

Management Working Group Members' Role Description

The North Wessex Downs National Landscape (NWDNL) is governed by a body called the Council of Partners. The Management Working Group (MWG) is a smaller group of up to ten members that helps take forward the work of the NWDNL between meetings of the Council of Partners. The MWG is accountable to the Council of Partners and reports to them. It is a key group shaping and enabling delivery of the business plan on behalf of the Council of Partners. Under delegated powers this group also takes forward the priorities approved by the Council of Partners and agreed in the Business Plan.

The MWG normally meets four times per year. Three meetings precede each of the Council of Partners meetings. A fourth, optional meeting is reserved for strategic discussion or other matters as appropriate. Occasional additional meetings may be arranged as and when necessary.

Meetings take place during working hours at the NWDNL office near Hungerford and usually last around three hours.

The membership of the MWG is made up of individuals with core competencies important and relevant to the management of the NWDNL. The knowledge and expertise needed includes:

- Landscape character
- Biodiversity and nature conservation
- Farming, land management and rural economy
- Historic environment
- Land use planning and development
- Protected landscapes Management Plans, policies and guidance
- Business planning, finance and project management
- The workings of local government
- Financial and Risk management
- The geography of the North Wessex Downs
- Fundraising and developing major funding bids
- Partnership working
- Local community engagement
- Communications and marketing.

The purpose of the MWG is to help realise the strategic objectives of the Council of Partners and to ensure that its priorities are efficiently and effectively progressed. Members of the Group need to have the capacity and necessary knowledge base and technical skills to help drive forward initiatives. All members of the Group are expected to work on behalf of the Council of Partners and not to represent the organisation or authority to which they belong.

As well as providing oversight of the NWDNL Team's activities, providing expert advice on policy and projects, and making recommendations to the Council of Partners, the MWG has an important role in driving delivery. The Council of Partners may delegate responsibility for approved activities to the MWG or sub-groups it decides to establish. Membership of these sub-groups is voluntary and may be drawn from the MWG, the Council of Partners and beyond. Individual members of the MWG may also have an informal role in supporting and advising NWDNL staff in their fields of expertise between meetings.

Terms of Reference for the Management Working Group

The terms of reference for the Group are:

- a) to oversee and advise on the preparation and production of the Management Plan
- b) provide advice and support to the Council of Partners to develop objectives for the Business Plan
- c) establish, monitor and guide themed sub-groups to address specific strategic themes and ensure they are disbanded when no longer needed
- d) oversee and guide the work of the North Wessex Downs Director
- e) to monitor, review and advise on the implementation of the Business Plan
- f) to help the Director to assess the resources required to implement the Business Plan and to recommend an annual budget for approval by the Council of Partners
- g) to monitor the budgeted expenditure and review an annual statement of account for the Council of Partners to approve
- h) to develop policy recommendations and identify management issues of importance for the Council of Partners to consider
- i) seek to ensure integration between different projects and actions.

The Chair of the MWG is appointed by the Council of Partners. The MWG is made up of a representative of Natural England, independent specialists in relevant subjects such as farming and land management, landscape and wildlife conservation, land use planning, archaeology and heritage, access, tourism, governance, project management (etc.), local authority officers appointed for their professional expertise, and an elected member of a partner local authority, who also serves as the Vice Chair of the Council of Partners. The Chair of the Council of Partners attends MWG meetings.