

Appendix 1: Cambridge Growth Company: Advisory Council – Terms of reference

Advisory Council - Cambridge Growth Company - Terms of Reference

- i. As a member of the Advisory Council you will be asked to provide views and perspective to the growth company board on a range of issues relevant to the activities of the Growth Company for example transport, water, housing, business and innovation, finance and viability and community/wellbeing;
- ii. Peter Freeman will Chair the Advisory Council and meetings will take place every six weeks;
- iii. The Chair may invite additional members to join the Advisory Council to address gaps in skills and representation;
- iv. Locally elected leaders will be invited to join the Advisory Council ex-officio;
- v. Membership of the Advisory Council will be for two years or, if sooner, until the formation of a development corporation. Should you wish to stand down I would ask only that you notify me as Chair in writing;
- vi. Members will take on no liabilities and will not be accountable for decisions of the growth company;
- vii. Agendas and papers will be prepared for each meeting of the Advisory Council and minutes taken, these minutes will be [to be agreed];
- viii. Agendas and papers will be prepared for each meeting of the Advisory Council. Noting that some information will be commercially sensitive, and balancing that requirement with the need for transparency where possible, the following will be published:
 - a. The parts of the agenda which are not confidential (to provide stakeholders with an overview of the Advisory Council's priorities and activities)
 - b. Minutes of the meetings which are not confidential including decisions, actions, general updates (to keep stakeholders informed about the Advisory Council's direction, priorities and activities)Informational content such as presentations/reports which are not confidential (to provide background information to stakeholders).
- ix. Members will be reminded that the Cambridge Growth Company will be a subsidiary of Homes England and therefore subject to Homes England's internal policies including our approach to Freedom of Information;
- x. The Growth Company will develop a strategy to ensure a proactive and holistic approach to public engagement, and this will be an early item for the Advisory Council to consider.
- xi. Members will be able to request the inclusion of items on the Advisory Council's agenda and make suggestions as to studies or research the growth company could undertake. Members of the Councils reasonable expenses will be reimbursed but no salary / fee will be paid for attendance;
- xii. The Advisory Council may choose to create sub-groups of the Council to focus on specific issues. In addition to members of the Council other people with specific expertise may be invited to sit on such sub-groups;

Noting that Members will not be asked to commit to any confidentiality or non-disclosure agreement, however the Chair would ask that no announcements or communications are made on behalf of the Advisory Council without the written agreement of the Chair.