

Futures Group Terms of Reference



November 2020: Board approved (insert date here)

1. Purpose

- 1.1. The Futures Group provides an opportunity for Board members to contribute to early thinking on strategic topics or significant projects prior to further development by officers and subsequent Board decision-making. The group will provide a working forum to host discussions and encourage innovative thinking in issues of significant importance for the National Park and its stakeholders. The management of resulting workstreams and projects will be scrutinized in other areas of Governance as appropriate.
- 1.2. The Futures Group will report to the Board. The Meeting is a non-statutory meeting and will not be held in public.

2. Responsibilities

- 2.1. The primary responsibilities of the Futures Group will be:-
 - 2.1.1. To contribute to early thinking and to support the development of strategy and policies or significant projects;
 - 2.1.2. To provide support to officers by making best use of skills, expertise and networks held by Board members;
 - 2.1.3. To enable ongoing support and advice to relevant lead officers through identifying and appointing a Board member champion for a particular topic or project;
 - 2.1.4. To identify external partners, stakeholders or expertise who can support strategic thinking and innovation;
 - 2.1.5. To guide the inception of work areas to ensure Board expectations and priorities are understood;
 - 2.1.6. To enable the best use of data insights and design thinking to tackle challenging issues

3. Information Requirements

- 3.1 The Group will operate flexibly to host bespoke working meetings tailored to the needs of the topic to be discussed. The Group will receive presentations and run facilitated discussion sessions rather than have agendas and reports.

4. Reporting Arrangements

- 4.1 Meetings will not be minuted but a note of the main findings, conclusions or guidance resulting from discussions will be recorded.

5. Membership

- 5.1. The Group will have an appointed Chair and Depute Chair and a standing membership of up to five members. The Chair will agree with the lead officer the topics and best timings of meetings with a minimum of four being held each year.

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- 5.2 The quorum for a meeting will be any 3 members, should the Chair or Depute Chair not be present a Chair will be appointed from the members present.
- 5.2 All Board members and a representative of the Youth Committee will be invited to attend meetings with attendance being optional according to whether the topic is of interest. A lead officer will facilitate support for meetings from the relevant officer team for the topic to be discussed.