

---

# **THE DUDDON ESTUARY PARTNERSHIP- TERMS OF REFERENCE**

## **THE PURPOSE OF PARTNERSHIP**

The Duddon Estuary Partnership as a whole, and each of its constituent elements described here, is solely an advisory and consultative organisation. It has no executive authority or powers.

The purpose of the Partnership is to promote the sustainable use of the Duddon Estuary. This means balancing the demands on its natural resources with the economic, cultural and social needs of the area and seeking to resolve conflicts of use, having regard to the needs of present and future generations, through:

- developing a partnership which involves as many people and interests as possible to develop a shared vision and objectives for the future of the estuary
- developing and promoting guidance on the management principles necessary to help achieve these
- helping people work more closely together
- encouraging statutory organisations and others to undertake their duties and responsibilities more effectively
- responding to draft legislation and other proposals which may concern the Duddon Estuary

## **STRUCTURE AND ORGANISATION**

### **The Duddon Estuary Consultative Committee**

The management of the Partnership will be led by a Consultative Committee (henceforward referred to as the 'Committee') made up of representatives of organisations having a significant and legitimate interest in the Duddon Estuary. This includes local authorities, statutory undertakers, regulatory authorities, statutory advisory bodies, voluntary bodies, sporting and recreational organisations, commercial organisations, land owning and managing interests, local employers, and other bodies which the Committee may co-opt from time to time.

The Committee will meet three times a year, varying between a Tuesday, Wednesday, or Thursday. One meeting will be an Annual General meeting when the Annual Report will be received. A chairman and vice-chairman are elected (from the individuals eligible to stand) for two years and are eligible for re-election to the same post for a further 2 years, with a maximum continuous period of 4 years. A retiring vice chairman will not serve in that capacity and a retiring chairman in either capacity for at least 2 years.

Procedure for the business of the Committee will generally reflect that applying in local authority committees. Ultimate discretion on the conduct of business will rest with the Chairman. The Committee will not normally vote on items of business, rather a consensus approach is commended. Where the Chairman judges voting necessary or appropriate it will be restricted to one vote per organisation.

A minimum attendance of eight member organisations is required for Committee decisions to be acted upon. Meetings that do not achieve this minimum attendance may however make recommendations to the next meeting of the Committee.

### **The Duddon Estuary Working Group**

Membership of the Working Group will comprise the Chairman and Vice-Chairman of the Committee, the Secretary and one other, appointed by the Committee from among its members. The Working Group may, for specific issues, co-opt additional members from the organisations represented on the Committee. The Working Group will:

- meet as and when necessary
- service the Committee and pursue implementation of actions agreed by the Committee
- propose the establishment of Action Groups
- review and make proposals for alterations to the Partnership Strategy for consideration by the Committee
- annually prepare a Work Programme, Budget and Annual Report and Financial Statement for consideration and ratification by the Committee.

### **Duddon Estuary Action Groups**

Action Groups to deal with single issues or tasks may be established by the Committee. They will be temporary and on completion of the allotted task will be dissolved. Membership of Action Groups will be by invitation, aiming to include all key organisations relevant to the specific case, and will usually include at least one member of the Committee. An Action Group may co-opt additional members and invite outside representatives to attend in a consultative capacity.

The Committee or the Working Group ~~is~~ may brief Action Groups to:

- prepare responses to consultations received by the Partnership
- implement agreed actions
- make recommendations to the Working Group or directly to the Committee

In liaison with the Secretary, or other nominated member of the Working Group, Action Groups may make direct responses to consultations or, exceptionally make urgent decisions on behalf of the Partnership. Action Groups are expected to report to the Committee on progress with the set task.

### **Secretary**

For reasons of legal liability etc. (see below) the Secretary should be a paid member of staff from one of the statutory authorities represented on the Committee. The Secretary:

- administers the work and meetings of the Committee and the Working Group
- may, with the consent of the parent organisation, vote on behalf of that organisation if no other representatives are present
- undertakes appropriate liaison or other work delegated by the Committee or Working Group
- when necessary, arranges 'emergency' meetings of the Working Group
- will normally be the first point of contact for members organisations and others.

## RESOURCES

### Partnership Resources

Resourcing the Partnership will be undertaken by willing member organisations. Costs will be met from in-house resources and/or funds contributed by members for specified tasks. Where it is necessary to handle money centrally, this will be undertaken by a willing member organisation specified for that project, to whom other contributing members will make direct payments by agreement. Currently Partnership resources are held centrally by Cumbria County Council and collected and administered by the Secretary. These resources will cover such things as:

- Staff time
- Typing, office, admin support
- Consultancy fees
- Design and printing costs
- Campaign costs
- Other – as may be agreed.

### External Resources

The Working Group may seek resources from 'external' bodies, such as grant aid schemes, or European Funding, to contribute to either core or project needs. Sponsorship funding may be sought but only with the express consent of the Committee.

## LIABILITY AND INDEMNITY

The Partnership is organised in such a way as not to incur any financial or legal liability on its own behalf.

Actions undertaken in fulfilment of the 'Annual Programme' will be the responsibility of the individual member organisation carrying out the task. They will be acting within the terms of reference of their employing authorities or bodies, and are therefore expected to be covered by such authority's or body's existing insurance.

Financial contributions made to a 'lead' organiser in support of a given task will not imply any liability on the part of the contributor.

Staff or others working on core tasks or projects for the Partnership will remain the responsibility of their employing or appointing authority or organisation.

