



Smoke Free Newcastle Terms of Reference (revised September 2007)

The Smoke Free Newcastle Alliance aims to meet on a regular basis to develop and oversee the implementation of a Tobacco Control Action Plan for the city.

Membership

The group will comprise representatives as follows:

- Alison Beattie, Coordinator of Smoke Free Support Project Office, Newcastle City Council
- Bev Wears, British Lung Foundation (Breathe North)
- Brendan Hill, Coordinator, Mental Health Concern
- Councillor Doreen Huddart, Liberal Democrat Member for North Heaton (Chair)
- David Ellerington, Team Leader Licensing, Newcastle City Council
- David Usher, City Centre Manager, Newcastle City Centre Management and representative for Newcastle on the North East Chamber of Commerce.
- Hazel Cant , Representing the Unions within the City Council
- Jonathan Hart, Press Officer, Newcastle City Council
- Judith MacMorran, Senior Health Promotion Specialist, Newcastle PCT
- Kris Grey, Communications Lead, Newcastle PCT
- Malathi Natarjan, Consultant in Public Health, Newcastle PCT
- Manager of Newcastle and North Tyneside Stop Smoking Service, Newcastle PCT
- Mark Lamb, Neighbourhood Services, Newcastle City Council
- Peter Sweet, PHEP Noise Pollution, Newcastle City Council
- Sue Pearson, Age Concern
- Vivienne Air, Group Manager Food, Safety and Health Improvement, Newcastle City Council

To receive information and minutes only;

- Councillor Brenda Hindmarsh, Executive Member for Adult Social Services and Health
- Stephen Savage, Head of Public Health and Environmental Protection, Newcastle City Council
- Fresh; Smoke Free North East

Meetings

- a. Meetings will be held quarterly
- b. The steering group will have an appointed chair, who will hold their position for at least a year. The chair will both be nominated and seconded by a member of the group and elected into office by vote.
- c. Sub groups will be set up to address specific issues as required e.g. National Clean Air Award, Implementation of the smoke free legislation. These groups will report to the steering group regularly.
- d. A quorum of six people will be necessary for meetings to take place.

Functions

- a. To act as the delivery group for the tobacco control element of the Newcastle Health Improvement Strategy.
- b. To oversee the implementation, monitoring and further development of the Smoke Free Newcastle tobacco control action plan.
- c. To promote tobacco control issues and Smoke Free Newcastle to the public and key decision makers.
- d. To contribute to local, regional and national tobacco control debates and seek to influence key decision makers.
- e. To assist in sourcing funding for tobacco control activity to implement the action plan.
- f. To represent Smoke Free Newcastle in the media as required.
- g. To act as an expert group to the Wellbeing and Health Partnership Executive on tobacco control, advising on key issues as required.
- h. To act as a conduit for regional and national bodies on tobacco control, ensuring that local initiatives are consistent with regional Fresh- Smoke Free North East and national priorities.

Accountability

- Smoke Free Newcastle will act as the vehicle for delivering the tobacco control element of the Newcastle Health Improvement Strategy.
- Smoke Free Newcastle is formally accountable to the Wellbeing and Health Partnership Executive. It will provide regular reports to the Executive and copies of minutes or summaries of them.
- These terms of reference do not remove the accountability and governance arrangements already in place for individual organisations.

These revised terms of reference were revised on 1 September 2007. They will be reviewed annually.