

**Moor than meets the eye 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 *Moor than meets the eye* Landscape Partnership Scheme.

**2. Role and Responsibilities**

- 2.1 The primary purpose of the Community Stakeholders' Group ('the CSG') is to advise the *Moor than meets the eye* Landscape Partnership Scheme Board ('the Board') of the views of the local community and a variety of user and interest groups with regard to issues pertinent in the delivery of the *Moor than meets the eye* Landscape Partnership Scheme ('the Scheme').

- 2.2 In particular, it will provide advice to the Board on and participate in:

- local needs
- engagement with local communities and groups in the delivery and on-going management of projects
- communications
- Scheme-wide workshop groups on topics such as volunteering, interpretation, monitoring & evaluation and legacy planning.

- 2.3 The CSG will also seek to assist the 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 15 members comprising:

- Representatives from local communities (no more than 8)
- Representatives from user groups/local interest groups, eg environmental, history, commoning, agriculture, recreation, education and skills (no more than 8).

- 3.2 CSG members will be selected by a working group of 4 members of the Board, of which no more than 2 shall represent statutory organisations or local

authorities. Selection will be from candidates responding to an advert placed in the local press, on the *Moor than meets the eye* website, on the Dartmoor National Park Authority (DNPA, as Lead Partner) website, via Parish Councils and any other appropriate channels. The selection criteria will be transparent and publicly available via the *Moor than meets the eye* website, the DNPA website and on inspection at DNPA offices.

- 3.3 All members of the CSG will contribute to the work of the CSG, providing advice and making decisions on the basis of what is best for the local community and stakeholder groups across the Scheme area as a whole and its hinterland, rather than just specific local interests in it.
- 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, Members shall confirm in writing:
  - their commitment to working within the Terms of Reference and achieving the purpose of the Forum 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 formal 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's notice in writing to the Lead Partner (DNPA).
- 3.10 Any member who has been absent for three consecutive meetings may be removed from the CSG by the Lead Partner (DNPA) 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 fit 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 at CSG meetings 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 Finance & Admin 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 Lead Partner, usually through 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 Meetings shall be held in public, and members of the public shall be able to ask questions on the business of the meeting at the discretion of the Chair.

## **5. Allowances**

- 5.1 Members may claim travelling allowances for attendance at CSG meetings and authorised training events, and where appropriate, a carer's allowance, at the rates adopted in the Lead Partner's (DNPA) Members' Allowance Scheme.