

COMMUNITY ENVIRONMENT PARTNERSHIP FOR EASTBOURNE

Terms of Reference

1. Aim

- 1.1. The Community Environment Partnership for Eastbourne (CEPE) will operate within the context of the Eastbourne Strategic Partnership and take actions to maintain and improve the environment of Eastbourne; the environment is defined as the physical surroundings that are common to all the residents of Eastbourne including its air, water, land, plants and wildlife.

2. Objectives of CEPE

- 2.1. The CEPE's primary objective is to develop, implement and monitor an Environment Strategy that will inform and help deliver the environmental priorities identified in the Eastbourne Sustainable Community Strategy, and thereby contribute to delivering other local priorities such as health, regeneration and economy. Key areas to deal with are:

- Climate change mitigation and adaptation;
- Air quality;
- Water supply and use;
- Waste;
- Green spaces;
- Marine and historic environment;
- Land use; and
- Biodiversity.

- 2.2. To develop and sustain links between the Eastbourne Environment Strategy, the Sustainable Community Strategy for East Sussex, other relevant strategies and partnerships in the county in order to benefit from, and contribute to countywide environment and climate actions,

- 2.3. To provide strategic leadership in managing the town's greenhouse gas emissions by following the requirements of the Climate Change Act 2008 and ensuring carbon emissions in the town:

- Peak by no later than 2015;
- Are reduced by 26% by 2020; and
- Are reduced by 80% by 2050.

- 2.4. The environment strategy will adopt a project management approach to its delivery, establishing common targets, agreed actions and milestones that lead to demonstrable, positive and sustainable change in the community.
- 2.5. Establish a network of Environment Community Champions to promote the work of the environment strategy and to help deliver its actions. In doing so it will explore the possible development of neighbourhood management areas.
- 2.6. Actively engage and involve the people and organisations of Eastbourne. This will be public, voluntary and private, including the business and employment community.
- 2.7. To work with external organisations (local and national) that can offer impartial advice and training to the CEPE and its Environmental Community Champions including the Energy Saving Trust's Community Action for Energy.

3. Planned Outcomes

- 3.1. CEPE will be tasked to produce an Environment Strategy and develop a network of trained community champions.

4. Code of Conduct

- 4.1. The CEPE will follow the same policies as the Eastbourne Strategic Partnership.

5. Operations

- 5.1. The CEPE will meet up to six times every year. Additional meetings may be required in order to meet agreed milestones and actions. The meeting timetable will be agreed collectively by CEPE.
- 5.2. CEPE meetings will be reported in formal minutes a draft of which will be circulated to members (by the Secretariat) within five working days of the date of the meeting. The minutes of the meeting will become public documents once they have been agreed by the CEPE.
- 5.3. CEPE meetings will be open to the public, media, and colleagues of the members of the CEPE. These observers are allowed to attend the meeting and participate in the discussions. However observers are not allowed to vote as this right is exclusively reserved for members or their named deputies. In addition the chairperson may for the sake of

expediency (if there is a busy agenda) wish to limit the time given to observers; this will be at the chairperson's discretion.

- 5.4. Decisions are made by the CEPE on the basis of majority voting. If votes are tied then the Chair will make the final decision.
- 5.5. The agenda for the CEPE meetings will be guided by the work that is required to deliver the group's objectives. The Secretariat will circulate an agenda, in addition to any other supporting papers at least 10 days in advance of the meeting.
- 5.6. Membership of the CEPE will be reviewed annually in line with the municipal year and can only be agreed by the ESP. A list of the current members should be held by the Secretariat as a record of which members are allowed to sit on the CEPE. These members are allowed to send deputies in their place but advance warning should be given to the Secretariat.
- 5.7. The Chairperson and Vice-Chairperson's role for the group will be decided by the members of the group on a majority basis. The chairperson will keep their role for one year after which time the group will have an opportunity to revisit it. There is no limit on how long the same person can hold the chairperson's role.
- 5.8. The same process will apply for the secretariat's role.
- 5.9. For the decisions of the CEPE to be valid at least eight members, including at least either the Chairperson or vice-chairperson, must be present.
- 5.10. Representatives of the CEPE are required to declare any conflict of interest and abstain from any related decisions that need to be made. If this results in the number of voting members going below eight this will not invalidate a decision.
- 5.11. Sub-groups or working groups of the CEPE may be set up to take forward a particular stream of work and can meet as many times as is required. These working groups can contain non-CEPE members but at least one member of the sub-group should be a current member of the CEPE.

