

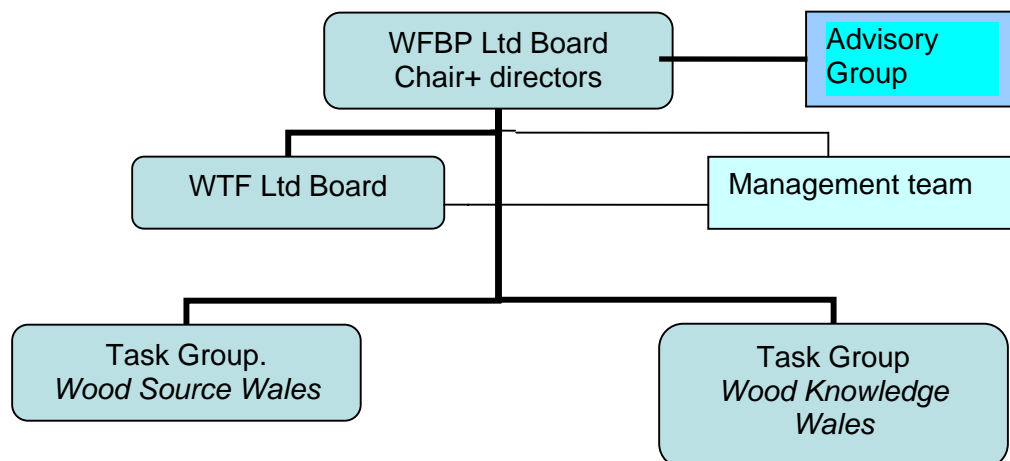
WALES FOREST BUSINESS PARTNERSHIP

Purpose

1. To update the National Committee on progress on the restructuring of the Wales Forest Business Partnership (WFBP) and Welsh Timber Forum (WTF).

Background

2. The WFBP Leadership Group met on 16th February and agreed to restructure the Partnership. The following chart summarises the new structure.



3. The restructuring was also approved by an Extraordinary General Meeting of the Welsh Timber Forum. The new structure will come into operation on 1st April 2009. Brief details of the new structure are described in paragraphs 4 – 8.
4. **WFBP Ltd** - WFBP Ltd is a company limited by guarantee with five directors. Applications for the position of Chair were advertised on the WFBP web site and Andrew Bronwin (Andrew Bronwin & Co) has been appointed. Other directors include the Chairs of WFBP project initiatives: *Wood Source Wales* Stephanie Harris (Director, ATC Floors and Doors Ltd) and *Wood Knowledge Wales*, Phil Roberts (Deputy Director, Gwalia Housing Association) and Richard Withers, Chair of Welsh Timber Forum Ltd. The fifth director will be proposed by the Chair. The main functions of the board are:
 - strategic direction of the company in line with Partnership objectives;
 - deployment of the budget;
 - direction of the management team.

5. **WTF Ltd Board** - The Welsh Timber Forum will act as the membership organisation of the Partnership. Currently members access services from Wood Source Wales. Members of the WTF elect its board. The WTF board will be responsible for:
 - directing the membership organisation;
 - employing the management team;
 - overseeing governance of the management operations.
6. **Project Initiatives (Task Groups)** - Currently the Partnership has two main projects: *Wood Source Wales (WSW)* and *Wood Knowledge Wales (WKW)*. These will continue to be directed by their respective steering groups whose chairs will now be WFBP Ltd directors. It is anticipated that new project initiatives will be incorporated into the Partnership and moves are already underway for *Wood Fuel Wales* to join.
7. **Management of Partnership** - The management team will be led by a Partnership Manager. The team will be responsible for:
 - delivery of Partnership initiatives as directed by the WFBP Board and Chair;
 - planning and management of Partnership finances;
 - management of the Partnership's banking.

Direction of the management team will lie with the Chair of WFBP Ltd.

8. **Advisory Group** - The current Leadership Group will become an Advisory Group to WTFB Ltd. Its membership will continue to reflect the diverse interests of the sector. Current membership and periods of office will remain unchanged. A Chair will be appointed by members of the Advisory Group. Its responsibilities will be:
 - to act as the reporting body for the WFBP Ltd Board;
 - to appoint/reappoint WFBP Ltd directors;
 - to investigate and make recommendations on issues referred to it by the Board;
 - to advise the Board on issues relevant to the development of the sector, including possible new Partnership initiatives;
 - to advise on matters referred to it by the Board and Steering Groups;
 - to respond to matters referred to it by the WAG and other agencies.

Recommendations

9. The National Committee is asked to note the current position.

R J Cooper
8 March 2009