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| Report author | Paul Hadfield, Senior Economic Development Officer |
| Department | Planning, Economic Development |
| Exempt? | No |

Purpose of report:
For information

Synopsis of Report
To present for information the terms of reference for the Business Runnymede Steering Group

1. Context and background of report

- 1.1 Business Runnymede is a partnership between the local business community, educational providers, police and Runnymede Borough Council, who work together to encourage and support enterprise in the borough.
- 1.2 The partnership currently has 463 members. Business Runnymede exists to support local businesses, celebrating their successes as well as tackling the issues they face. A monthly newsletter provides members with local business news and details of business networking events and support. Here are some examples of the work of Business Runnymede :
 - Launching the Runnymede Business Awards to showcase the success of businesses within the borough.
 - Fostering an active networking scene in the borough, with our hosting of regular networking events throughout the year covering a wide range of topics, bringing local companies together on the issues that matter.

2. Report

The Steering Group

- 2.1 A Steering Group, made up primarily of representatives of the local business community helps steer the direction of Business Runnymede. The steering group is primarily a consultative group. It is not a decision making group and does not manage any budget. The group engages with local businesses, helps develop Business Runnymede activity, represents the voice of businesses in Runnymede and provides feedback on Runnymede Borough Council’s policy and initiatives. The TOR for the steering group are in Appendix A.
- 2.2 The current membership to the steering Group is as follows:
 - Bradley Vaughan - Kingsley Print and Design
 - Abbie Harvey - Dixcart
 - Charlotte Clabon - Dixcart

- Meher Oliaji - Karnak Travel
- Mark Adams - Wilkins Kennedy
- Steve Dennett - Dennett Boat Builders and Chertsey Chamber
- Steve New - Vail Williams
- Angie Christie - Surrey Police
- Paul Scott - Royal Holloway, University of London
- Robyn Shepperd - Avery Health Care
- Vikas Sharma - Kick X Football
- Simon Wright - Windsor Forest Group
- Rosie Roberts - Surrey Careers Hub

2.3 New members to the steering group are currently being sought. There is currently no chair for the Steering Group. A new chair will be elected at the next meeting in February 2025.

3. Policy Implications

3.1 The steering group is a consultative group which helps the Council understand businesses and the issues effecting businesses.

3.2 It supports the Council's ambition that the Borough will continue to be a leading economy in Surrey and the wider sub-region.

4. Financial implications

4.1 The Business Runnymede Steering Group is not a dicision making body and does not have a budget.

5. Legal/Risk implications

5.1 None identified

6. Equality implications

6.1 The steering group comprises of a represnetiative sample of businesses and business people in the borough including women business owners and business owners and entrepreneurs from black and ethnic minority communities.

7. Environmental/Sustainability/Biodiversity implications

7.1 The steering group is consulted on the borough's Climate Change Strategy.

8. Background papers

None Stated

9. Appendices

Appendix A Business Runnymede Steering Group Terms of Reference

Business Runnymede Steering Group: Terms of Reference

Background

The Business Runnymede Steering Group aims to be the voice of businesses in Runnymede. It is a partnership between the local business community, educational providers, Surrey Police and Runnymede Borough Council, who work together to encourage and support enterprise in the borough. The Steering Group engages with local businesses, helps develop Business Runnymede activity, represents the voice of businesses in Runnymede and provides feedback on Runnymede Borough Council's policy and initiatives.

Terms of Reference

The Steering Group will

- Support the development of Business Runnymede activity including business advice, business networking events, the Runnymede business awards and other initiatives which support business and enterprise in the borough.
- Represent the voice of businesses in Runnymede by providing feedback on council policy and programmes.
- Provide feedback on public and private sector policies and programmes aimed at supporting businesses.
- Improve the council's understanding of the issues for businesses in the borough.
- Help build links between businesses in Runnymede

Membership

The Steering Group comprises of representatives from the local business community together with representatives from Surrey Police, Royal Holloway, University of London and local colleges. The Council's Economic Development Manager provides the secretariat roles for the group.

The chair for the steering group will be elected by the steering group every year. The chair can serve for a maximum of 4 years.