

The Bromley Economic Partnership

Terms of Reference – as at November 2009

1. Introduction

1.1 The Bromley Economic Partnership is one of four thematic partnerships linked to Bromley's Local Strategic Partnership. The BSLP exists to bring together the efforts of organisations from the public, private, community and voluntary sectors to work constructively to deliver shared strategic objectives which address key local issues and improve the quality of life for people in Bromley.

1.2 The current thematic partnerships are:

- Children and Young People's Trust
- Safer Bromley Partnership
- Health, Social Care & Housing Board
- Bromley Economic Partnership

2. Purpose of the Bromley Economic Partnership

2.1 The purpose of the Partnership is to harness the skills, knowledge and experience of the private sector and other key stakeholders to sustain and promote the Borough's local economy.

2.2 The principal functions of the Partnership are to:

- support the development and implementation of the Borough's Economic Strategy;
- champion 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;
- be strategic, providing research, information and leadership for the economy and skills in the borough of Bromley;
- inform, influence and contribute to the development of implementation programmes;
- monitor progress towards implementation;
- drive delivery and implement plans;
- improve borough-wide communication about economy and skills;
- promote best partnership practice;
- work with sub-groups to take forward its plans.

The current sub-groups are:

- Business Competitiveness
- Inward Investment and Marketing
- Skills and Employment

3. Membership:

- 3.1 The Bromley Economic Partnership Board should include relevant representatives from the public sector and business organisations:

London Borough of Bromley (2 representatives)
Bromley MyTime (1)
Business Link (1)
Further and Higher Education (1)
Jobcentre Plus (1)
South East London Chamber of Commerce (2)
Federation of Small Businesses (2)
Local business representatives (up to 6, across key sectors and business size).

- 3.2 All members of the Partnership have an equal standing, subject to the Council's statutory 'community leader' role, and no one organisation should assume dominance.

- 3.3 Membership of represented organisations will be reviewed at least annually.

- 3.4 In order to provide consistency and continuity, all members of the Partnership are encouraged to remain members for a minimum of two years.

- 3.5 Members must have sufficient authority to be able to speak for their organisations and/or sector and/or partnership **and/or** be able to contribute to the partnership in a significant way.

- 3.6 Members of the Board will have nominated deputies who may attend in their absence.

- 3.7 The Partners may invite individuals to make presentations and participate in related discussions.

4. Roles and responsibilities of the Bromley Economic Partnership Members

- 4.1 To ensure they attend each meeting, or send a fully briefed, nominated substitute on occasions they cannot personally attend.

- 4.2 To ensure they read all agenda papers prior to the meeting so they can make an informed contribution to discussions and decisions.

- 4.3 Represent the policies or view of the partnership/sector for which they are the nominated representatives **or** be able to give advice and information as an individual representative from the business community.

- 4.4 To ensure feedback is given to their nominating organisation/ sector/partnership and it is sufficiently reflected upon, actioned, and with progress updates fed back to the following partnership meeting.
- 4.5 Provide information, data and consultation material to the Partnership as appropriate to inform discussions and decisions, subject to agreed data sharing protocols.
- 4.6 To ensure that the policies and decisions of the Partnership are widely disseminated within their organisation and cascaded to staff/members as appropriate.
- 4.7 To utilise the Local Strategic Partnership website as a primary communication channel. <http://www.bromleypartnerships.org>

5. Meetings:

- 5.1 All Partnership meetings will be open to the public (save for any confidential items). Members of the public may speak with the permission of the Chairman. Meeting times and venues will be advertised publicly, including on the Bromley Council website, along with agendas, reports and minutes. Partnerships may wish to encourage public questions formally as part of their agenda.
- 5.2 Partnership board meetings will take place four times a year or as deemed necessary in fulfilling its role. There may be additional meetings, at the request of the Chairman or requested by members and agreed by members.
- 5.3 The Partnership Board will be chaired by the Council's Portfolio Holder for Renewal and Recreation. The Vice Chairman will be agreed by the Partnership.
- 5.4 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.
- 5.5 There will be a structured action and accountability orientated agenda and formal minutes for each meeting.
- 5.6 Papers for meetings will be circulated at least 5 working days in advance of meetings; proposed agenda items and supporting papers to be submitted at least 10 days in advance of the meeting and to be agreed in advance with the Chairman.
- 5.7 The Council's Director of Legal, Democratic and Customer Services will be responsible for providing secretarial services for formal meetings of the Partnership.

