

'SECTORS FORUM'

TERMS OF REFERENCE

1. Background and objectives

The Forum has been created as a focal point for Cornwall's prioritised sectors (per the Cornwall Economic Forum's '*Strategy & Action*' document) and those emerging industries which would benefit from an enhanced level of support.

Through the medium of the 'Sectors Forum', recognised business and industry networks will be able to bring forward and seek action in respect of generic and specific business issues in partnership with the lead business support/funding agencies in Cornwall.

Via this mechanism, public sector-led support services and funding can be developed and delivered by the responsible agencies in an effective and economic fashion and, most importantly, in response to informed and identifiable business demand.

This concept is about the provision of group support for target sectors to assist their broad-scale development rather than the delivery of business support services to individual companies, e.g. industry-wide skills training, group marketing of Cornwall's competency in, say, Marine business. However, identification & articulation of barriers to business development and/or growth will be a key role of the Sector networks.

2. Membership

The composition and membership of the Forum is by invitation and will reflect Cornwall's target sectors, and those on the cusp of potential significant economic development.

Public sector agency members are and have been drawn from the Cornwall Sectors and the High Growth Committee both of which operate under the chairmanship of a member of the Cornwall & Isles of Scilly Economic Forum, from the private sector.

Members representing business networks who retire from the Forum should be replaced by suitably qualified others, nominated by the appropriate industrial sector/network.

The day-to-day secretariat of the Forum is the responsibility of the Sector Development Manager at Cornwall Enterprise.

3. Meetings

Meetings will generally be held every 3 months or more often, at the behest of the majority. Sector/Network leaders will submit a brief written quarterly report of activities, prior to each such meeting. They will also

highlight any matters they wish to place on the agenda or have as a discussion topic for that meeting.

Minutes will be taken by the secretariat or, in their absence, by a Forum member at the request of the Chairman.

4. Chairmanship

For the first 24 months of the Forum, the chair will be held by a member of the Cornwall & Isles of Scilly Economic Forum, from the private sector.

At the end of the initial 24 month period, the Forum will elect the chair for a following period who should be either an alternate member of the CEF or a private sector member of the Cornwall Business Partnership.

5. Key activities

The Forum will focus on the following areas:

- Identify generic and/or specific sector/network issues
- Formulate proposals for services required by member businesses which serve to resolve the issues above
- Create working partnerships with all relevant public sector providers and funding agencies
- Inform and assist with the development of sector-related strategies and action plans
- Where sector offerings are developed via the medium of the Forum, underpin the provision by facilitating regular quarterly reviews of progress towards achievement of the relevant programmes or projects

It is to be hoped that the various sector groups and network organisations will encourage all relevant businesses to engage in the process to ensure an accurate representation of industry needs and to create a viable scale for delivery initiatives.