

Delivery Group Terms of Reference



June 2018

1. Membership and Quorum

- 1.1. The Delivery Group is covered by the Standing Orders for the National Park Authority Board as well as these Terms of Reference. The Delivery Group is a standing advisory group of the Board.
- 1.2. The Delivery Group will comprise between 6 and 8 members, of whom one will be appointed as Chair and one as Deputy Chair. The composition and effectiveness of the Group will be periodically reviewed by the Board. There is no limit on the length of time a member may serve on the Group, so long as they remain a member of the Park Authority Board. The quorum for a meeting will be any 3 members.
- 1.3. In addition to the members, meetings will normally be attended by the CEO, the Director of Corporate Services, and other officers, as required. A note-taker will also attend. None of the non-member attendees have any voting rights.
- 1.4. Other attendance by internal staff and external advisers will be as requested by the Group. Non-voting members can be co-opted onto the Group.

2. Meetings

- 2.1. The Delivery Group will meet at least three times a year and as an advisory group, meetings will be not held in public. The Chair may convene additional meetings of the Group.

3. Purpose

- 3.1. The Delivery Group will provide scrutiny and oversee delivery of the Park Authority's high priority projects and provide robust assurance of project progress and management to the Park Authority Board. The Board remains responsible and accountable for the financial statutory compliance and business performance of the Park Authority.
- 3.2. The Delivery Group will also oversee projects and project budget development at a strategic level not duplicating the detailed oversight provided by the project governance structure.

Delivery Group Terms of Reference

June 2018

3.3. The Board may refer the monitoring of the delivery of specific projects, statutory services, or operational/priority objectives for detailed review and oversight by the Delivery Group. This may include commissioning external advice with the agreement of the Convener.

3.4. The Delivery Group will report to the Board. The Group is an advisory group and not a decision-making group.

3.5. The Delivery Group may make recommendations to the Board.

4. Responsibilities

4.1 The Delivery Group will receive and scrutinise reports of the delivery and management of priority projects, and, as directed by the Board, the delivery of any other projects, statutory services or operational objectives.

5. Information Requirements

To achieve the above, the Delivery Group at each meeting will be provided with:

5.1. Progress on high priority projects

5.2. Reports on any other matters of organisation operations and effectiveness referred to it by the Board

5.3. Such other reports as it may require from time to time.

6. Reporting Arrangements

6.1 The Delivery Group will report to the Park Authority Board after each meeting.