

# **Avis Way & North Quay Business Forum**

## **Terms of Reference**

**Adopted: 28/11/2019**

### **1.0 Aims and Functions**

- 1.1 To implement and deliver an improved environment for businesses located on Avis Way and North Quay Industrial Estates
- 1.2 To direct investments to address infrastructure issues from the Newhaven Enterprise Zone and other sources
- 1.3 To attract new occupiers to the Industrial Estates
- 1.4 To retain existing occupiers of the Industrial Estates
- 1.5 To promote inter-trading between businesses on North Quay and Avis Way
- 1.6 To promote skills and employment opportunities for businesses and residents on Avis Way and North Quay Industrial Estates
- 1.7 To support economic and societal benefits for Newhaven

### **2.0 Membership and Roles**

#### 2.1 Board

##### 2.1.1 Shall act to:

Construct plans for the achievement of the above Aims & Functions  
Actively engage with businesses on Avis Way and North Quay Industrial Estates  
Actively engage with stakeholders, funders and influencers

##### 2.1.2 Shall be comprised as follows:

Employees or representatives of nine businesses located on Avis Way and North Quay Industrial Estates  
To be replaced on a third retiring per annum basis, but can stand for re-appointment to no more than two years participation

Executive Director, employee &/or representative of Newhaven Enterprise Zone

Other invited participant with specific knowledge &/or contribution that supports the Aims of the Forum

#### 2.2 Chair

##### 2.2.1 Shall act to:

Lead the Avis Way and North Quay Industrial Estates Business Forum  
Act as spokesperson on issues facing Avis Way and North Quay Industrial Estates businesses

##### 2.2.2 Election of Chair and Vice Chair

Shall be elected from the members of the Avis Way and North Quay Industrial Estates Business Forum  
Fixed Term of three years with ability to extend by a further two-year term in the absence of a candidate

#### 2.3 Secretariat

##### 2.3.1 Provided by:

Newhaven Enterprise Zone

#### 2.4 Disqualification and removal of members

Fails to attend two consecutive meetings

No longer employed by an Avis Way and North Quay Industrial Estates business

Has behaved in a way that is contrary to this Terms of Reference

### **3.0 Meetings, Minutes and agenda**

#### 3.1 Agenda & Reports:

An Agenda will be agreed and circulated at least seven days in advance of a meeting

The Agenda to be agreed by the Chair and the Secretariat

Minutes, summary notes & actions to be recorded and distributed from each meeting

#### 3.2 Quorum:

Shall be at least five Members

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#### **3.3 Frequency of meetings:**

Shall be held every quarter

Can be called to address specific immediate issues

#### **3.4 Working Groups:**

May be formed to address projects or work with delegation of authority from the main Forum

#### **3.5 Conflicts of Interest:**

All members of the Forum to complete an annual Declaration of Interests Form

All conflicts to be declared at the start of any meeting

Members may be asked to be excused or excuse themselves from discussions, decisions, recommendations and/or votes where a conflict arises

#### **4.0 Principles**

Members of the Avis Way and North Quay Industrial Estates Business Forum agree to work together to actively achieve its aims by:

Working in partnership in the spirit of openness, trust and mutual respect

Not pursuing individual interests to the detriment of other businesses, the Avis Way and North Quay Industrial Estates or Newhaven Enterprise Zone areas

Avis Way and North Quay Industrial Estates Business Forum will be non-party in Politics and non-sectarian in Religion

All roles on the Forum and on working groups will be voluntary and undertaken with a commitment to represent the interests of all businesses in the Avis Way and North Quay Industrial Estates area

#### **5.0 Alterations to the Terms of Reference**

No alteration or addition shall be made to the Terms of Reference, except at a quorate meeting of the Forum.

No alterations or amendments to those terms referring to the operation of the Forum can be made except by making a recommendation to the Forum Members. Recommendations to change such terms must first have been passed at a Forum meeting with a majority of members present voting in favour and where at least twenty-one days' notice is given to all members prior to the meeting before approval by the Forum can be given.

#### **6.0 Termination of the Avis Way and North Quay Industrial Estates Business Forum**

The Avis Way and North Quay Forum is not time bound and is not dependent on the existence of any other body or initiative.

Termination of the Forum may occur at the Members wish, at a quorate meeting of the Forum.

Termination must have been passed at a Forum meeting with a majority of members present voting in favour and where at least twenty-one days' notice is given to all members prior to the meeting before approval by the Forum can be given.