

TASK AND FINISH GROUPS DRAFT TERMS OF REFERENCE

Membership

The [xxxxxxx] task and finish group will include:

[names of individuals and names of group/organisation/constituency he/she represents]

Sub groups and advisors may be appointed, if necessary and their terms of reference will be agreed by the Task and Finish group.

Frequency of Meetings

The group will agree the frequency and intervals of its meetings in order to achieve its purpose and specific duties within the timescale agreed by the Liaison Partnership.

Purpose of group

- To consider themes or issues identified by the Liaison Partnership, in the context of the agreed aim of the Partnership
- To develop option(s) for addressing the identified issues, which will contribute towards achieving the aim in the short and longer term.
- To propose option(s) for consideration and endorsement to the Liaison Partnership by October 1st 2005
- To carry out its work in a transparent, inclusive and timely manner
- To seek to represent the views relevant to the issue under consideration and to solicit and take account of feedback from the public

Specific duties (these will be relevant to each Task and Finish Group and will be determined by the Group in the light of the agreed aim and advice of the Liaison Partnership)

e.g. For the ‘Strengthening Partnerships and Community Involvement Group:

- To identify existing and potential partners and related initiatives which may contribute to achieving more integrated management of forest, dunes and village area
- To identify desired outcomes amongst identified partner groups in relation to future involvement and partnership working.
- To identify opportunities presented by initiatives in the immediate and more distant vicinity of the forest/warren area which will assist in achieving desired outcomes
- To identify weaknesses in aspects of current partnerships and ways of addressing these

- To identify processes and procedures to support the consultation process and to support long term involvement and engagement of the local community in the management of the forest and dune area
- To present a range of outcome related actions (‘options’) for consideration by the liaison partnership before October 1st 2005.

Budgetary responsibility

No budget is assigned to the Task and Finish group

Communication by the Group

- The group shall be responsible for keeping the public, the Liaison Partnership and other task and finish groups informed of progress by the following mechanisms:
 - Forestry Commission website
 - village newsletter
 - reports at Liaison Partnership meetings.

And through any other appropriate means identified by the task and finish group

- A FC or CCW coordinator on any task and finish group will specifically be responsible for ensuring that notes of that group meeting will be conveyed to the convener/coordinator of other task and finish groups in order to inform their discussions
- Notes of each task and finish group meeting will be produced within 7 working days and forwarded to the FC coordinator for placing on the web within 14 working days following each meeting

Limits of Authority

- The task and finish group will be responsible only for formulating recommendations on a range of actions (or ‘options’) to address identified issues
- Recommendations of the task and finish group will be discussed and endorsed by the Liaison partnership. Any options or proposed actions may be subject to further formal, statutory assessment procedures.