

## **Committee Charter**

### **Policy Committee**

#### **Background**

The British Beauty Council is a not-for-profit, non-governmental organisation (NGO), representing a wide range of businesses across the personal care sector, from those offering professional services in hair, beauty and wellness to product development, retail, technology and brands both large and small.

#### **Purpose**

- Identify, highlight and influence, key policy issues to further the aims and objectives of the British Beauty Council, in line with the Roadmap.
- Raise the importance of the sector amongst policy makers.
- Influence the future of the personal care sector in the UK.
- Lobby for fair treatment of the personal care sector in Government policy, legislation and regulatory matters.
- Build relationships with politicians and other policy leaders to enact positive change for the sector.
- Work to ensure that the industry is equipped with the knowledge, resources and support to succeed.
- Act on initiatives agreed by the British Beauty Council, in line with the Roadmap.

#### **Authority**

The Executive Board of the British Beauty Council delegates the task of acting on the above purpose, to the committee. However, the committee is not authorised to make decisions on those issues which are the responsibility of the Executive Board and must adhere to the agreed roadmap.

#### **Meetings**

The committee shall meet no less than two times per year and shall be entitled to make submissions and representations to the Chair. In order to make submissions, at least 50% of committee members should be in attendance.

- Meetings may take place virtually or in person.
- A representative of the British Beauty Council must be present at every committee meeting, to advocate on behalf of the Executive Board.
- Minutes and actions will be taken at each meeting by the British Beauty Council administrator and made available to committee members prior to each subsequent meeting.
- The administrator is not a secretariat.
- In the event meetings are not attended, the committee Chair will endeavour to correspond via email to gain recommendations.

#### **Appointment**

The Executive Board of the British Beauty Council may establish such committees, determine the titles and the powers of such committees, and appoint and remove members to such committees, as it thinks fit.

### **Term of Membership**

Committee members are required to serve one term of one year but will be able to sit for a second term, subject to any conditions the Executive Board might impose (for example, that the second term should be shorter than the full one year).

- Committee membership will be reviewed annually by the Chief Policy Officer/CEO.
- After a committee member's second term has elapsed, that committee member cannot immediately stand for subsequent term, though they will not be excluded from being appointed as a committee member through one of the other appointment mechanisms as agreed by the Chief Policy Officer/CEO.

### **Attendance**

Committee members are expected to demonstrate their commitment to the aims of the committee by endeavouring to attend all meetings.

- If a committee member is absent for three consecutive meetings, they may be removed and therefore cease to be a member of the committee.

### **Chair**

- The Chief Policy Officer is appointed as Chairperson of the committee by the British Beauty Council Executive Board.
- The Chair will work with the British Beauty Council Executive Board and CEO to lead the committee and overall Roadmap.

### **Duties of Committee members**

Members of the committee are required to:

- Demonstrate a commitment to the aims and objectives of the committee and British Beauty Council and promote the interests of the committee and British Beauty Council in the wider community.
- Participate in the activation of the Roadmap and initiatives to support the aims of the committee and Council.
- Demonstrate a commitment to following the Committee Charter and its governance structures.
- Maintain confidentiality, as outlined in detail below.
- Demonstrate a commitment to combating any discrimination on the grounds of race, ethnic or national origin, religion, belief, age, disability, gender or sexuality.
- Understand that an individual committee member does not have the right, other than through the Chair or with the British Beauty Council's agreement, to make statements or express opinions on behalf of the committee or British Beauty Council.
- Understand that it is unethical for committee members to publicly criticise, canvass or reveal the views of other members which have been expressed at meetings of the committee.
- Declare openly and immediately any conflicts of interest which could represent an actual or perceived conflict with the work of the committee and the British Beauty Council.
- Accept that involvement in any conduct or activity which might by association bring the British Beauty Council or committee into disrepute is inconsistent with continued committee membership.

- Work cooperatively with other committee members in the best interests of the committee and British Beauty Council, have full and frank discussions in order to take decisions collectively.
- Acknowledge that differences of opinion may arise in discussion of issues but that, when a majority decision prevails, it should be supported.
- Commit to attending all committee meetings and contributing to the work of the committee in any way possible.

### **Remuneration**

Committee members will not be financially compensated for their contribution to the committee or the British Beauty Council.

### **Conflicts of Interest**

Committee members are required to declare at each meeting any conflicts of interest which could represent an actual or perceived conflict with the work of the committee and the British Beauty Council.

### **Confidentiality**

It is likely that members will participate in and/or join meetings between other parties, who are or may be in competition with one another in their markets. The British Beauty Council and its committee members are bound by competition law.

All committee members are required to keep confidential any and all information of a confidential or proprietary nature relating to the British Beauty Council, its activities, or any other member, unless such information falls within one or more of the categories listed in the British Beauty Council [Rules](#).

### **Data Protection**

We will collect and process information relating to you in accordance with the privacy notice which is available from the EA. You shall comply with the [data protection policy](#) when handling personal data as part of your role at the British Beauty Council.

### **Diversity & Inclusivity**

The British Beauty Council recognises the importance of diversity and inclusivity in all levels of the beauty and personal care industry, including among its leadership, practitioners and role models, and in the way in which beauty and personal care is represented and characterised. All committee members are required to always observe the provisions of the Diversity policy of the British Beauty Council.