

TERMS OF REFERENCE

The Sussex-air partnership (Sussex-air) was set up in 2000 and is comprised of officers from all the Local Authorities in Sussex and Brighton & Hove. The partners meet quarterly to discuss air quality related issues and to share knowledge and good practice, the partnership is currently chaired by Adur-Worthing District Council.

1. Aims of the Sussex-air partnership

To provide:

- A co-ordinated and quality assured air quality evidence base
- Technical support, advice and guidance to partners
- Information and advice to the public on air quality related issues
- A means to co-ordinate work on air quality

2. Status of the Sussex-air partnership

Sussex-air is a partnership initiative and is not a formally constituted body.

3. The role of the Sussex-air partnership

The role of the Sussex-air partnership is to provide a forum to share technical expertise, to assist in providing a coordinated approach to deal with air quality issues, to respond to consultations on behalf of members, as and when required and to strive to improve air quality in Sussex, through a range of targeted initiatives.

4. Membership of the Sussex-air partnership

Adur District Council	Lewes District Council
Arun District Council	Mid Sussex District Council
Brighton and Hove City Council	Rother District Council
Chichester District Council	Wealden District Council
Crawley Borough Council	East Sussex County Council
Eastbourne Borough Council	West Sussex County Council
Hastings Borough Council	Worthing District Council
Horsham District Council	

5. Chairmanship of the Sussex-air partnership

The Environmental Protection Specialist at Adur-Worthing council currently chairs the Sussex-air partnership, the vice chair is the senior technical officer at Brighton and Hove City Council.

The role of members of the Sussex-air partnership is to:

- Attend the quarterly meetings, or send a deputy;
- Demonstrate commitment to the aim and roles of Sussex-air;
- Share ideas and put forward suggestions that will improve air quality in Sussex;
- Contribute to the promotion of the airAlert and coldAlert services, managed by Sussex-air;
- Review the Sussex-air business plan annually.

6. Proceedings of the Sussex-air partnership

- The Sussex-air partnership meeting will be valid if at least half of the nominated representatives attend.
- Motions put forward will be agreed on a majority vote.

7. Sussex-air working groups

The partnership may convene a working group on any matter. The working group may meet independently and discuss items to report back to the partnership at the next quarterly meeting. Partners will then decide on any recommendations from a working group and further actions to take.

8. Sussex-air partnership meetings

The Sussex-air partnership will meet quarterly in March, June, September and December each year.

Sussex-air partners will be given at least 2 weeks' notice of partnership meetings.

The agenda and papers will be sent at least one week prior to the meeting.

Minutes will be circulated within a week of each Sussex-air meeting.

9. Review of the Terms of Reference

These terms of reference may be reviewed by the Sussex-air partnership at any time, and may be amended following full discussion of a revised draft at a meeting of the partnership.

These Terms of Reference were adopted by the Sussex-air partnership on:

Date:.....

Signed on behalf of the Sussex-air partnership (Chair)

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