



## **Chase and Chalke Landscape Partnership Scheme COMMUNITY STAKEHOLDERS' GROUP TERMS OF REFERENCE**

### **1. Title**

1.1 The Group shall be known as the Community Stakeholders' Group for the Chase and Chalke Landscape Partnership Scheme.

### **2. Role and Responsibilities**

2.1 The primary purpose of the Community Stakeholders' Group ('the CSG') is to advise the Chase and Chalke Landscape Partnership Scheme Board ('the Board') of the views of the local community and a variety of user and interest groups about important community issues related to the delivery of the Chase and Chalke Landscape Partnership Scheme ('the Scheme').

2.2 In particular, it will provide advice to the Board on:

- local needs and aspirations;
- effective engagement of local communities and groups in the delivery and on-going management of projects;
- communications initiatives, particularly to and from communities in the LP area, surrounding market towns and beyond;  
and participate in:
- workshop/training sessions on topics such as communications, volunteering, interpretation, monitoring & evaluation and legacy planning.

2.3 The CSG will also seek to assist the Chase and Chalke Landscape Partnership Scheme Team and the Board with community engagement and actively communicate the Scheme and its projects to the community, stakeholder groups and general public.

2.4 The CSG shall act as a critical friend, promote open dialogue and seek consensus wherever possible. If consensus cannot be achieved, decisions will be made following an open vote (see 4.8 on voting arrangements).

### **3. Membership and leadership**

3.1 Membership of the CSG will not exceed 12 members comprising:

- 6 representatives from local communities;
- 6 representatives from user groups and local interest groups for example, but not limited to, groups involved in environmental issues, conservation, history, archaeology, farming, forestry, recreation, education and interpretation.

3.2 CSG members will be selected by a working group of up to four members of the Board, of which no more than two shall represent statutory organisations or local authorities.

Selection will be from candidates responding to an advert placed in the local press, on the Chase and Chalke Landscape Partnership Scheme web pages, via Parish Councils and any other appropriate channels. The selection criteria will be transparent and publicly available via the Chase and Chalke Landscape Partnership Scheme website pages and can be viewed at the AONB office.

3.3 All members of the CSG will contribute to the work of the CSG, providing advice and guidance on the basis of what is best for the local community and stakeholder groups across, and beyond, the Scheme area as a whole rather than promotion of a specific interest

3.4 Members shall be appointed initially for a period of one year. At the end of the first appointment period, members shall be eligible for reappointment for a further period of between one and three years to be mutually agreed.

3.5 Any vacancies may be filled at any time by applicants meeting the criteria referred to in section 3.2.

3.6 Before appointment, representatives shall confirm in writing:

- their commitment to working within the Terms of Reference and achieving the purpose of the Group through constructive working with other members and across the Scheme; and
- their ability to devote the necessary time to attend CSG meetings and to network with a wide range of interests and the community outside of Group meetings.

3.7 The CSG shall elect a Chair and Vice Chair at its first meeting, whose appointment shall run for a period of one year.

3.8 Three members of the CSG will also attend meetings of the Board to represent the collective views of the CSG. These Board members will be elected by the CSG on an annual basis. The members of the CSG elected to serve on the Board must act to reflect the consensus or majority views of the CSG.

3.9 A member of the CSG may resign, at any time, by providing 1 month notice in writing to Scheme Manager.

3.10 Any member who has been absent for three consecutive meetings may be removed from the CSG by the Scheme Manager following discussion with the Chair. The Lead Partner will have the right to review the chairing and membership of the CSG if necessary.

#### **4. Meetings and Administration**

4.1 The CSG shall meet every three months to feed into the quarterly reporting cycle for the Board and the Heritage Lottery Fund. These meetings will precede those of the Board to allow adequate time for comments from the CSG to be available for consideration at the Board meetings.

4.2 Anyone may request an item to be discussed by the CSG by sending such a request in writing to the Chair of the CSG.

4.3 The quorum for any meeting shall be one third of all members currently appointed. The Vice Chair may lead the meeting in the absence of the Chair.

4.4 The Chair or Vice Chair of the Board, the Scheme Manager and Support Officer will attend meetings, with no voting rights. If the Chair or Vice Chair of the Board are unable to attend then this may be delegated to another Board member (excluding the CSG Board members).

4.5 The Chair of the CSG will produce an agenda for the meeting and circulate it to all members at least one week beforehand. Items raised under section 4.2 will be included as Any Other Business if not received in time for inclusion on the published agenda.

4.6 The Scheme Manager, shall:

- circulate copies of appropriate papers at least a week before the CSG meeting; and
- produce a draft minute of the meeting and circulate it within two weeks of the meeting to all members of the CSG for comment. Formal approval of the minutes shall rest with the CSG at its next meeting.

4.7 Members who may also be involved in the delivery of individual projects within the Scheme should declare their interest in that project(s). The Chair will ask for Declarations of Interest at the start of each meeting.

4.8 In circumstances where the CSG is unable to reach a consensus and for the purposes of electing a Chair, Vice Chair and representatives to sit on the Board, each member will have one vote.

4.9 An annual Community Stakeholders Forum will be held, which the CSG Chair or Vice Chair and a third of CSG representatives are expected to attend, to help disseminate information on the Scheme and answer any questions regarding the work of the CSG to all those attending. The Forum will be open to anyone who wishes to attend.

## **5. Allowances**

5.1 Members may claim travelling allowances for attendance at CSG meetings at the rates outlined in the Lead Partners (Wiltshire Council) Mileage Allowance Scheme.