

TITLE

1. The title of the organisation shall be 'The Deben Estuary Partnership' (hereafter DEP).

GUIDING PRINCIPLES

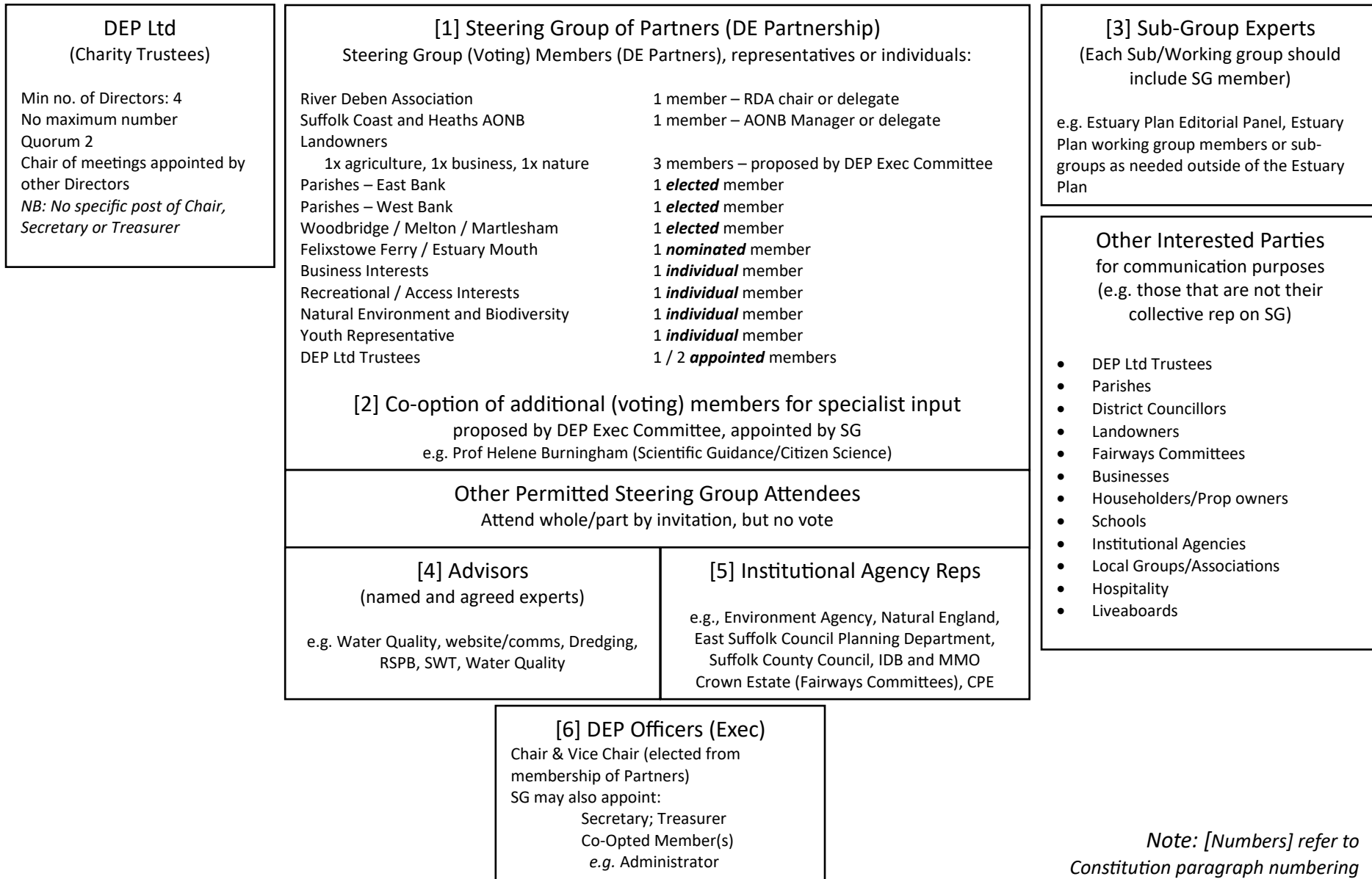
1. The purpose of the DEP shall be to safeguard, enhance and promote the special qualities of the estuary for the benefit of all.
2. The DEP shall, in partnership with others, prepare and oversee an Estuary Management Plan, including a rolling programme of works to secure the furtherance of the Plan.
3. The geographical area of the DEP's concern shall be the tidal estuary and its hinterland, including all Parishes that abut the estuary or have flood compartments within their Parish boundaries, together with such of the coastline as directly impacts upon the wellbeing of the estuary.
4. The DEP shall run as a partnership of equals where each partner reflects, so far as is practicable, the interests and views of those they represent.
5. The DEP shall act as an independent organisation but will seek to work in partnership, with the relevant Statutory Agencies and Local Authorities.
6. The DEP shall recognise and seek to influence the relevant policy framework of Statutory Agencies and Local Authorities and will seek to ensure that the management policies determined in the Estuary Management Plan are afforded appropriate weight.

