



Devon & Somerset Better Business for All (BBfA) Steering Group (SG) Terms of Reference

Title

The programme will be known as *Better Business for All*. There will be a Steering Group which will provide direction to the programme.

Aim

The aim of the programme is to create the conditions for an effective and efficient regulatory system to support business growth through removing real and perceived regulatory barriers.

Key objectives

The programme will develop a new relationship between businesses and regulatory services through:

- Seeking to reduce the regulatory burden on businesses, whilst ensuring compliance.
- Promote the BBfA ethos across Devon & Somerset's regulatory services
- Promoting two way communications between businesses and regulatory services.
- Improving the business perception of regulators.
- Supporting regulators to find the right balance between encouragement, education and enforcement.
- Developing a joint offer of support from regulatory services for businesses including the Growth Hub
- Building trust of both regulators and businesses.
- Advising government how to do things better for both businesses and regulators.

Remit

- The programme aims to engage with the Heart of the South West Local Enterprise Partnership (HotSW LEP) so that the LEP can influence and contribute to the BBfA programme. This will be done through the LEP's Business Leadership Group.
- The Steering Group will establish, where appropriate, Task & Finish groups to complete specific tasks to ensure objectives are achieved. The membership of Task & Finish groups will reflect the nature of the task. The Task & Finish groups will be accountable to the Steering Group.
- The Steering Group will regularly liaise with the Business Focus Panel to ensure the programme is meeting the needs of local businesses.
- The Regulatory Services Partnership will be represented on the Steering Group.

Membership

Membership of the Steering Group will include a nominated representative at an appropriate level of seniority from the following organisations:

- HotSW LEP Representative
- Federation of Small Businesses Representative
- Devon & Somerset Fire & Rescue Service
- Devon & Somerset Trading Standards
- Economic Development Representative

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- District Councils Environmental Health representatives (food safety, health & safety, licensing)
- Unitary Authority Environmental Health Representatives (food safety, health & safety, licensing, Trading standards)

The Steering Group may co-opt additional members on a permanent or temporary basis according to need. A designated alternative may attend meetings although this is to be discouraged.

Potential new Steering Group Members will be proposed to the whole Steering Group for approval before being appointed. The majority of the Members must agree before the new Member is appointed.

Chair

The Chair of the Steering Group will be Tim Milson.

Administrative Support

Administrative support will be provided by Torbay.

Meetings

During the first 12 months the Partnership will aim to meet every 6 weeks. Meeting dates will be set in advance and notified to all members.

Review

Terms of reference will be reviewed annually and as appropriate throughout the year.