



Love Grays Partnership Board Terms of Reference

1. Partnership Vision

Our mission is to preserve the very best of what we have inherited from the past, while also exploring progressive opportunities for positive, creative and innovative change to our town centre.

We will stimulate local economic growth through the creation of a unique, positive and inspiring visitor experience that enhances the lives of those who live, work and visit Grays.

2. Partnership Objectives

- To improve the vitality and viability of Grays Town Centre by connecting public and private sector stakeholders in the town centre to work collaboratively.
- To build a strong Partnership whose members represent the town centre retail, leisure and business sectors.
- To develop the Partnership to best deliver the aims and objectives within the Love Grays manifesto.
- To deliver projects that stimulate local economic growth and enhance the lives of the people who live, work and visit Grays.

3. Membership

The Love Grays Partnership (LGP) will welcome and invite general membership from any business organisation or recognised NGO/NFP, community group or social enterprise that wishes to help with its vision and objectives.

Membership from any single organisation will be restricted to one as additional representation may affect the balance of interests in the group.

All businesses and organisations within a 2-mile radius of the town centre will be given the opportunity to join.

Terms of Reference

1. To provide a forum for the leading private and public sector stakeholders to collaborate to make Grays one of the best town centres in the UK to visit, work, and live in.
2. To create a strong shared identity for Grays, a consistently high quality shopper/visitor experience, and co-ordinated services and promotion of the wider Town Centre.
3. To develop and agree a Partnership Manifesto or Business Improvement District proposal and a Grays town centre business plan to maximise the opportunities and set the future direction for Grays town centre.

4. To co-operate to support the implementation and management of the partnership business plan or BID development, then to review to ensure its ongoing effectiveness as circumstances change.
5. To co-ordinate the plans, projects, initiatives, and activities of all the partner organisations so that they are complementary and work together to achieve the continuous improvement of Grays.
6. To provide strategic direction for the work of the Project sub group, Communications sub group, Safe and Sound and other safety groups for the town centre, and to receive regular reports on the progress of their action plans.
7. To be proactive in promoting Grays town centre to the widest audience, including developers, investors, businesses, and the community at large.
8. To share information, expertise and experience relevant to the Board's objectives, so that the partnership as a whole benefits from the latest research, projects, initiatives, and strategic perspectives.
9. To seek a consensus approach to decision-making wherever possible.

Composition of Love Grays Board

The Love Grays Board shall consist of representatives from the key business stakeholders within Grays town centre. **The LGB is a not for profit organisation with limited liability of £1**

Collectively they will be known either as partners (individually) or the LG board (collectively).

The board should consist of no more than 20 members with additional members agreed through a vote. The mix below is a guide –

Partners

(Non-executive Directors) Fixed seats:

1. Riverside Community Big Local
2. South Essex College
3. Grays Shopping Centre
4. Thameside Theatre
5. Thurrock Council (member and/or senior officer (Place))
6. Market Operator
7. C2C
8. Weatherspoons
9. Morrisons

(Non-executive Directors) Sector representatives:

Culture
 High Street Banking
 Evening and Night time Economy x2
 Property Management

Solicitors
Accountant
Independent Retailer
National Retailer
Community

Observers/contributors:

A representative from the Police
A representative from the Community Safety

Partnership Functions And Duties

The Partnership Board will elect a Chair, 2 x Vice Chair, Treasurer, and Company Secretary (Legal Representative) on an annual basis.

Membership of the Executive Management Group (EMG) will comprise the Lead Officer, Chair, 2 x vice chair, treasurer, secretary and a representative from the NGO/NFP on the Partnership Board.

Rules of procedures at all meetings.

Each Director (as detailed above) shall be entitled to one vote each.

Only directors present at the meeting may vote.

No director shall exercise more than one vote, but in the case of an equality of votes the Chair shall have a second or casting vote.

All questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat.

Before voting any directors may propose an amendment which must also be seconded.

Quorum

No LG board meeting shall take place if less than four directors and one representative from TC are present at a board meeting.

Meetings

All meetings will be chaired by the LG chair or in his/her absence the vice chair.

The LGB will meet a minimum of 6 times per year.

The venues will be at a host location within Grays Town Centre. Partners are encouraged to suggest /nominate venues.

Notice of meetings, forthcoming agenda and copies of previous minutes will be sent out between 5 and 7 days in advance and will be organised by a representative from Town Centre Management team.

Meetings will last no longer than 2 hours.

Partners are requested to indicate attendance/give apologies.

Minutes of meetings will be emailed to all Partners and meeting attendees.

Delegated Authority

Delegated authority for the procurement of service or purchases between £1 to £5,000 is granted to the lead officer, in this case the Grays Town Centre Manager/co-ordinator or any further sub groups designated by the LG board.

Delegated authority for the procurement of service or purchases between £5,001 to £25,000 is granted to the Executive Group.

Delegated authority for the procurement of service or purchases between £25,001 and above is granted to the full LG board.

Behaviour, Attendance and Respect

A director at all times must act in the best interest of the LG Company and must attend a minimum of six meetings per year or face removal by a two thirds vote in favour.

Conflicts of interest policy

All staff, volunteers, and management committee members of the LGB will strive to avoid any conflict of interest between the interests of the organisation on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purposes of this policy is to protect the integrity of the LGB decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff, committee and board members.

Examples of conflicts of interest include:

1. A group member who is also a user who must decide whether fees from users should be increased.
2. A group member who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
3. A group member who is also on the committee of another organisation that is competing for the same funding.
4. A group member who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

Upon appointment each member will make a full written disclosure of interests, such as relationships and posts held that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate.

In the course of meetings or activities, committee members will disclose any interests in a transaction or decision where there may be a conflict between the organisations best interests and the committee member's best interests, or a conflict between the best interests of two organisations that the committee members are involved with.

- After disclosure, it is understood that the partner/director may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other committee members present at the time.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgment, and staff, volunteers and management committee members should respect its spirit as well as its wording.