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# NATIONAL PARK MANAGEMENT PLAN AND CORPORATE STRATEGY REVIEW MEMBER TASK AND FINISH GROUP

## DRAFT TERMS OF REFERENCE

### 1. TASK AND FINISH GROUP: COMPOSITION AND REPORTING PROCEDURES

- a) The Task and Finish Group will comprise a maximum of six Members that will be agreed at the Authority's Annual General Meeting and are representative of the different categories of Authority Members.
- b) Members of the Group will agree a Chair at the first meeting. In the absence of the Chair, the Group will agree a Chair (by majority if required).
- c) The Task and Finish Group does not make formal decisions; however, it can make recommendations (which are agreed by a Group majority) to be considered by Authority or the Members Forum, dependent on which is the most appropriate mechanism (see second paragraph below).
- d) The Group will welcome input and advice from officers and Members as appropriate.
- e) The Group's focus is on reviewing the National Park Management Plan and Corporate Strategy and will not oversee implementation, although it may wish to make recommendations in this regard. Therefore, the Group will finish at the end of the review period for the National Park Management Plan and Corporate Strategy, which is October 2022.

The Group will provide a way for Members and officers to engage on developing the Authority's approach to reviewing and aligning the National Park Management Plan (NPMP) and Corporate Strategy (CS). The Group will not have any decision making powers, as these reside with the Authority.

Reporting lines are to the Authority when recommendations are made that require a decision. The Members Forum will receive notes of the meetings, regular updates and discussion items to engage all Members and promote understanding of the NPMP and CS in the full Membership.

Meetings of the Task and Finish Group can be a mixture of formal and informal. There is no requirement to publish agendas and make meetings open to the public. Transparency will be achieved by the requirement for the Task and Finish Group to report all recommendations for decision to Authority.

Although there is no budget established for this Task and Finish Group, attendance at formal meetings of the Group is classified as an Approved Duty to allow the payment of travel expenses to Members.

### 2. TERMS OF REFERENCE

The Task and Finish Group has been created to provide a way for Members and officers to engage with each other on developing the Authority's approach to reviewing and aligning the NPMP and Corporate Strategy. It will focus on the following key areas.

#### **Strategy**

The Group will steer on the development of the aligned NPMP and CS. More specifically, development of the revised vision for the strategy, its structure, outcomes and text.

#### **Performance Monitoring**

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The Group will steer on performance management of the strategy. More specifically, development of key performance indicators, targets and reporting mechanisms to Members and partners.

#### **Delivery Plans**

The Group will steer on the partnership delivery plan and Authority operational/business plan for the strategy. More specifically, development of both plans and what type of actions fit in which plan.

#### **Partner Engagement**

The Group will steer on how Members of the Authority should secure ownership of the NPMP strategy and delivery plan actions with key partners, with emphasis on local authority partners.

### **3. NEED FOR THE GROUP**

Benchmarking demonstrated that other national parks have greater synergy between their NPMP and CS. Additionally, combining the NPMP and CS will ensure that the Authority and partners are working to the same vision and outcomes. Furthermore, the Landscapes Review recommends that National Park Authorities should give greater emphasis to their NPMPs.

The Authority needs to review the current NPMP and have the reviewed plan in place by April 2023. To allow time for planning implementation of the delivery plan, the Authority is committed to adopting the next NPMP by October 2022. This Task and Finish Group will act as an advisory group to officers during this review period. This will enable officers to have regular engagement with and gain a steer from Members.

Establishing the Member Task and Finish Group will:

- Allow Members a greater opportunity to shape the development of a combined NPMP and CS.
- Provide focussed time for Members and officers to discuss the development of a combined NPMP and CS.
- Provide Members with the opportunity to shape the future performance management processes of the NPMP and CS.

### **4. INITIAL WORK PROGRAMME**

It is envisaged that the first meeting of the Task and Finish Group will:-

- Appoint a Chair.
- Review and agree the Draft Terms of Reference of the Task and Finish Group.
- Discuss and agree an initial work programme, based on the briefing notes presented to the 13 April 2021 Members Forum. An initial focus will be to update the NPMP vision.