

May 2015

Coastal West Sussex Partnership Terms of Reference

1 Introduction

- 1.1 The Coastal West Sussex Partnership brings together stakeholders around key economic issues that affect the coastal strip of West Sussex from Selsey and Chichester in the west through to Shoreham in the east.
- 1.2 It is the recognised economic partnership for the Coastal West Sussex sub-region and provides strong public and private sector leadership on larger than local issues that impact on the coastal economy.
- 1.3 The Partnership's vision is for a ***strengthened coastal economy that delivers an exceptional experience for residents, businesses and visitors***. Our future includes a better skilled workforce, a better-connected coast and better employment & job opportunities.

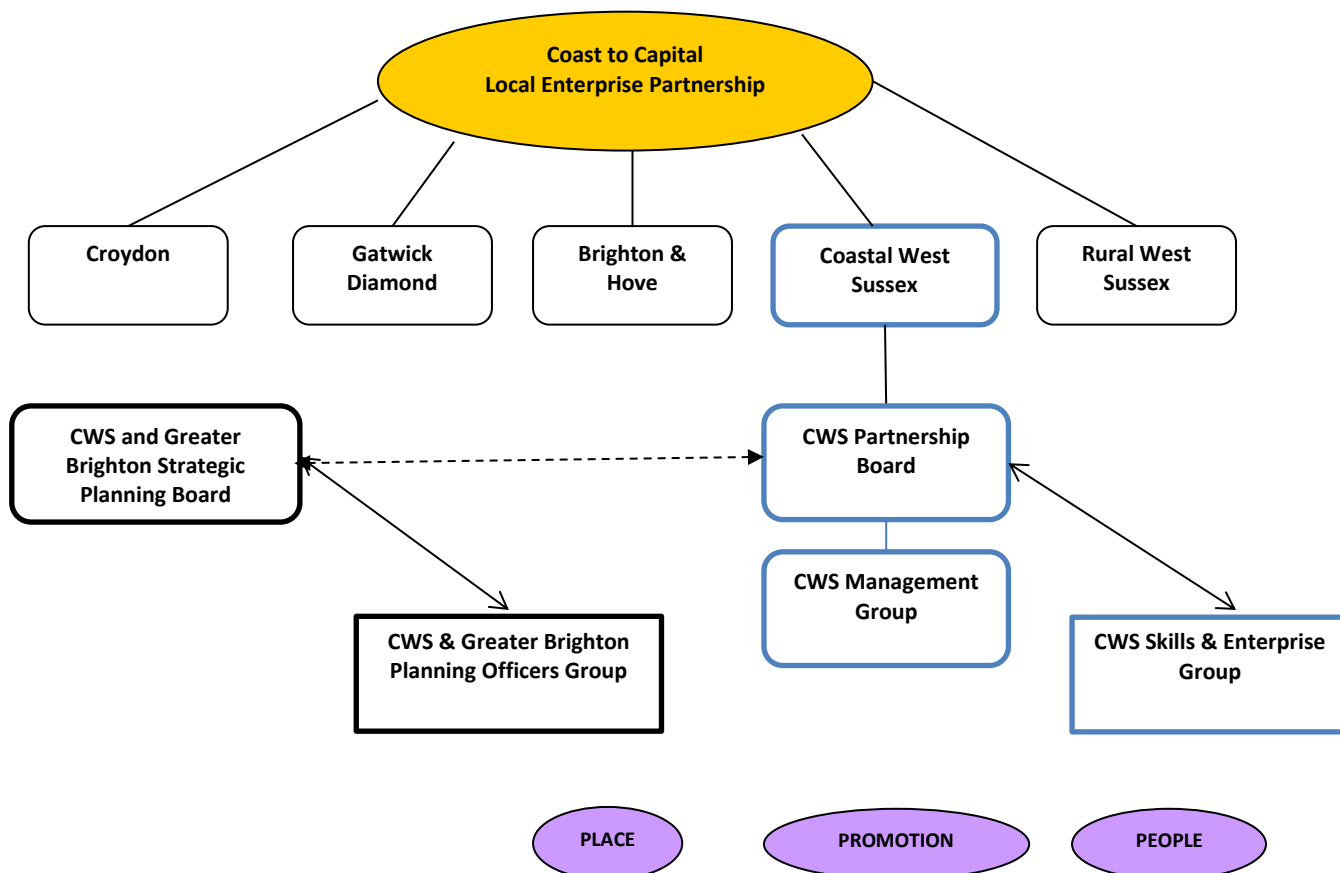
2. Role of the Partnership

- 2.1 The CWS Partnership cannot deliver change on its own but it can use its collaborative strength and enable a business perspective to influence, coordinate, lobby, broker, promote and lead in ways that may sometimes be more difficult for individual local authorities.
- 2.2 The Coastal West Sussex Partnership has a Board that meets in the region of four times a year and which has a key role in promoting economic growth and business development across the coastal areas of Adur, Arun, Worthing and Chichester: The CWS Partnership Board will:
 - Coordinate activity between its constituent local authorities and enable them to have a greater collective voice on issues of mutual concern
 - Provide a forum for business to set and to influence public policy on issues that impact on business and economic performance
 - Be an important vehicle for setting local economic development priorities
 - Be a conduit for delivering the Coast to Capital LEP strategic priorities

3 Governance

- 3.1 CWSP is one of three spatial partnerships in West Sussex and has a direct yet informal relationship with the Coast to Capital Local Enterprise Partnership
- 3.2 CWSP will work with other groups and partnerships to achieve the vision and goals for the coast and we will establish and support new groups where needed. The diagram below shows the relationship

between the Coastal West Sussex Partnership, the wider governance structure across the Coast to Capital area and the current thematic groups that have been established to support the Partnership.



3.2 The Partnership will have non-statutory but executive status.

4 Membership of the CWS Partnership Board

4.1 One Councillor nomination from each of the Local Planning Authorities:

- Adur District Council
- Arun District Council
- Chichester District Council
- West Sussex County Council
