

Fareham Environment and Transport Partnership

Terms of Reference

Adopted on 06 / 11 / 2008

1. Name of Partnership

Environment and Transport Partnership
(and in this document it is called "the Partnership")

The Partnership is one of seven thematic partnerships reporting to the Board of [networkfareham](#), Fareham's Community Partnership.

2. Purpose

The Partnership's overall purpose is to ensure that all agencies within the Borough, whether they be statutory, private or voluntary, work together to help maintain and improve the quality of the natural and built environment in Fareham, improve the transport infrastructure and reduce traffic congestion. To do this the Partnership will identify local issues and priorities, ensure that these become part of a Sustainable Community Strategy and ensure that the targets and priorities of the Strategy are implemented. The Partnership will work towards a future in which Fareham is a greener and more sustainable Borough.

3. Aims and Objectives

- (1) To be responsible for the delivery of and performance of the environment and transport priorities and targets set out in the Fareham Sustainable Community Strategy.
- (2) To take account of and influence other strategies and plans relating to environment and transport, particularly the Sustainability Strategy and the Local Transport Plan.
- (3) To take account of and influence the local delivery of the priorities for environment and transport contained within the Hampshire Local Area Agreement and to ensure that, where appropriate, they are included in the Sustainable Community Strategy.
- (4) To consider the implications of relevant policies contained within the Local Development Framework.
- (5) To identify and consider issues and priorities in relation to environment and transport issues within the Borough and advise the [networkfareham](#) Board accordingly.
- (6) To promote multi agency working between statutory, private and voluntary sector agencies on environment and transport issues to ensure the best results for the people of Fareham.
- (7) To identify cross-cutting themes and issues relevant to the wider determination of priorities and bring these to the attention of the [networkfareham](#) Board.
- (8) To maintain links with other themed partnerships on cross-cutting issues.
- (9) To consider relevant cross boundary issues with adjoining local authorities.
- (10) To consider decisions taken by the Partnership for Urban South Hampshire (PUSH) and take account of and influence environment and transport priorities contained within the Multi Area Agreement (MAA) for South Hampshire.

- (11) To undertake a lobbying role to ensure that environment and transport issues within Fareham are taken into account by PUSH, South East England Development Agency (SEEDA) and in future Hampshire Local Area Agreement priorities.
- (12) To ensure the accountability of any sub groups set up to deliver specific priorities.
- (13) To ensure that there are good channels of communication between agencies concerned with the delivery of environment and transport priorities.
- (14) To monitor and review progress against the Partnership's action plan and periodically report to the [networkfareham](#) Board.

4. Powers

The Partnership has decision making powers in order to further the aims and objectives (but not for any other purpose) and may discharge its responsibilities by means of recommendations to the relevant partners to act in accordance with their own discretion within their respective powers and duties.

5. Resources

- (1) There are currently no pooled resources for the Partnership.

6. Membership

- (1) The Partnership's initial proposed membership comprises:
 - Campaign to protect Rural England
 - Environment Agency
 - Fareham Borough Council – Planning and Transportation and Regulatory Services Departments
 - Fareham Society
 - First Bus
 - Gosport Borough Council
 - Hampshire County Council – Environment Department
 - Hampshire & Isle of Wight Wildlife Trust
 - Network Rail
 - South East England Development Agency
 - Solent Society
 - Portsmouth Cyclists Touring Club District Association
- (2) Each partner organisation shall have one representative (with decision-making ability) with responsibility for environment and / or transport matters.
- (3) In the absence of their appointed representative, a partner organisation may appoint a substitute representative.
- (4) A resolution to remove a partner organisation from membership may only be passed if the partner organisation's representative has been allowed to address the meeting.

7. Roles

Chairman

- (1) The Chairman's responsibilities are to:
 - (a) preside at Partnership meetings and any other gathering where appropriate;
 - (b) approve draft agenda and minutes of Partnership meetings prior to despatch; and

- (c) actively promote the Partnership's role to a wide range of organisations at senior level and to raise its profile.
- (2) In the absence of the Chairman for any reason, a partner organisation's representative shall be nominated by the meeting to stand in.

Appointed Representatives

- (3) The responsibilities of the partner organisations' representatives are to:
- (a) be committed to the Aims and Objectives;
 - (b) contribute to the actions required to deliver the Aims and Objectives;
 - (c) represent the views of their organisation; and
 - (d) be accountable to both the Partnership and their member organisation.
- (4) The networkfareham Board representative's responsibilities are to:
- (a) Represent the views of the Partnership at board meetings
 - (b) To provide progress updates to the board on behalf of the partnership.

8. Meetings

Frequency

- (1) The Partnership shall meet quarterly and at such other times as are deemed necessary.

Notice

- (2) At least 28 days' notice shall be given to all partner organisations' representatives who are entitled to attend and vote at the meeting.
- (3) The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so.
- (4) Every effort will be made to ensure that all agenda and briefing papers are distributed to members of the Partnership at least seven calendar days prior to the date of the scheduled meeting.

Special meetings

- (5) The Partnership may call a special meeting at any time provided that at least:
- (a) two partners request such a meeting;
 - (b) seven days' notice shall be given to all partner organisations' representatives who are entitled to attend and vote at the meeting; and
 - (c) the notice states the nature of the business that is to be discussed.

Chairman

- (6) The Partnership will appoint a Chairman at its annual general meeting.

Quorum

- (7) Two partner organisations' representatives shall constitute a quorum.

Voting

- (8) The Partnership will always try to reach a consensus on issues as they arise.
- (9) In the event of a failure to reach consensus each partner organisation shall have one vote.
- (10) If there is an equality of votes, the person who is chairing the meeting shall have a second or casting vote.

9. Delegation

- (1) The Partnership may delegate any of its powers or functions to a sub-group of two or more partners, which should have clear terms of reference.
- (2) The terms of any such delegation must be recorded in the minute book.
- (3) The Partnership may impose conditions when delegating, including conditions that:
- (a) the relevant powers are to be exercised exclusively by the sub-group to whom it delegates;
 - (b) the Partnership may revoke or alter a delegation;
 - (c) all acts and proceedings of sub-groups must be fully and promptly reported to the Partnership.

10. Minutes

The Partnership must keep minutes of all proceedings at meetings and any sub-groups of the Partnership including names of the persons present, decisions made and, where appropriate, reasons for the decisions.

11. Dissolution

If the partners resolve to dissolve the Partnership, the officers, subject to resources, will remain in office and be responsible for winding up the Partnership's affairs.

12. Amendments

Any provision in these Terms of Reference may be amended by the Partnership if it is passed by not less than three quarters of the members present at the meeting and voting.

13. Equality and Diversity

The Partnership will not tolerate the less favourable treatment of anyone on the grounds of their gender, age, race, colour, nationality, ethnicity, disability, sexual orientation, religion or faith or any other reason that cannot be shown to be justified.

14. Duration

The Partnership will review these Terms of Reference on an annual basis.