



## **British Hallmarking Council (“the Council”) Education & Enforcement Committee**

### **Standing Orders**

The Education & Enforcement Committee was created to assist the Council in the exercise of its powers and the discharge of its duties and responsibilities under the Hallmarking Act 1973 s13(1), in particular the duty to take all steps appearing to be open to it for ensuring the enforcement of the law in respect of hallmarking (s13(1)(a)) and to do anything which in its opinion is calculated to facilitate the proper discharge of any or all of its functions (s13(1)(h)).

The Hallmarking Act 1973 makes provision for the constitution of the British Hallmarking Council at Schedule 4. Schedule 4 paragraph 16 provides that the Council may make standing orders for regulating the proceedings (including a quorum) of the Council or of any of its committees. These Standing Orders for the Education & Enforcement Committee supplement the requirements of Schedule 4.

#### **1 Duties**

The duties of the Education & Enforcement Committee are:

- 1.1 To work with Trading Standards Authorities, the assay offices and the industry to increase awareness and enforcement activity;
- 1.2 To increase the visibility of and understanding of hallmarking for consumers;
- 1.3 To organise and deliver the annual Touchstone Award, reviewing it and developing it for the future.
- 1.4 Costings for proposed projects will be submitted to the Council Chair for approval. In the case of any significant proposed expenditure the Chair of the Council shall submit the project for approval by the Council.

#### **2 Membership**

- 2.1 The members of the Education & Enforcement Committee shall be made up of Secretary of State appointed Council members and assay office Council members. There shall be no fewer than three and no more than nine members of the Committee.
- 2.2 The Chair of the Education & Enforcement Committee shall be appointed by the Council from among the Committee members.

- 2.3 The Secretary shall be designated by the Committee (“the Secretary”).
- 2.4 The Chair of the Council shall be invited to all meetings and shall have the right to attend.

### **3 Meetings**

- 3.1 The Education & Enforcement Committee shall meet at least twice a year scheduled in accordance with the cycle of Council meetings normally held in spring and autumn, and at such other times as may be necessary.
- 3.2 The location and time of the meetings shall be decided by the Members and details for each meeting will be forwarded by the Secretary to the Members and to any person attending (subject to paragraph 3.6) together with the agenda and supporting papers as soon as reasonably practicable prior to the meeting to ensure proper consideration of the matters to be considered.
- 3.3 The meeting shall be quorate where three of the members are present.
- 3.4 The Committee may discharge its duties by email, telephone or other reasonable means of distance communication agreed between the Committee members in which all participants may communicate simultaneously with all other participants and the provisions with regard to quoracy and decision-making as set out in these Standing Orders shall apply as if a physical meeting were to take place.
- 3.5 Only Members and the Council Chair shall have the right to attend meetings. However, any member of the BHC may request that they be permitted to attend a meeting as an observer without voting rights and such request should not be unreasonably refused.
- 3.6 Members may invite guests to attend all or part of a meeting. Such guests may attend with the unanimous agreement of the Members and may contribute to discussions, but shall have no entitlement to vote. Where guests are attending the meeting in part, they shall be provided with supporting papers relating only to that part of the meeting.

### **4 Voting**

- 4.1 Any resolution put to a vote at a meeting shall be passed only where the meeting is quorate in accordance with paragraph 3.3 and where a majority of those present at the meeting vote in favour of the resolution. In the event of a tie, the Chair shall have a casting vote.

### **5 Reporting procedures**

- 5.1 The Secretary shall record a minute of the proceedings including the names of those present and in attendance.
- 5.2 The draft minutes of each meeting and list of action points from that meeting will be circulated to the Committee within 28 days of the meeting.
- 5.3 Any conflict of interest shall be declared at the beginning of the meeting and minuted accordingly.

5.4 The Education & Enforcement Committee shall provide a report of its activities at each meeting of the Council.

**Sue Green**  
**Secretary to the British Hallmarking Council**  
**April 2023**

*(Revised April 2023 to allow for larger membership and quorum)*