

MEETING OF THE BOARD: 29 SEPTEMBER 2009

**HADRIAN'S WALL MANAGEMENT PLAN INTEREST GROUPS
DRAFT TERMS OF REFERENCE**

APPENDIX 1

Purpose

- a) To coordinate and direct the implementation of Policies and Actions arising from the Hadrian's Wall WHS Management Plan on behalf of the Hadrian's Wall WHS Management Plan Committee (MPC).
- b) To prepare Annual Action Plans for specific areas of activity and to monitor and report to the MPC on progress in delivering against those Plans.

Responsibilities

- a) Identification, prioritisation and review of Management Plan Policies and Actions.
- b) Preparation of annual Actions Plans including the identification of lead responsibilities and of appropriate timescales and milestones for the implementation of prioritised Actions.
- c) Identification of resource requirements for the effective implementation of Actions.
- d) Determination of working arrangements for the effective functioning of the Group and of resources required for the effective operation of the Group.
- e) Identification of appropriate indicators and baselines for monitoring progress towards the implementation of Actions and of requirements to establish such baselines and ensure effective monitoring of indicators.
- f) Monitoring of progress in implementation of Policies and preparation of periodic reports for the MPC and for the annual Hadrian's Wall conference as may be required.
- g) Liaison with other Interest Groups, stakeholder organisations and other interests as required to support the effective implementation of Policies and Actions.
- h) In conjunction with the HWHL Management Plan Coordinator to contribute to the collation of material for the Management Plan Steering Group and subsequent Plan updates.

Membership / Participation

- a) Each Group should include the participation of all those organisations and interests most directly associated with the business of the Group
- b) Periodically other individuals may be co-opted as members of the Group as may be deemed appropriate by the members of the Group.
- c) Membership of the Group should be reviewed annually and revised in the light of the experience of the working of the Group and of changing circumstances.

Reporting

- a) Each Group should report annually to the MPC or to its subcommittees as may be required and to the annual stakeholders conference.
- b) The annual report to the MPC should include a review of the previous year's activities and progress and an Action Plan for the following year.

Working Practices

- a) Each Group should determine its own arrangements in terms of frequency of meetings and conduct of business
- b) Each of the Groups should work in close liaison with the HWHL Management Plan Co-ordinator, with other HWHL staff and with other partners across the WHS as appropriate.