

**Shropshire Hills AONB Partnership Management Board**

**Sub-group on Partnership Terms of Reference**

**Minutes of Meeting Thursday 26<sup>th</sup> April 2018**

**AONB Partnership office, Drovers House, Craven Arms**



**Present:**

James Williamson (Chair)	Individual member
Hilary Clayton-Smith (Vice Chair)	Town/Parish Council rep
Tim Jenkins	Shropshire Council
John Long	Individual member
Cllr Cecilia Motley (Vice Chair)	Shropshire Council

AONB Partnership staff:

Phil Holden	AONB Partnership Manager
Alison Kay	Administrator (minute taker)

**1. AONB Partnership agreement to proposed course of action, and update from Tim on discussion with SC Legal team**

- 1.1 Phil advised that 18 responses had been received from Partnership members, all in agreement with the proposal *'to put aside alternative independent options until the findings of the national review are known, and for the Management Board to look at possible refinements to the Partnership's current Terms of Reference, to bring as recommendations to the Partnership next meeting on 19<sup>th</sup> June, before seeking formal approval of these by both Councils.'*
- 1.2 Tim advised that he had held a meeting with Lindsey Blackall from SC Legal. Her opinion was that the current Terms of Reference include broader things about the AONB structure that go beyond ToR for a Committee. Advice is that they should be rewritten just as ToR for the Joint Advisory Committee (JAC) and how it operates. The Management Board, although a sub-group of the JAC, should probably have its own Terms of Reference. The dual use of the term 'Partnership' for the JAC itself and for the wider structure was felt to be confusing.

It was confirmed that, as a JAC under the Local Government Act 1972, delegation to the Partnership or Management Board of decision making powers on delivery is not available. Members of the subgroup were very disappointed that it could not be given delegated powers by the Council in specific areas to be agreed between the Council and the Partnership.

**2. Suggested refinements to Terms of Reference**

- 2.1 Discussion took place. The sub-group agreed to recommend that the Terms of Reference for the Partnership are rewritten to be solely for JAC with necessary appendices, and that separate Terms of Reference are developed for the Management Board. This would result in substantially different documents, but not fundamental changes to the organisational structure. A suggestion to change the name of the Management Board was made. Some content from the current ToR, e.g. on role of the host authority, may need to go into other documents – to be determined. Initial drafting would be led by Tim with the Legal team. Phil would keep Telford & Wrekin Council reps up to date.

**3. Need for second meeting**

- 3.1 It was agreed that the second meeting should go ahead and that James would meet with Tim before this to go through proposed new Terms of Reference for the JAC.

**4. Recommendations to take to Management Board on 22<sup>nd</sup> May**

- 4.1 Carried over to next meeting.

**5. Date of Next Meeting: Friday 11<sup>th</sup> May, 3pm at Drovers House**