

LIAISON PARTNERSHIP

DRAFT TERMS OF REFERENCE

Membership

- The Liaison Partnership will include individuals who represent and are in touch with a constituency of interest. As a whole it will collectively be able to represent the range of interests and views which are relevant to its agreed aim.
- Members will be committed to participating in a collaborative way to the work of the Partnership and will provide information as fully as possible to assist the consultation and engagement process.
- Members will join the Partnership through nominating him/herself, or through nomination by a group or community, or by invitation.
- The Partnership will be responsible for making any membership decisions, including checking that the balance of membership and size of the group is manageable and conducive to progressing the consultation and engagement process

Frequency of Meetings

- The partnership will agree the frequency and intervals of its meetings in order to achieve its purpose and its specific duties.

Purpose of the partnership

- To coordinate activity across the range of interests in the area in order to achieve the aim of *‘working together with all those interested in the design, management and use of the Newborough Forest and Warren Area to enhance its environmental, social and economic value in the long term’*

Specific duties

- To decide how best to manage the engagement process so that all views are taken on board and that everyone knows what is going on.
- To advise on the establishment of task and finish groups and to bring together the results of any such groups, deciding how to resolve any tensions or difficulties and establishing areas of mutual agreement as well as understanding disagreements
- To ensure proposals, views and outputs of the process are presented to the accountable bodies.
- To facilitate opportunities for collaboration and joint working that may arise during the process.
- To continuously review the various parts of the process to ensure effective achievement of the aim, and in particular to deliver timely and considered input into the forest redesign planning process

- To ensure adherence to agreed terms of reference and to advise on appropriate courses of action in the event of non-compliance

Budgetary responsibility

No budget is assigned to the Liaison Partnership

Communication by the Liaison Partnership

- The Partnership shall be keep a record of its meetings and will responsible for keeping the public, the members' constituencies of interest, the task and finish groups and the accountable bodies informed of progress through the following mechanisms:
 - Forestry Commission website
 - Village newsletter
 - Information folders
 - Direct contact between members and their constituencies
 - Public meetings

And through any other appropriate means identified by the Liaison Partnership.

- Notes of each Liaison Partnership meeting will be placed on the Forestry Commission website within 14 working days following the meeting.

Limits of Authority

- The Partnership will be responsible for discussing and endorsing any proposals from the task and finish groups and in turn will be responsible for recommending these proposals to the accountable bodies. Any proposals may be subject to further formal, statutory assessment procedures.