TERMS OF REFERENCE

1. To work with partners to develop, secure the implementation of, monitor the effectiveness of and revise as necessary, an Estuary Management Plan for flood defences and related economic, environmental and community wellbeing.
2. To consult and engage appropriate communities of interest and liaise with relevant organisations.
3. To recommend, determine, initiate and revise as necessary, a rolling programme of work, projects, research or other activities for the furtherance of the Estuary Management Plan in terms of:
 - quantifiable benefit
 - to standards of protection / wall maintenance / improvement work
 - to environmental designations
 - to estuary processes / dredging

- recognised or innovative processes
 - any other action in respect of the general wellbeing of the estuary
4. To seek funding and invite and receive contributions and grant aid allocations (whether for general or special purposes). To support financing initiatives – from any available source.
 5. To appoint, constitute and provide clear terms of reference for such Sub Groups or Working Groups as are appropriate. Each such group shall report all actions and proceedings to the DEP Steering Group.

MANAGEMENT ARRANGEMENTS - “A partnership of equals”



MANAGEMENT ARRANGEMENTS

Steering Group of Partners

1. Steering Group
 - All SG members of the DEP Steering Group shall be appointed on a 3-year term basis
 - A SG member shall notify the DEP in writing if they wish to resign
 - If a SG member is absent without accepted reason from 3 consecutive meetings the DEP may resolve that his / her place be vacated
 - SG members of the DEP may not all resign at the same time unless or until they have procured or co-opted at least 6 new members at a special general meeting
2. The co-option of additional SG members shall be permitted when specialist input is required. Co-opted members shall be appointed at a duly constituted meeting of the DEP and remain as co-opted members for the remainder of the current term.

Sub Groups / Working Groups

3. Members of Sub Groups or Working Groups may be proposed by the DEP and / or the Working Group itself. Membership must be agreed by the DEP and should include a member of the DEP Steering Group.

Advisers

4. The DEP may be advised, as appropriate, by named and agreed experts
 - Advisors to the DEP may be permitted to attend the whole or any part of a DEP meeting by invitation of the DEP membership but may not vote

Institutional Agencies

5. Representatives of the Environment Agency, Natural England, Suffolk County Council, East Suffolk Council Planning Department, IDB, MMO, Fairways Committee(s) and other relevant institutions may be permitted to attend the whole or any part of a DEP meeting by invitation but may not vote.

Officers / Executive

6. There shall be a Chair and a Vice-Chair of the DEP elected from the DEP SG membership by a majority of the DEP members.
 - The Chair of a DEP meeting shall be entitled to a second or casting vote.
 - The period of office for the chair and vice-chair shall be a two-year term with a further term permitted at the discretion of the DEP membership
 - The DEP may appoint a Secretary and Treasurer

MEETINGS

7. Trustee Meetings:
 - 1x Annual General Meeting (not more than 15mths apart)
 - No set number of other meetings per year (Directors have the power to decide)
 - Recommended DEP Chair to be invited
8. Exec Meetings:
 - Meeting frequency/co-opted members to be decided by Exec
 - Exec manages election of representatives of Partners (e.g. 1 member from East Bank Parish, Landowners)
9. Steering Group:
 - 1x Annual General Meeting held in public
 - Minimum 4x meetings of “Full Membership” (Steering Group Voting Members) per year, with “General” Meeting(s) called to amend constitution
 - Quorum for voting: 50% of “DEP Membership” (Steering Group Voting Members)
 - 75% of those eligible to vote required to change constitution at a General Meeting
 - Each SG member of the DEP shall have one vote, proxy votes will be accepted
 - Steering Group should endorse Executive Committee proposals for appointing membership roles
10. Sub-Group Meetings:
 - Chaired by Steering Group Members
11. Meeting frequency at discretion of the Exec Committee/Sub-Group Chair. Other update/communication meetings, frequency at discretion of Exec Committee e.g.
 - Deben Estuary Plan Contributor Meetings (collective mtg of all contributors) with Starter Meeting and subsequent milestone/celebratory meetings
 - DEP Stakeholder Meetings (Use of DEP Newsletters in-between the update meetings) consisting of:
 - i. Steering Group attendees
 - ii. Sub-Group Experts
 - iii. Interested Partiescollectively, “Stakeholders”
12. All deliberations and decisions of the DEP shall be minuted, published on the DEP web site and made freely available on request.
13. The Chair’s ruling on any matter affecting the arrangements for and the procedures at any meeting of the DEP shall be final.

CONDUCT

14. All SG members shall complete a Declaration of Interests form when they join the DEP.
15. SG members shall be responsible for updating that Declaration as and when necessary.

FINANCIAL ARRANGEMENTS

1. All income / monies received shall be applied in furthering the guiding principles of the organisation
2. All income of the DEP shall be paid into an agreed account/s
3. The DEP shall keep accounting records and present an annual report and accounts at the Annual General Meeting
4. The DEP shall appoint an auditor or independent financial examiner as necessary
5. The DEP will take out any insurances deemed necessary