- Worthing Borough Council

4.2 Members must nominate a substitute to attend meetings and act on their behalf if necessary.

4.3 The CWS Partnership Board will strive to be a business led and business focussed partnership; to champion the economic priorities for the coast and where possible, align with the economic priorities of Coast to Capital, the Local Enterprise Partnership. The CWS Partnership Board has secured and will continue to seek representation from a range of coastal businesses representing various industry sectors across CWS.

- 4.4 The Board is also represented by the following:
- Higher education sector (one nomination)
 - Further education (two nominations)
 - Business Representative Organisations (Institute of Directors, Chambers of Commerce, FSB etc.)

4.5 The Board will be advised of any proposed nominations received and in the absence of any objections, the secretariat will invite the nominee to join the Board.

4.6 Officers from all of the LPA partner organisations will also be invited to support the Partnership Board.

5 CWS Partnership Board meetings

5.1 Meetings of the Board will be held no more than quarterly as may be agreed for the efficient conduct of business. No more than four full Board meeting will be held each calendar year.

5.2 The Chairman may agree, when relevant to the business of the meeting, to invite further advisers to attend and may invite them to address the meeting when appropriate.

6 Chairman and Vice Chairman of the CWS Partnership Board

6.1 The Chairman and Vice Chairman shall be elected from the business representatives on the CWS Board and undertake a maximum period of two years in post but may stand for re-election. There will also be a Vice Chairman elected from the political representatives to act when needed.

6.2 Should the Chairman or Vice Chairman cease to be members of the Partnership Board then an election will be held.

6.3 Nominations for Chairman and Vice Chairman will be sought two months in advance of the elections and will be submitted for proposal and second at the subsequent meeting. Members of the Partnership Board may put themselves forward or may propose others, on the understanding that the proposee has agreed to stand.

6.4 Elections will take place to allow for a new Chairman and Vice Chairman to serve for a two year period. Following the election in March 2015 the next elections will be in March 2017. Re-election of the Vice Chairman will take place during June 2015.

6.5 Should a Chair or Vice Chair vacate their post during their term of office an emergency election will take place with 28 days notice to all Partners, following the same procedure as for bi-annual elections.

