

## Coastal Communities Working Group (CCWG) (Working to SELEP)

### Terms of Reference

#### Aims and Objectives:

- **Bring together all parties** including coastal agencies, MHCLG, BEIS, national and local transport bodies, skills bodies and educators, the Coastal Community Teams' representatives, coastal businesses, and local authority economic representatives to drive Coastal Economic Development.
- **Working collaboratively** to understand coastal objectives; promote coastal growth priorities and, assemble evidence, identify obstacles and find solutions. This group in turn engages with stakeholders relating to coastal priority sectors and infrastructure to progress the work of the group.
- **SELEP to support Coastal Growth Ambitions**  
SELEP provide support and advocacy to areas with growth plans and areas of regeneration, particularly with the tourism and visitor economy; helping to link coastal areas to the regional economy and to support the work to help improve the quality of Coastal Communities.
- **Actively lobby coastal issues and act as ambassadors for the coastal area we represent**
- **SELEP can provide additionality and support to local plans** by encouraging councils to bring forward their local plans.
- **Review funding and bidding opportunities**  
Identify bidding opportunities based on funding programmes available.  
Endorse bids and stimulate joint bidding discussions.
- **Apply for Sector Support Funding to develop a coastal action plan/ issues paper.**
- **Input into SELEP strategies and provide feedback.**
- **Support innovative ideas and their application to coastal communities**
- **Promote best practice**  
Support meetings by sharing best-practice and information to improve coastal propositions.
- **Look across LEP boundaries**  
Look at the plans and proposals of neighboring LEPs and their impact in preparing for growth in coastal communities.

### **Operation:**

Members of the group will:

- Attend each meeting, or if unable to attend, endeavour to send a representative
- Inform the organisation they represent of progress made by the Working Group and consult them on key issues and recommendations
- Treat any information received and discussed with sensitivity and where appropriate in confidence
- The group will meet bi-monthly (subject to change as deemed necessary or review). Meetings will be held in a central location.
- Tasks from each meeting will be agreed by the CCWG and will be reviewed at each meeting.
- The group will act in accordance with the business practices of SELEP in aiming to be light touch and agile in its operation.
- Members agreeing to undertake tasks and will liaise with the group and feedback progress between meetings where necessary.

### **Membership:**

- CCWG to be a coastal membership drawn from representative organisations in the SELEP area.
- The Chair does not commit to a fixed length of term and is a senior coastal economic development representative.
- The agenda will be circulated in advance of each meeting to ensure appropriate representation; a minimum of 5 working days prior.

### **Decision Making:**

- This group operates as an advisory and influencing panel and does not hold any mandate in decision making.
- Agreed recommendations will be managed in accordance to SELEP Governance
- Where decisions are within delegated thresholds they will be taken locally (by contracting authorities) or centrally (by the SELEP Secretariat).

### **Support:**

- SELEP will offer support in terms of administrative duties, advice or endorsement of projects undertaken by the CCWG.

### **Prospective Membership:**

Chair: Acting Tom Gardiner, TDC.

Vice Chair: TBC; *anyone wishing to take on the role of Chair or Vice Chair please get in touch with Georgina Button.*

### **Secretariat:**

Georgina Button, SELEP

### **Publication**

- In accordance to SELEP Governance, notes of the meeting will be publicised on the SELEP website.

### **Whistleblowing Policy**

- All members must read SELEP's Whistleblowing Policy. This Policy provides a framework for its Board Members, Officers, those working for the SELEP, members of the public and third parties to report concerns or perceived wrongdoings within the SELEP which they believe are in the public interest and may relate to illegal, improper or unethical conduct.



Whistleblowing  
Policy.pdf

**Note:** These terms of reference were approved (subject to minor amendments which have been incorporated) February 2018 and will be reviewed September 2018.