

**Edinburgh Chamber of Commerce (ECC)**

**Policy Group**

**Draft Terms of Reference – October 2018**

Composition: A minimum of:

* + - * 2 Board Members
      * 1 Director (not Operating Board members)
      * Chief Executive
      * Head of Policy & Innovation
* Head of Marketing

Appointed by: The Operating Board

Reporting to: The Operating Board

Meetings: Minimum of 6 monthly (More frequently as required)

Remit:

The purpose of the group is to help define, shape and guide ECC’s policy priorities and focus areas. Its’ responsibilities will include:

* Agreeing a Policy Strategy for delivery by the Executive Team
* Working with this team to define and agree policy priority and focus areas, and agree policy positions in specific areas
* Agreeing and helping to shape planned activities against each priority area, including communications, marketing and research
* Supporting ECC’s agreed policy positions
* Approving responses to consultations and contributing to policy submissions as in line with priority areas
* Nominating appropriate spokespersons on priority issues

Notes:

* A Chair will be appointed from amongst the members of the Committee
* Secretariat will be managed by the ECC internal team, and non-members may be invited to attend certain meetings if the Committee feel they will bring a level of experience or expertise to an issue for discussion