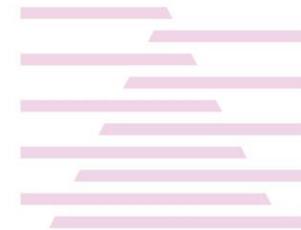


Stockport Economic Alliance

Constitution and Terms of Reference

Version 5

26/11/15



The **Stockport** Economic Alliance

Title and Status

Vision

The Partnership will be known as Stockport Economic Alliance (SEA)

The Partnership operates as one of Stockport Local Partnership's (SLP) thematic groups

The Vision of Stockport Economic Alliance is

“to build Stockport’s position as a growth economy in Greater Manchester, connecting residents and businesses to more opportunities, and providing an ideal environment to start, grow and locate a business.’



The **Stockport** Economic Alliance

Purpose and Objectives

The purpose and objectives of Stockport Economic Alliance include:

- Representing the needs and concerns of the local business community in matters of strategic importance
 - Overseeing the implementation of the Economic Development Strategy 2012 – 2017 and action plan
 - Reviewing changes in the local, regional and sub-regional economy/business environment which may have an impact on Stockport, and initiating and developing action plans to meet particular local needs and opportunities
 - Identifying and implementing actions as and when necessary, to ensure the Economic Development Strategy continues to be relevant and have a positive impact on the local economy
- Setting the agenda for future activity to be included within the strategy and its associated action plans
 - Bringing together a range of agencies and delivery partners towards a common goal of developing the local economy
 - Communicating the work and achievements of the Economic Development Strategy to a wider audience
 - Responding and commenting on sub-regional, regional and national economic policy initiatives and statements

Powers of the Partnership

Stockport Economic Alliance shall be an unincorporated body with no legal powers. It will act as a collaboration of private and public sector organisations and function within the legal framework of individual members.

The SEA shall have the power to act, as necessary, within the spirit of its collaborative arrangements, for the purpose of achieving its objectives.

The SEA shall have the following powers at its discretion:-

- To hold ordinary meetings of the SEA
- To consult, provide and seek advice when and where appropriate
- To publish or distribute information
- To suspend or remove member organisations or representatives from membership, in accordance with the terms of this constitution
- To make representations, whether by way of support, concern or objection, concerning any action or proposed action by any authority, organisation or person in respect of the issues falling within the objectives and purposes of the SEA

- To elect or delegate representatives to attend meetings of outside bodies and to inform them of the work of the Alliance
- To liaise with relevant organisations to receive information to ensure the effective functioning of the Alliance
- To do all such other lawful acts that are necessary to achieve the objectives and purposes of the Alliance
- To establish sub-groups and working parties to comment on or initiate specific pieces of work, as requested by the Alliance
- The SEA may, from time to time, review and regulate the constitution and membership as it sees fit.

Voting

There must be a quorum of at least 5 members present at a meeting in order for any vote to be valid. A vote will be passed if it is representative of the majority of eligible voting members present at the meeting.

Membership of the Partnership

Membership of Stockport Economic Alliance shall be representative of key employers and business sectors and business sizes within Stockport and the local authority, and will also involve key stakeholders where suitable.

The Alliance shall review the appropriateness and balance of its membership at least once every three calendar years.

The Alliance may invite representatives from other organisations, who shall not be members of the SEA to attend and speak or to observe. Such invited representatives shall not have voting rights.

Expectations of Members

Member organisations and their representatives agree to listen, contribute, accept differences of opinion and help and respect each other.

Member organisations and their representatives are expected to familiarise themselves with and abide by the general principles of equal opportunities and not engage or act in a discriminatory manner.

Members are required to assume collective responsibility for the decisions reached by the SEA particularly when communicating these to third parties.

Members should support and assist in the auditing or review processes which are required to be carried out from time to time.

Attendance of Meetings

Members should commit to attending as many Alliance meetings as possible

Any member who is unable to attend a meeting may nominate a named substitute from their organisation to represent them at that meeting. The substitute may speak and vote on behalf of that member.

Should a member organisation not be represented at 4 consecutive meetings this may result in the member being asked to resign their position on the Alliance.

Termination of Membership

Any member organisation may resign from the Alliance by giving at least one month's notice to a member of the secretariat or the Chair.

Chair

Election

The Chair will be elected by members to serve for a 2 year period.

The Chair should be elected from the private sector membership. Vice Chair will be the democratically elected Leader of Stockport Council or a relevant Member of the Council Executive. In the event of there being no private sector member willing to be Chair, this role will pass to the Vice Chair until an appropriate Chair can be identified.

The election of Chair will be determined by a simple majority of votes of the members present.

Roles and Responsibilities of Chair & Vice Chair

The Chair of the Alliance shall have input into the agenda and shall conduct the meeting in an informed, orderly fashion

The Chair should work in partnership with the members of the Alliance and act in the best interest of the Alliance.

The role of Vice Chair is to assist the Chair in carrying out their role. They will also be required to have input into the agenda and to conduct meetings when the Chair is unavailable

The Vice Chair shall deputise for the Chair at the Chair's request or in the absence of the Chair at any meetings.

In the absence of both the Chair and Vice Chair at any meeting those present shall elect, by simple majority vote, an interim Chair for the purpose of the meeting only.

The Chair will be invited to represent the Alliance at meetings related to the economic growth of Stockport and Greater Manchester. In the event the Chair cannot attend, they may nominate an alternate to attend on their behalf. The alternate must be a member of the Economic Alliance.

Meetings

Meetings will be held **at least** 4 times a year. A programme stating the dates and times for all Alliance meetings for the forthcoming calendar year shall be approved by the Chair before the end of the existing calendar year.

Members may be requested to provide premises and act as hosts for meetings approximately once every 2 years.

Secretariat

The secretariat and general support for the Alliance will be provided by Stockport Council.

Circulation of Information

A programme of dates for meetings shall be drawn up annually and reminders provided at each subsequent meeting.

Agendas should be circulated to Members at least five working days in advance of each meeting.

Minutes of the meetings shall be circulated to all members within 3 weeks of the meeting and will also be circulated with the agenda.

Amendments to the Constitution

This constitution may be changed by a resolution at a meeting of Stockport Economic Alliance and passed by a majority of members present and voting. Where possible the notice of the meeting should set out the terms of the changes proposed.