



TERMS OF REFERENCE

Southend Business & Community Charter Committee

Mission Statement

The Southend Business & Community Charter Committee (SBCCC) 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 Southend Business & Community Charter is a project proposed and managed by BSTLC CIC for the benefit of local businesses and the local community. 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 (normally monthly) to discuss developments, and to examine the evidence presented by BSTLC relating to individual organisations and confirm which level of award, if any, they are to be presented with. When an application is for a second or subsequent year, the committee may view the evidence online and submit their opinion on the award level recommended by the administrators (BSTLC) via email. Providing the majority agree with the level of award to be given it will be deemed unnecessary to have a physical meeting.

The SBCCC 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. BSTLC will account for income and expenditure relating to the charter project within its own accounting records.

The Committee

The Southend Business & Community Charter Committee includes representatives from BSTLC, Southend Borough Council, Southend Voluntary Association and other local business organisations and partnerships.

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.

The organisations listed below 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 representation from BSTLC, Southend-on-Sea Borough Council plus three other committee members or their substitutes. Comprehensive reports relating to the applications will be accepted as appropriate representation for this purpose, if necessary, from the following: a Southend-on-Sea Borough Council representative and one other committee member. A committee could therefore be quorate with a BSTLC representative and only two other committee members physically present at a committee meeting, providing reports on relevant applications have been provided by a Southend BC member and one other member.

Approved by the Charter Committee 5th July 2017

Cont'd

The Committee



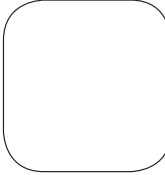
Murray Foster
SBCC Committee Vice Chair
Chairman of the Southend
Business Partnership



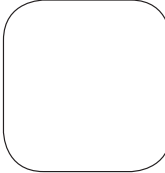
Jill Poet
SBCC Committee Secretary
CEO, BSTLC CIC



Kirsten Woodgate
Director BSTLC CIC



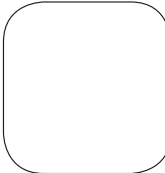
Cllr. Ann Holland
Executive Councillor for Enterprise
Tourism & Economic Development,
Southend-on-Sea Borough Council



Caroline Reynolds
Senior Economic Development
Officer
Southend-on-Sea Borough Council



Alison Semmence
Chief Executive, Southend
Association of Voluntary Services



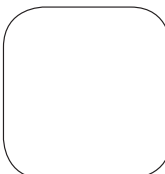
Dale Spiby,
Chief Executive, Southend United
Community & Educational Trust



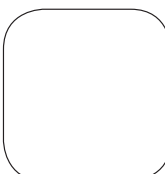
Sue Hasty
Principal Southend Adult
Community College



Mark Kass
Chairman & CEO
Enterprise4Good Group



Brian Allen
Regional Development Consultant
Forum of Private Business.



Hamida Miah
Southend Business Connector
Business in the Community