



TERMS OF REFERENCE

Castle Point Business & Community Charter Committee

Mission Statement

The Castle Point Business & Community Charter Committee (CPBCCC) will encourage organisations to make a commitment to engage with and support their local communities in a variety of ways that will strengthen our society; support vulnerable people and environments; and bridge the inequality gap.

Administration

The Castle Point Business & Community Charter is a project developed and proposed by the Organisation for Responsible Businesses (ORB) for the benefit of local businesses and the local community. It is administered in Castle Point by Jill Poet, Managing Director of The Organisation for Responsible Businesses.

The role of the Charter Committee is to support and promote the Charter and ensure the project is being managed in an appropriate and professional manner. The committee will meet regularly as deemed appropriate to discuss developments, and to examine the evidence presented by the ORB representative relating to individual organisations and confirm which level of award, if any, the applicant business is to be presented with.

The CPBCCC is a partnership supporting the Charter but is not a legal entity and shall not have any income or expenditure, own any assets or incur any liabilities. Any support offered to the project by the partners will be offered as support in kind. ORB will account for income and expenditure relating to the charter project within its own accounting records, which will include commissions paid to the franchisee.

The Committee

The Castle Point Charter Committee includes representatives from ORB, Castle Point Borough Council, Castle Point Association of Voluntary Services and other local business organisations, partnerships and community groups.

The committee will have a chairman, a vice chairman and a secretary, voted for on an annual basis with no limit to the length of continued service. In all instances, the majority vote carries. In the event of a tied vote, the chairman or acting chairman may have an additional casting vote. If the chairman or vice chairman is not present, committee members present may vote for an acting chairman for that meeting only and without the right to a casting vote.

Supporting organisations will nominate a representative for the Charter Committee and will inform the Committee of any changes of representation of a permanent and / or temporary nature. Nominated committee member may appoint a substitute to represent them / their organisation for no more than four successive committee meetings. Committee members or their substitutes should attend at least a third of meetings in a twelve month period. If an organisation is unable to meet these commitments or decides to step down the committee will vote to decide if the organisation should be excluded from the committee and, if appropriate, suggest an alternative organisation to join the committee.

To be quorate, a meeting must have representatives from ORB, Castle Point Borough Council plus three other committee members or their substitutes.

Approved by the Charter Committee 6th November 2015

The Committee



Cllr Norman Smith
CPBCC Committee Chairman
Regeneration and Business Liaison
Castle Point Borough Council



Jill Poet
CPBCC Committee Secretary
Managing Director, Organisation for
Responsible Businesses (ORB)



Kirsten Woodgate
CPBCC
Administrative Support



Andy Pay
Centre Manager
Knightswick Shopping Centre



Bradley Craddock
Hadleigh Training Centre Manager
Salvation Army Training Centre



Brian Allen
Regional Development consultant
Forum for Private Business



Janis Gibson
Chief Executive Officer
Castle Point Association of Voluntary
Services



Neil Bates
Principle & Chief Executive Officer
Prospects College



Mark Evershed
Regeneration Delivery Manager
Castle Point Borough Council