



## Terms of Reference Northamptonshire Logistics Forum November 2016

### 1. Principle of Northamptonshire Logistics Forum

The principal objective of the Northamptonshire Logistics Forum shall be to promote and protect the interests of logistics companies and the sector in Northamptonshire.

It's main purpose will be to ensure that the sector works collaboratively to identify and address industry issues in collaborative non competitive environment, promote the sector to young people and the range of opportunities within the sector, helping the sector to grow further, faster and deliver increased jobs, prosperity and social inclusion for Northamptonshire. It will also provide a collective voice for the sector and its interests, ensuring that the needs of the sector are understood, communicated to key audiences such as Government and effectively responded to.

### 2. Operational Objectives

The operational objectives of the Forum shall be to:

- a. Raise the awareness and profile of the sector
- b. Follow the workplans & workstreams as identified by the Forum members (Annex one)
- c. Encouraging and supporting young people to choose a career in Logistics
- d. Identify issues of concern to forum members and make representations on their behalf to local organisations such as LEP's, Local Authority as well as UK Government, EU Institutions (e.g. European Parliament, European Commission), trade associations etc
- e. Provide companies in the sector with a local industry platform on which to:
  - i) speak with a strong unified voice on issues impacting on members & the sector
  - ii) ensure that the media coverage of logistics is presented in a balanced way
- f. Link closely with other forums such as HR, Food & Drink Sectors within the county to ensure relevant topics and flow of information

These will be reviewed regularly by members of the Forum.

### 3. Membership

Membership of the Forum is open to all companies in the logistics sector within Northamptonshire who agree to adhere to the terms of reference and work for the collaborative good of the wider sector.

- a. The role of forum members will be to follow the Chatham house Rules; information that is confidential must not be disclosed to anyone outside of the group. (<http://www.chathamhouse.org/about-us/chathamhouseule>)

- b. Members must come prepared to discuss and share information on topics on the agenda and be able to work collaboratively on issues and not for competitive advantage – the forum aim is to progress the sector as a whole for the benefit of all not the few
- c. Forum meetings are not a sales & networking events but for collaborative discussions and sharing of best practice.

Any forum member who breaks the rules will be excluded from all future meetings as will their organisation. Relevant Membership bodies/ Trade Associations, Local Colleges and local organisations to attend and form part of the wider discussions as agreed by Forum Members.

#### **4. Forum Events & Meetings**

All meetings will have agendas, and notes / action points circulated to the forum to attendees on the circulation list 'blind copied' to all.

All discussions noted will be non identifying These are for forum attendees use only.

A bullet summary of meetings (all non identifiable) will be circulated to the following organisations post meetings to ensure all relevant information is communicated to relevant bodies including:

- SEMLEP
- University of Northampton
- Growth Hub

Where relevant, a summary bullet sheet (all non identifiable) will be sent to a wider list of organisations such as local authorities, colleges – where the aim is to progress and update the wider community on issues.

#### **5. Method of Operation**

To conduct the affairs of the Forum:

- a) There shall be one overall Forum Committee comprising all forum members.
- b) A Chairman shall be elected and agreed by Forum Members at the main meeting of the forum for a maximum period of two years.
- c) No business of the Forum shall be transacted unless a quorum of 10 members if present
- d) Voting shall be by a show of hands, each Member present having one vote.
- e) Working parties, sub-committees and specialist groups shall be formed to conduct business of a specialist nature. Membership of such committees shall be open to all Member with relevant experience & background. These working groups should follow the same rules as the forum and be non competitive collaborative cross industry working groups and report back to the main Forum.
- f) Feedback will be given to other commercial and like-minded businesses as the Forum members agree.

#### **6. Secretariat**

The Forum shall appoint (*University of Northampton*) to provide a secretariat service for the Forum

#### **7. Management**

- a. The business and affairs of the Forum shall be managed by the Members.
- b. Subject to the provisions of this Terms of Reference, the Members may meet together for the despatch of business, adjourn and otherwise regulate their meetings and proceedings as they think fit.
- c. When developing policy, the Forum will seek a consensus of views among its Members
- d. Where it is not possible for the Members of the Forum to reach a consensus by agreement at a Forum meeting, a majority position may be submitted to interested parties accompanied by a minority statement with an explanation for that minority statement being given.

## **8. Speakers**

When an external trainer or consultant asks or is asked to present, they may do so with the group's approval. External trainers or consultants are **not allowed** to use the Industry Group forum as an opportunity to sell their services.

External trainers and consultants will provide the group with copies of hand-outs, if applicable, and a copy of any presentations.

## **9. Review.**

These Terms of Reference will be reviewed every 12 months.

## **10 Liability**

Neither the Forum nor any of its officers, servants or agents shall be held legally responsible, whether or not negligence is proved, for any advice, information or material supplied in good faith by or on behalf of the Association to any Member.

**Workplans & Workstreams**

As agreed at the first meeting of the Forum in October 2015, there are key areas for the Forum to progress. Currently these are in the following work streams:

- a) Promote and raise awareness of the sector locally through events and Annual Northamptonshire Logistics Awards Dinner
- b) Working collaboratively and with partners promote the sector in schools through SEMLEP Enterprise Advisors, University of Northampton Aspire projects etc With the aim of targeting over 20 of the 37 secondary schools in the county with a collaborative logistics presentation about the sector – Educate & inspire.
- c) Working collaboratively identify and address common issues – HGV Driver issues, Career pathways, recruitment challenges.
- d) Support Northampton College Logistics Academy and its growth & development
- e) Support University of Northampton Centre of Excellence for Logistics & Supply Chain and its projects
- f) Put Northamptonshire at the forefront of the industry and developments in technology, rail, innovation and expertise and enable companies and the sector to grow.

These will be reviewed 6 monthly by the Northamptonshire Logistics Forum to ensure that the key areas are meeting the needs as identified by Forum members.