

## **Brent Business Board: Terms of Reference**

### **Mission**

1. The Brent Business Board will bring together businesses for the benefit of both the borough and local economy.
2. The Board will work in partnership with the secretariat to agree and take forward a programme of work, including priorities and projects; and carry out associated actions. The programme of work will support the Brent business base and champion economic growth.
3. The Board will also have a consultative role, responding to Council strategy affecting business.

### **Impact**

1. The Board will:
  - a. provide a coordinated business voice for Brent on issues affecting the local economy;
  - b. represent and lobby for business to make sure the right resources are present in the borough to support business competitiveness and growth;
  - c. communicate and respond to business issues that influence regeneration and growth;
  - d. undertake work on specific priorities and projects in Board sub-groups.

### **Overview**

1. The Brent Business Board was established in November 2016 with the shared aim of making Brent the best place to do business.
2. The Board is a strategic partnership made up of businesses, education institutions, a developer, a business leadership forum and Brent Council, which comes together to work collaboratively on issues impacting economic growth locally. Specific priorities and projects will be determined and taken forward by the Board.
3. The Board is an equal partnership that all members contribute to.
4. The Board will work to the Nolan principles<sup>1</sup>.

### **Governance and Membership**

1. The Brent Business Board will meet on a quarterly basis.
2. Quorum will be reached when six external members are in attendance; of which three must be businesses.
3. In the case of a vote, the Lead Member will get the deciding vote.
4. The Board will have a rotating chair drawn from non-Council board members. The chair will be in place for a one year term and will be elected by the Board during a quarterly Board meeting. Board members will be asked to put forward nominations for Chair ahead of a vote.
5. A sub-chair will also be selected via a vote for occasions when the Chair is unavailable.
6. Brent Council will carry out a Secretariat role.
7. The Chair will work with the Secretariat to set Board agenda items, which will be linked to the Board's programme of work and specific priorities and projects.
8. The Chair will work with the Secretariat to ensure meeting actions are taken forward in line with the Board's programme of work.
9. The Chair will invite external speakers to attend meetings when relevant to specific priorities and projects. This must be agreed by the Board.
10. Minutes will be agreed and signed off by the Chair.
11. Board members should represent the best interests of the borough and the local economy and not only those of their business or organisation.

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<sup>1</sup> The Nolan principles are the seven principles of public life – selflessness; integrity; objectivity; accountability; openness; honesty and leadership.

12. Board members will be expected to contribute to the Board's work outside of meetings.
13. Board membership will be capped at 12 members.
14. Board members will not be paid for their membership.
15. Membership is held by individuals on behalf of their organisation. Should an individual be unable to continue to attend, they may nominate a colleague to take up membership on behalf of their organisation.
16. Should a Board member be unable to attend four consecutive meetings, and be unable to send a delegate on their behalf, their organisation's membership of the Board will be terminated.
17. Board members will agree to serve a three year term, with potential for renewal at the end of each term.
18. New membership will be agreed subject to satisfying the demands of the approved application process.