

National Park Partnership Plan 2023 onwards Steering Group Terms of Reference

1. Membership

The National Park Partnership Plan (NPPP) Steering Group ('the Group') is covered by the Standing Orders of the National Park Authority as well as these Terms of Reference (TORs). The Steering Group is an advisory group of the Board set up for the duration of the development of the NPPP.

The membership is as follows:

Board Members:

- Sarah Drummond (co-Chair)
- Chris Spray (co-Chair)
- Up to two further Board members to be agreed

Main Officers:

- Anna MacLean (Project Director)
- Gordon Watson (Project Sponsor)
- Jo Wright (Project Manager)
- Ayeasha Temple (Secretariat)

2. Meetings

The Steering Group will meet at key milestones in the project as agreed by the Group.

3. Purpose and Responsibilities

3.1. The Steering Group will be co-chaired by Sarah Drummond and Chris Spray.

3.2. The Project Director (Anna MacLean) will provide regular progress reports in advance of each Steering Group meeting.

3.3. The Steering Group is responsible for providing strategic guidance to the process. Members will provide guidance and steer the direction of the project, particularly in the following areas:

3.3.1. Tracking progress and ensuring that milestones are met.

3.3.2. Actively assisting with promoting the NPPP project internally at Park Authority Board meetings and with our partner organisations and key stakeholders.

3.3.3. Taking a lead in Board workshops which provide input to the development of the NPPP.

3.3.4. Overseeing the approach to consultation and effective engagement of NPPP project stakeholders including the co-opting of external individuals onto the steering

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group to advise on specific issues where additional expertise and insights are required.

3.3.5. Reviewing key draft documents at main milestones.

3.3.6. Ensuring that the NPPP is produced to a high standard.

3.3.7. Undertake tasks under delegated authority by the Park Authority Board.

3.3.8. Ensuring that the NPPP delivers wider Scottish Government priorities and takes account of recent changes since current NPPP produced.

3.3.9. Ensuring that the required resources are committed

3.3.10. Supporting officers in addressing any challenges within the project

3.3.11. Negotiating solutions to any problems between the project and external partners.

4. Information Requirements

To achieve the above, the Steering Group at each meeting will be provided with the information it requires to perform its role.

5. Reporting Arrangements

The Group will report to the Park Authority Board.