

Bracknell Forest Economic Partnership (BFEP) - Terms of Reference (2024)

Overview

The purpose of the BFEP is to facilitate and promote the continued economic prosperity of Bracknell Forest. The BFEP will provide challenge and insight to support the vision, objectives, and actions of the Bracknell Forest Economic Strategy 2024-2034.

The partnership enables those directly and indirectly concerned with the local economy, employment, and training, together with representatives from the public and third sectors to influence and shape the Economic Strategy Action Plan delivery programme.

Composition

For the partnership to achieve the strategy objectives it will include representatives from the following.

- Large (250+ employees), medium (50-249 employees) and small (up to 49 employees) business representatives, 2 from each cohort across the borough
- Bracknell Business Improvement District (Board member x 2)
- Business representative organisations- including Thames Valley Chamber of Commerce, Federation of Small Business, others. (One from each)
- Bracknell Regeneration Partnership (BRP)/Lexicon
- Bracknell Forest Schools/further education (Activate Learning)
- Higher education -University of Reading/Royal Holloway University of London
- Public sector- Dept of Works & Pensions, Local Member of Parliament, Parish/Town Councils
- Bracknell Forest- Executive Member for Economic Development, relevant officers
- others co-opted as necessary.

Meeting format

The BFEP will meet not less than four times a calendar year at a venue to be agreed by the Chairs in consultation with the Bracknell Forest Council lead officer. The following matters will form part of the normal agenda:

1. Bracknell Forest Economic Strategy- action plan delivery programme performance
2. Opportunities to assist the Strategy vision and objectives.
3. Areas for partnership support.
4. Risk assessment and external factors influencing delivery.
5. Resource and funding.

The BFEP will be jointly chaired, one representative from the business community and one from the skills and training sectors. The chair will alternate (each meeting) with a 2-year term, and the option to extend for another 2 years. The partnership will also have a Vice Chair.

The BFEP meets four times a year, with the option of calling special meetings when and where required, with the expectation that in addition members participate in working subgroups which meet as required to fulfil the expectations as delegated by the BFEP.

Agendas, papers, and minutes/actions will be provided before and after each meeting within 10 working days of the relevant date.

The secretariat is provided by Bracknell Forest Borough Council's democratic services.

BFEP sub-groups

- Economic performance:
- Business competitiveness
- People, work, and wellbeing
- Place, climate change, infrastructure, and connectivity

BFEP member profile

Members must have the significant links relevant to Bracknell Forest to join the partnership and must be able to provide professional expertise that the partnership desire. Furthermore, each member who represents a particular organisation must have significant influence within the company/organisation and be a senior member of staff.

Members who cannot make any scheduled meeting are expected to send apologies ahead of the meeting, if any member is finding difficulty in attending meetings e.g. three consecutive no shows should consider stepping aside to offer their place to a more 'active' member representative.

Person Profile

- To actively contribute to the delivery of the Bracknell Forest Economic Strategy 2024-2034.
- To provide expertise and knowledge to the BFEP
- To be prepared to take the lead in their areas of expertise.
- To endeavour to represent the views of their sector within Bracknell Forest and seek evidence to substantiate relevant views.
- Have a strong commitment and understanding of all areas pertaining to the economic development in Bracknell Forest
- Be an active participant of the BFEP, using their influencing skills to further constructive debate to achieve the aims and strategies of the BFEP.
- Comply with the Nolan Principles and standards in public life.
- Be an ambassador for Bracknell Forest in areas of Economic Development

Individual Expectations

Let the chair of the meeting know of any areas where you feel there maybe conflicts of interest

Be aware and sensitive to areas of confidentiality

Be active and participative in all meetings attended