7 Voting

- 7.1 The nature of the Partnership means that the membership should remain flexible to reflect the business led nature of engagement and all attending members will be entitled to vote.
- 7.2 The Partnership will take decisions by consensus. If there is no agreement the Chairman may have to request that a vote is taken. The Chairman will call for a vote to be taken, with a decision being taken by simple majority. The Chairman has the casting vote in the event of an equal number of votes being cast for or against a proposal.

8 Reporting and Information

- 8.1 An agenda and supporting papers for each Partnership Board meeting and sub committee meeting will be circulated no less than five working days prior to each meeting.
- 8.2 Minutes of Partnership Board meetings and sub committee meetings will be circulated to all Partnership Board members within one week of a meeting.
- 8.3 Information will be circulated, where possible, electronically to all Board members.
- 8.4 Any member of the Partnership may propose an item for the agenda by contacting the CWS Team at least three weeks in advance of a meeting.
- 8.5 'Any other business' items are to be notified to the Director at least three working days in advance of a meeting. 'Any other business items' which have not been submitted in advance will only be added at the discretion of the Chairman.

9 Coastal West Sussex Director

- 9.1 A Coastal West Sussex Director has been recruited for a fixed term period until May 2017 where the post will be subject to further review. This post will be line-managed by the Chief Executive of Adur & Worthing Borough Council as the employing authority but will report to the CWS Management Group, the Partnership Board and other working groups as appropriate.

10 Task Groups

- 10.1 The Partnership Board can appoint task groups for any purpose that will assist with the delivery of the CWS priorities. The membership of these groups need not be limited to the membership of the Partnership Board but may be drawn from other organisations, partnerships, agencies and experts in appropriate disciplines. At least one board member/agreed substitute will sit on any task group set up by the Partnership Board.
- 10.2 The terms of reference of each task group will be clearly determined at the time of appointment. Any task group established will report back to the Partnership Board.

11 Conflicts of Interest

- 11.1 The CWS Team will maintain a register of the interests of each member of the Partnership Board detailing the nature and extent of the interest. Every member will be required to give general notice as to their interests not later than one month after they accept a position on the Partnership Board.
- 11.2 All Partnership members must declare to the Board in advance, any direct or indirect interest, which may arise in respect of a contract or other matter to which the Partnership is, or may become, involved.
- 11.3 Where a conflict of interest is declared, the relevant Partnership member shall not influence any decision on the matter, they may remain in the meeting and provide information and answer questions as required but may not vote on the matter under discussion.

Membership

| Authority | Nominated Board Member | Representing Officer |
|--|---|-------------------------------------|
| Adur District Council | Pat Beresford | Alex Bailey* |
| Arun District Council | Gillian Brown | Nigel Lynn*/Karl Roberts |
| Chichester District Council | Myles Cullen | Diane Shepherd*/Steve Oates |
| WSCC | Nigel Peters | Duncan Barrett* |
| Worthing Borough Council | Bryan Turner (Vice Chair - public sector) | |
| | | |
| Business Representative / Institution | | Company |
| Marine | Iain Shepherd | Marcom |
| Horticulture | John Hall | The West Sussex Growers Association |
| Engineering | Andrew Swayne | Ricardo's |
| Pharma-bio | Kirk Brown (Chair)* | GSK |
| | Peter Davies | Shoreham Port |
| | Susan Solbra | Southern Water |
| | Neil Jarvis | The Body Shop |
| | Henry Powell*(Vice Chair) | Inpress Plastics |
| | David Martin* | SHW |
| | David Myers* | BR Limited |
| Chambers of Commerce | Tina Tilley | A&W Chamber |
| | Alan Edmonds | Chichester Chamber |
| | Anne Swaine | FSB |
| | Howard Wilder* | Institute of Directors |
| | Romy Jones | University of Chichester |
| | Shelagh Legrave | Chichester College |
| | Sue Dare | Northbrook College |
| | tbc | BIS |
| | Julie Kapsalis/ Ron Crank | Coast to Capital |
| * Management Group | | |