with relevant local stakeholders by Group members outside meetings.

# Leaders

for the Heart of the South West

6. The Group Chair will be agreed by the Group and decisions will be made on a consensus basis. The Group will also agree apportionment of work based on members' available capacity.
7. The Group will meet as members agree, initially on a bi-weekly basis.