

# **Bromley Economic Partnership**

## **Terms of Reference**

### **1. Purpose of the Partnership**

- 1.1** The purpose of the Partnership is to provide a collaborative and coordinated approach to economic development in the borough.
- 1.2** The principal functions of the Partnership are to:
- Champion the London Borough of Bromley, its local economy and its contribution to the wider London and South East economy as a place to work, study, invest in and do business
  - Provide a forum for sharing data related to economic trends and provide a collaborative approach to addressing these economic trends
  - Be a mechanism for sharing research, information and best practice on the local economy
  - Inform, influence and contribute to the work programmes associated with the Economic Development Plan and monitor progress on these
  - Provide a coordinated approach to borough-wide communications on economy, business, employment and skills.
  - Share information relevant to the performance of the local economy.

### **2. Membership**

- 2.1** Core membership of the Economic Partnership should include relevant representatives from the public sector, private sector and voluntary and community sector:
- Portfolio Holder, Renewal, Recreation and Housing
  - Executive Assistant, Renewal, Recreation and Housing/Small Business Champion
  - Bromley Adult Education College
  - Bromley Education Business Partnership
  - Community Links Bromley
  - Federation of Small Businesses
  - Jobcentre Plus
  - Representatives from key business sectors (maximum of 3 per sector)
  - London Borough of Bromley – representatives from Regeneration & Renewal, Planning Policy, and Green Recovery as non-voting participants and Democratic Services to provide support to the meeting.
  - London South East Colleges
  - Orpington 1<sup>st</sup> Business Improvement District
  - South East London Chamber of Commerce
  - Your Bromley BID Company
  - Beckenham Together BID Company
  - Penge SE20 BID Company
- 2.2** Members must represent one or more of the 7 economic aspirations as outlined within the Economic Development Plan:

- Education and Skills;
- Employment Spaces;
- Helping Businesses Thrive;
- High Streets for the Future;
- Connectivity and Mobility;
- Enhancement of Tourism and Culture Industries; and
- Working Towards a Green Economy.

A list of members will be presented and reviewed as and when necessary, and at a minimum annually. A list of members is attached at Appendix A.

**2.3** On occasion and when appropriate other people will be invited to attend meetings to talk on specific items. These will be in a non-voting capacity.

**2.4** All members of the Partnership should:

- provide and present data related to their service area at each meeting to inform discussions and decisions on economic data trends
- have sufficient authority within the organisation to be able to discuss actions to address economic data trends
- have equal standing, and no one organisation should assume dominance;
- have sufficient authority to be able to speak for their organisations and/or sector or be able to give advice and information as an individual representative from the business community;
- ensure that the policies and decisions of the Partnership are widely disseminated within their organisation and cascaded to staff/members as appropriate.

### **3. Meetings:**

**3.1** Meetings will be open to members of the public.

**3.2** Meetings will take place at least four times a year. There may be additional meetings, at the request of the Chairman or requested by members and agreed by members.

**3.3** Meetings will be chaired by the Council's Portfolio Holder for Renewal, Recreation and Housing. The Vice-Chairman will be agreed by the Partnership.

**3.4** The quorum for a meeting will be 5 members and consist of the Chairman or Vice-Chairman, one other Council representative and partners from at least 3 businesses or business member organisations.

**3.5** There will be a structured action and accountability orientated agenda and formal minutes for each meeting.

**3.6** Papers for meetings will be circulated at least 5 working days in advance of meetings.

**3.7** The Council's Director of Corporate Services will be responsible for providing secretarial services for formal meetings.

**3.8** In terms of questions, the Partnership will reflect the rules for all London Borough of Bromley Council meetings.

#### **4. Decision making**

**4.1** The Bromley Economic Partnership is not a legal entity and does not have executive decision making powers. Representatives remain responsible and accountable to their home organisations. Any decisions on their services and resources must be made in accordance with the requirements of their own executive structures. Decisions of the Partnership will be reached by consensus.

#### **5 Reporting**

**5.1** The partnership will report into the Renewal, Recreation and Housing PDS Committee on a bi-annual basis. This report will include an update on the work programme associated with the Economic Development Plan and data trends related to the local economy of the borough.

#### **6. Operation of Sub-Groups or Working Parties**

**6.1** The Partnership may establish sub-groups or working parties for a particular purpose or theme, usually for a time limited period. These should be kept to a minimum and managed informally outside the Economic Partnership structure.

**6.2** Sub-groups or Working Parties will elect their own Chairman who will report back on activity at quarterly Partnership meetings.

#### **7 Public Statements**

**7.1** Individual members should not make press/public statements on behalf of the Bromley Economic Partnership. Requests for such statements should be referred to the partnership Chairman.

#### **8 Revision of the Terms of Reference**

**8.1** The Bromley Economic Partnership Terms of Reference will be reviewed regularly, on at least an annual basis.

Agreed: July 2021

## BEP MEMBERSHIP

- Portfolio Holder, Renewal, Recreation and Housing
- Executive Assistant, Renewal, Recreation and Housing/Small Business Champion
- Bromley Adult Education College
- Bromley Education Business Partnership
- Community Links Bromley
- Federation of Small Businesses
- Jobcentre Plus
- London South East Colleges
- Orpington 1<sup>st</sup> Business Improvement District
- South East London Chamber of Commerce
- Your Bromley BID Company
- Beckenham Together BID Company
- Penge SE20 BID Company
- London Borough of Bromley

- Councillor Peter Morgan
- Councillor Hannah Gray
- Carol Arnfield
- Lesley Holland
- Christopher Evans
- Chandra Sharma
- Donald Mars
- Sam Parrett
- Sharon Baldwin
- Helen McIntosh
- Frances Forrest
- Zoe Carr (*also Penge SE20*)

– Lydia Lee  
 – Lorraine McQuillan  
*(plus other representatives to be invited as and when required to present items, e.g. Regeneration & Renewal, Planning Policy, and Green Recovery as non-voting participants)*

- Representatives from key business sectors (maximum of 3 per sector):

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| <p><u>Office</u></p> <ul style="list-style-type: none"> <li>- Mike Lewis (Michael Rogers LLP)</li> <li>- Lee Thomas (Fairlight Group)</li> <li>- Russell Clarke (Sundridge Investments)</li> </ul> | <p><u>Leisure</u></p> <ul style="list-style-type: none"> <li>- Marg Mayne (Mytime Active)</li> <li>- Emma Santer (Bromley FC)</li> <li>- Chris Glover (Churchill Theatre)</li> </ul> | <p><u>Property</u></p> <ul style="list-style-type: none"> <li>- Rob Sargent (Acorn Group)</li> <li>- Bruce Walker (Lansdown Asset Management)</li> <li>- Gary Hillman (N. Hillman &amp; Sons)</li> </ul> |
| <p><u>Retail / Banking</u></p> <ul style="list-style-type: none"> <li>- Mark Haynes (The Glades)</li> <li>- Denise Kelly (Nugent Retail Park)</li> <li>- Mike Humphries (Handelsbanken)</li> </ul> | <p><u>Aviation / Engineering</u></p> <ul style="list-style-type: none"> <li>- Katy Woolcott (London Biggin Hill Airport)</li> <li>- Alex Henderson (Henderson Biomedical)</li> </ul> | <p><u>Marketing / Technology</u></p> <ul style="list-style-type: none"> <li>- Steve Lipscombe (Ronin Marketing)</li> <li>- Caroline Tatchell (Splash Damage)</li> </ul>                                  |