



# Berkshire Regional Continuity Forum Constitution

## “Building Community Resilience”

DATE AGREED	February 2010
NEXT REVIEW	February 2011
LEAD AUTHORITY	Bracknell Forest Borough Council



# CONSTITUTION

## OBJECTIVES

The objectives of the Berkshire Regional Continuity Forum are:

1. To promote joint partnership working between Business Continuity Management (BCM) Professionals within our community.
2. To encourage and promote the opportunity to provide BCM expertise and support to local communities.
3. To provide the opportunity and means to share innovative ideas, knowledge and experiences across the profession.
4. To bring together those interested in the practice of business continuity management.
5. To stimulate development of business continuity management practices and improved performance among business continuity practitioners.
6. To promote discussion and learning in respect of framework documents and standards.
7. To promote personal membership of professional bodies such as The Emergency Planning Society (EPS) and The Business Continuity Institute (BCI) among those eligible for membership.
8. Provide an upward communications channel whereby the views of the Forum members may be passed to the appropriate representative bodies.
9. To promote professional competency and personal development in the field of BCM.

## AIMS OF THE FORUM

1. Encourage overall growth of the profession through sharing of knowledge.
2. Create potential to increase membership.
3. Provide a forum to expand overall membership knowledge via guest speakers from related professions, etc.
4. Provide an opportunity to support the community and develop resilience.

## BENEFITS

### Individual

1. Provide an opportunity for BCM practitioners to meet locally.
2. Encourage idea sharing between attendees.
3. Provide an opportunity to see how members are evolving and incorporating standards and best practices.

4. Reaching across industries and cultures.
5. Provide feedback to professional bodies.
6. Promote mentoring between members of professional bodies.

## **Overall**

1. Promoting professional competency across the industry.
2. Promoting membership growth within representative professional bodies.
3. Expanding the knowledge and experience base to draw on.
4. Promote business resilience.
5. Allows members to become aware of support offered by the Local Authority.

## **STRUCTURE**

The Forum will be facilitated and co-ordinated by an elected Chair who will be assisted by a Berkshire Unitary Authority nominee who will act in a secretariat role for the forum.

The Chair will be a member from a business whose core business is not to provide business continuity services.

The Chair will be elected annually for the term of one year and members of the Forum wishing to stand for the position of Chair should be nominated and seconded by Forum Members to the incumbent Chair.

A Chair may remain in post for as many years as the members of the Forum deem appropriate through the electoral process.

The election of the Chair will be by a show of hands from those present at the Forum. Voting by e-mail arrangements is also permitted. In the event of an equal share of support for members standing to the position of Chair then the Forum can elect either option:

1. Co-chairing by those holding equal numbers of votes.
2. Division of the year of office equally between those holding equal number of votes.

The Chair will be collectively responsible for:

1. Developing and facilitating a local programme based on input and direction from members.
2. Co-ordinating membership.
3. Meeting notes and their distribution to members.
4. Forum correspondence.

## **MEMBERSHIP**

1. Any person who has an interest in BCM or Business Continuity practitioner by request may be a member of the Forum. (I don't think we should make it restrictive to just those who are BCM practitioners).
2. Members should represent businesses rather than individuals.
3. There will be no membership fees.

## **MEETINGS**

1. The aim is for meetings to be held quarterly.
2. Forum members will be encouraged to host meetings. Sponsors may provide meeting catering but will not receive endorsement or preferential treatment.
3. A brief written record of the meeting will be made and a copy provided to all attendees via e-mail and through the webpage.
4. Items for discussion will be taken from the membership and addressed as part of a rolling agenda.
5. Chatham House rules will apply – “What happens in the Forum, stays in the Forum”.

## **EXERCISING**

The forum will endeavour to run an exercise every two years although this will be dependent upon receiving appropriate levels of support from the membership. Should appropriate support be forthcoming, a separate exercise sub-committee shall be formed to take accountability and responsibility for the compilation and delivery of the Exercise.

## **ON-LINE PRESENCE**

1. The forum may, from time to time, use on-line discussion groups and networking facilities to members.
2. The Chair (or their nominated representative) will be responsible for administering these facilities.
3. These facilities will be restricted to BRCF members.
4. The webpage will be used as a central library of meeting agendas, minutes, presentations <http://www.bracknell-forest.gov.uk/environment/env-emergency-planning/env-business-continuity.htm>

## **EXCLUSIONS**

The Forum will not:

1. Endorse or recommend any product or supplier.
2. Provide administrative services or support to the local members.
3. Market and/or develop materials to be delivered under any professional body's logo or trademark.
4. Allow members to sell, recommend or endorse products within its meetings.