

DRAFT Revised Terms of Reference

1. Purpose of the Partnership

- 1.1 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.
- 1.2 The principal functions of the Partnership are to:
- 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;
 - provide a forum for sharing updates on activity taken or planned in support of the local economy, and act as a sounding board for proposals on future activity.
 - be a mechanism for sharing research, information and best practice on the local economy
 - inform, influence and contribute to the development of policy and programmes for development of the local economy and monitor progress on these;
 - improve borough-wide communication about economy, business and skills and help provide a coordinated approach to communications on these issues;

2. Membership

- 2.1 Membership of the Economic Partnership Board will be reviewed at least annually and should include relevant representatives from the public sector and business organisations:
- London Borough of Bromley (2 representatives)
 - Bromley MyTime (1)
 - Business Link in London (1)
 - Further and Higher Education (1)
 - Jobcentre Plus (1)
 - South East London Chamber of Commerce (2)
 - Federation of Small Businesses (2)
 - South London Business (1)
 - Local business representatives (up to 6, from a range of industry sectors).

A list of members as at April 2011 is attached as Appendix 1.

- 2.2 All members of the Partnership should:
- 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.
 - Provide information, data and consultation material to the Partnership as appropriate to inform discussions and decisions, subject to agreed data sharing protocols.
 - 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 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.

- 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 and Recreation. 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 Resources will be responsible for providing secretarial services for formal meetings of the Partnership.
- 3.8 Draft minutes of partnership meetings will be published on the Council 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.

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 Operation of Sub-Groups or Working Parties

- 5.1 The Partnership may establish sub-groups or working parties for a particular purpose or theme, usually for a time limited period. Where possible these should be kept to a minimum and managed informally outside the Economic Partnership structure.
- 5.2 Sub-groups or Working Parties will elect their own chair who will report back on activity at quarterly Partnership meetings.

6 Public Statements

- 6.1 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.

7 Revision of the Terms of Reference

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

Revision date: 5 April 2011

Current Partnership membership:

Councillor Benington - Chairman	London Borough of Bromley
Marc Hume/Martin Pinnell	London Borough of Bromley
Steve Price/Brian Turpin	Bromley MyTime
Ruth Nightingale	Business Link London
Adrian Hollands	Baker Tilly / Chamber of Commerce
Sam Parrett / Simon Norton	Further & Higher Education
Prathiba Ramsingh	Jobcentre Plus
Howard Oldstein	The Glades Shopping Centre
Robert Cundy	RJC Financial Management / Federation of Small Businesses
Chandra Sharma	Tangent Office Supplies / Federation of Small Businesses
John Hayes	JCHcom/Chamber of Commerce
Kevin Dewick	Barclays Bank
Dene Stuart	NewsQuest
Robert Goddard	Thackray Williams
Peter Pledger / Alena Harvey	South London Business
Liz McNaughton	Treval Engineering