- 5.8 Progress of work will be reported to partners on a regular basis and agendas, papers and minutes of meetings will be circulated to the Local Strategic Partnership for information.
- 5.9 Draft minutes of partnership meetings will be published on the LSP partnership website within 5 working days wherever possible, following consultation with the Chairman. The minutes will be updated if necessary and formally approved at the next partnership meeting.
- 5.10 Members of the Partnership are encouraged to be mindful of their responsibility for Risk Management, through development of partnership risk registers, to highlight and mitigate political, economical, social, technical, environmental, legal or organisational or sectoral risks which could impact other partners and/or the whole community or sections of it.

6. Decision making and Voting

- 6.1 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.
- 6.2. The ethos of partnership working should be maintained at all times. Decisions of the Bromley Economic Partnership will normally be reached by consensus. Every effort will be taken to resolve disagreement and, if an immediate decision is not required, at least one further partnership meeting will take place to explore a compromise position before voting is permitted.
- 6.3. Should consensus not be possible or clear, or an immediate decision is required, a vote may be called by any member of the board. Members of the partnership should normally attend to vote in person, but may send a named substitute to speak and vote on their behalf.
- 6.4. Members of the board, or their agreed substitute, will have one vote each. In the event of an equal vote the Chairman shall have the casting vote, or in their absence the Vice-Chairman who is acting as the Chairman for the meeting. The vote will be taken by a show of hands. A representative can require that it be recorded in the Minutes how s/he voted on a particular item or if s/he abstained.

7 Accountability

- 7.1 Partners are responsible for ensuring that they are open and transparent in their reasons for making certain decisions and are clear about when their individual roles are in conflict.

7.2 Members will inform the partnership when they are unable to deliver agreed actions through their organisation.

7.3. The different levels of accountability for partners will be recognised and understood.

8 Scrutiny Arrangements

8.1 The Policy Development and Scrutiny (PDS) Committees of the London Borough of Bromley have an important statutory role in promoting collective accountability, scrutiny and constructive challenge. The Executive & Resources PDS Committee is committed to providing a robust scrutiny function, in conjunction with the other PDS Committees, to oversee the LSP and thematic partnership activity and to hold Chairmen and Portfolio Holders to account for performance against key priorities.

8.2 The Renewal and Recreation PDS Committee will undertake the scrutiny role for the Economic Partnership.

9 Register and Declarations of Interest

9.1 The key guiding principle is that any member who thinks s/he may have an interest in a matter over which that person may exert an influence should declare that interest. Therefore during discussions and decisions at meetings there will be an item on each agenda requesting declarations of interest but if, for any reason, that opportunity is not taken, a member may declare their interest before discussion of the particular item in which they have an interest.

9.2 By way of general guidance a personal or financial interest may arise where, by virtue of influencing a decision, the member may gain an advantage for himself or herself, a relative or friend. Therefore where a member has a personal or financial interest s/he should not seek to influence a decision about the matter and in the context of an item at a meeting, should withdraw from that meeting prior to the matter being considered.

10 Operation of Sub-Groups

10.1 The Partnership may establish sub-groups for a particular purpose or theme, usually for a time limited period.

10.2 Sub-groups will elect their own chair who should be a member of the Partnership.

10.3 The sub-groups will be reviewed annually.

11 Public Statements

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

12. Code of Conduct

- 12.1 All members of the Bromley Economic Partnership will ensure that they adhere to the Local Strategic Partnership's Code of Conduct which is designed to promote public confidence in the actions of all the partnerships.

13 Revision of the Terms of Reference

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

Current Partnership membership:

Councillor Benington - Chairman	London Borough of Bromley
Marc Hume/Mary Manuel	London Borough of Bromley
Steve Price/Brian Turpin	Bromley MyTime
Malcolm Brabon	Business Link London
Adrian Hollands	Baker Tilly
Peter Jones	Further & Higher Education
Fergus Grant	Jobcentre Plus
Howard Oldstein	The Glades Shopping Centre
Tony Petim	Federation of Small Businesses
Chandra Sharma	Federation of Small Businesses
John Hayes	JCHcom/Chamber of Commerce
Kevin Dewick	Barclays Bank
Liz McNaughton	Treval Engineering