



## Terms of Reference

### 1. Name:

- 1.1 Wem Economic Forum (WEF)

### 2. Geography:

- 2.1 Wem Town and Wem Rural Parish

### 3. Mission Statement:

- 3.1 Wem Economic Forum will provide a platform for likeminded organisations to work together to deliver a successful, prosperous, safe and healthy community, which offers a good quality of life to its people.

### 4. Purpose:

- 4.1 To strengthen the economic base of the area.
- 4.2 To improve the area's ability to compete for trade and investment.
- 4.3 To provide a focus for the economic and social regeneration of the area.

### 5. Key Roles:

- 5.1 Agree, through discussion with others, the local and strategic economic priorities for the area: develop, monitor and review strategic goals and shared ambitions that underpin the economic development of the area.
- 5.2 Prepare an Annual Economic Development Plan – setting priorities and ensuring action, taking into account resources allocated by WEF, by partners and by budgets.
- 5.3 Review Performance – demonstrating progress against Plan.
- 5.4 Inform strategic bodies as deemed necessary and appropriate on local issues.
- 5.5 Secure funding for projects which will benefit the economic, social and sustainable health of the area – identify, facilitate and deliver these projects.
- 5.6 Provide a focus for consultations on county and national economic issues – conduct area consultations as appropriate
- 5.7 Explore new ways of working and service delivery.
- 5.8 Provide a focus for how sustainability issues can be considered within proposals for the economic development of the area.
- 5.9 Recommend action on any other issues pertinent to the operation of WEF.



## **6. General:**

- 6.1 WEF will be open to councils, constituted groups, self-employed and companies within the area of WEF.
- 6.2 Within these Terms of Reference, councils, constituted groups, self-employed and companies will be referred to as organisations.
- 6.3 To encourage strategic working, WEF will meet at least 4 times a year.
- 6.4 The Chair and Vice Chair will be appointed annually at the Annual Meeting and come from the organisations which provide funding to WEF
- 6.5 The Annual Meeting will take place in July and be open to members of the public.
- 6.6 An Extraordinary General Meeting may be called at any time at the discretion of the Chair or by one third of Voting Members.
- 6.7 Agenda and accompanying papers will normally be circulated at least 5 working days prior to a meeting.
- 6.8 Notice, agenda and accompanying papers will normally be circulated at least 14 working days prior to a General or Extraordinary Meeting.
- 6.9 The agenda for the Annual Meeting will include:
  - The Annual Accounts.
  - Report of WEF's activities for the previous year.
  - The Annual Economic Development Plan for the year.
  - Appointment of Working Groups, their Terms of Reference, Chair and Secretary.
  - To agree dates of future meetings.
- 6.10 The quorum for meetings will be 6 representatives.
- 6.11 The Terms of Reference may be amended by a two-thirds majority of the votes cast at a General or Extraordinary Meeting. Organisations must be given a clear 14 days' notice of the proposed amendment(s).
- 6.12 Individuals or organisations with specialist knowledge or interests relevant to WEF'S work, should be invited to attend on an ad hoc/advisory basis.

## **7. WEF Meetings:**

- 7.1 In the absence of the Chair and Vice Chair at any meeting and providing the meeting is quorate, the representatives may elect a Chair for that meeting.
- 7.2 Representatives are required to declare any interest that they may have in a particular agenda item before discussion on it begins. A representative declaring an interest may be asked by the Chair to withdraw from the meeting for the duration of that item, or otherwise

requested not to participate in that item of business. All declarations of interest shall be recorded in the minutes of the meeting.

- 7.3 Voting will be by hand unless a ballot is requested. A simple majority will apply and in the event of a tied vote, the Chair shall have the casting vote.
- 7.4 Meetings will operate on the basis of consensus; no proxy voting will be permitted.
- 7.5 Decisions shall not be binding upon representatives, allowing organisations to retain their statutory responsibilities and independence of action.
- 7.6 Minutes shall be taken of each meeting and approved at the following meeting. Draft minutes will normally be circulated with 14 days of a meeting.
- 7.7 Items for the agenda of the next meeting shall be submitted to the Chair, Vice Chair or Secretary up to 7 days prior to the meeting.

## **8. Expenditure:**

8.1 Expenditure will be agreed by appointed Voting Members from:

- Shropshire Council (1)
- Wem Town Council (1)
- Wem Rural Parish Council (1)
- Local Constituted Groups (1)
- Local Businesses (5)

Decisions will operate on the basis of consensus; no proxy voting will be permitted. A Voting Member of an organisation which provides funding to WEF has the power to veto any expenditure decision.

- 8.2 Ideally, Voting Members representing Local Constituted Groups and Local Businesses will be appointed annually at the Annual Meeting.
- 8.3 The maximum number of Voting Members will be 9.
- 8.4 WEF will endeavour to balance the organisation type as Voting Members.
- 8.5 Voting Members can nominate a substitute from their organisation to vote in their absence.

## **9. Secretary:**

- 9.1 The Secretary is a non-voting position within WEF.
- 9.2 The Secretary will be appointed annually at the Annual Meeting.
- 9.3 The Secretary's duties will include but not restricted to:
- organisation of WEF meetings;
  - attendance at WEF meetings;
  - production and distribution of WEF minutes;
  - the contact point for WEF;
  - hold the role of Treasurer; and



- assist Working Groups whenever possible

**10 Finances:**

- 10.1 The financial year will be 1 April to 31 March.
- 10.2 The Treasurer will be responsible for maintaining proper books of accounts in which he/she must record details of all monies received and paid by WEF
- 10.3 Payments will have at least 2 authorised signatures. Signatories will be approved at the Annual Meeting.
- 10.4 An independent auditor will be appointed annually at the Annual Meeting.
- 10.5 Accounts will be prepared, independently audited and circulated to organisations as soon as possible after 31 March of each year.

**11. Working Groups:**

- 11.1 To ensure the Annual Economic Development Plan is progressed in a timely manner, WEF may appoint Working Groups at any meeting. WEF will agree their Terms of Reference, membership, Chair and Secretary.
- 11.2 WEF may appoint members outside WEF to Working Groups.
- 11.3 Working Groups will meet as required and deliver within agreed timescales.
- 11.4 Agenda and accompanying papers will normally be circulated at least 5 working days prior to a meeting.
- 11.5 The quorum for meetings will be 3 members.
- 11.6 All actions and minutes of meetings of Working Groups will be fully and promptly reported back to the Chair, Vice Chair and Secretary for forwarding, where appropriate, onto organisations within 14 days of a meeting.

**12. Promotion of WEF:**

- 12.1 Wem Town Council and Wem Rural Parish Council will promote WEF, its activities, minutes and news on dedicated pages on their websites.

**13. Conduct:**

- 13.1 No representative shall use the name of WEF or claim to represent WEF without proper authority.