5.12. Minutes of the sub-groups must be sent to the secretariat of the CEPE within 3 weeks of their occurrence. No work should be taken forward by a sub-group without the sanction of the CEPE.

5.13. One member of the CEPE will need to represent the group at the ESP. This representative will be decided by the members of the group on a majority basis and will keep their role for one year after which time the group will have an opportunity to revisit it. There is no limit on how long the same person can hold the chairperson's role.

5.14. The CEPE may call upon other sub-groups of the ESP where there are areas of common interest. In these cases the membership of the CEPE can be increased to accommodate the other group's members.

6. Membership of the Group

6.1. Membership of the CEPE reflects the main areas of work that it is going to be engaged with, in particular having to change people's behaviour and attitudes to the environment. The CEPE is made up of the following organisations:

Organisation	Places
Eastbourne Community Network	3
Eastbourne Chamber of Commerce	2
Eastbourne Borough Council	2
East Sussex County Council	1
Eastbourne Homes Ltd	1
Eastbourne Association of Voluntary Services	1
East Sussex Fire and Rescue Service	1
Sussex Police	1
Eastbourne Downs Primary Care Trust	1
Representative of learning establishments	1
Environment Agency	1
TOTAL	15

7. Roles of CEPEs Core Group Members

7.1. The roles of the Chairperson, Vice-Chairperson, Secretariat and members is summarised in the attached Annex A.

8. Sources of Funding

8.1. Base line funding to support CEPES meetings will be provided by members of the group. Additional funding to deliver the work of the group will need to be identified as part of the work of the group and may come from a variety of sources both local and national.

9. Communications & Press Protocols

9.1. The following communication protocols are in place for the CEPE:

- Using email as the standard means of communication, with hard copies provided by post for those who wish it
- Press releases and media briefings should be agreed by the Chairperson and at least one other CEPES Core Partner who is from a different organisation. They should be sent out in the name of the CEPE.
- The Chairperson on behalf of the CEPE will make all statements to the press as required
- In the event that individual partners are asked by the press or other organisations, to make a comment on behalf of the CEPE, all enquiries should be referred to the Secretariat who will ensure a response is given in accordance with the relevant CEPE protocol. All partners retain the right to comment on their own behalf to the press or other organisations about any matter
- Press and public relations for the CEPE will be dealt with through Eastbourne Borough Council

Annex A – Roles of the CEPE members

ROLES OF CEPE MEMBERS	RESPONSIBILITIES
CHAIRPERSON	<ul style="list-style-type: none"> • Chair CEPE meetings, ensuring that: all partners are able to contribute, the agenda is managed within the allotted time guidelines and the Code of Conduct is kept • To represent the CEPE at meetings as required • Sign letters and documents on behalf of the CEPE and provide a scanned signature for efficiency • To keep well briefed and up to date with all matters relating to the CEPE • To inform the Vice Chairperson if unable to attend meetings and to brief the Vice Chairperson accordingly • To inform the Secretariat in the event that neither the Chairperson nor Vice Chairperson can attend meetings
VICE CHAIRPERSON	<ul style="list-style-type: none"> • To deputise for the Chairperson in his/her absence as outlined above • To keep well briefed and up to date with all matters relating to the CEPE
ALL CORE GROUP PARTNERS	<ul style="list-style-type: none"> • To attend all CEPE meetings as scheduled having read the agenda and background papers • To attend and support the CEPE • To arrange for a suitably briefed deputy to attend meetings if necessary • To pass information through individual networks within their organisation and any other organisations they represent • To comment on draft CEPE minutes within the allotted time schedule • To host CEPE meetings periodically if possible
SECRETARIAT	<ul style="list-style-type: none"> • To arrange a schedule of meetings, venues, equipment and documentation for the CEPE Core Group • To take minutes of the CEPE Core Group meetings • To distribute papers for meetings as follows: <ul style="list-style-type: none"> ○ Call for agenda items – 15 days before ○ Distribute agenda & papers – 10 days before ○ Circulate draft minutes – 5 days after ○ Post final minutes - 10 days after • To maintain the contact list and ensure regular circulation of information • To maintain contact with the CEPE Chairperson and ensure that all corresponded is dealt with • Liaise with the nominated press office to deal with all press enquiries and ensure that the public are well informed of the activities of the CEPE