

NORTH WEST COASTAL FORUM TERMS OF REFERENCE

Aim and Vision

Aim: to promote and deliver Integrated Coastal Management¹ in the North West to secure the long term sustainability of the region's coastal zone²

The North West Coastal Forum has a vision for a sustainable future for the North West coast. Summed up by the phrase *'Making The Most Of The North West's Coast'*, this vision includes:

- Well-integrated planning and management of the coastal zone
- The economic potential of the NW coast achieved in ways which safeguard, enhance, restore and sustainably use our natural and cultural assets
- A high quality natural and built coastal environment able to adapt to climate and other change
- Improved recreational opportunities and visitor experience
- Improved well being of coastal communities
- Raised appreciation of the coast, its value and its needs

COASTAL FORUM STRUCTURE

The North West Coastal Forum has a four-tier structure as follows:

- The North West Coastal Forum Management Board (NWCFMB) – this provides a strategic direction for the Forum by agreeing a Business Plan, overseeing its implementation, and evaluating progress and outcomes. The Management Board has an independent Chair, elected biennially; this is currently Jeff Lang of United Utilities. Membership of the Management Board is not fixed or limited. Initially it comprised all those formerly on the North West Coastal Forum Steering Group (NWCFSG), United Utilities and ENCAMS, but other organisations are invited to join as the need arises. The Management Board meets a minimum of 3 times per annum. Members of the Management Board have both a representative role and also a role of technical/professional expertise. They are responsible for disseminating relevant information within their own organisations and individuals may be asked to 'champion' particular elements of the annually-revised Programme of Work which forms part of the 5 Year Business Plan.
- Sub Groups – Groups made of a range of coastal stakeholders tasked with taking forward the working themes of the NWCFMB and specific pieces of work. A number of these will be standing groups, others are likely to be task and finish groups. Each group will be chaired by a member of the NWCFMB.
- Networking and Communication meetings – biannual meetings of the wider Forum to facilitate communication, networking, promotion of good practice, information sharing and wider debate. These meetings will take a variety of formats, for example, discussion seminars, presentations and study tours. These meetings will be open to all those with an

¹ ICM – *the 'process which brings together all those involved in the development, management and use of the coast within a framework which facilitates the integration of their interests and responsibilities to achieve common objectives'* (DOE 1996)

² As defined in Submitted Draft Regional Spatial Strategy for the North West of England, January 2006 and the accompanying Draft Implementation Framework, January 2006

interest in the specific topic of discussion. The NWRA Extranet site and the Coastal Forum web site will be used to facilitate networking and information-sharing as part of this tier.

- A full biennial Conference - to which all those with an interest in integrated coastal zone management in the North West are invited

The North West Regional Assembly (NWRA) will, from a range of staff resources, provide the secretariat function. The ongoing day-to-day management of the Forum will be provided by the NWRA in consultation with the Management Board Chair. A Coastal Project Officer, based at the NWRA has been appointed to carry forward the project work of the Coastal Forum.

MANAGEMENT BOARD WORKING PRINCIPLES

- WP1 The Management Board will be chaired by an independent chair, who will be elected on a biennial basis.
- WP2 The Management Board will seek to move forward by consensus. Where a consensus view cannot be reached, a simple majority vote will resolve the issue. Each represented organisation will have one vote. The chair may defer decisions until the next meeting or use the casting vote.
- WP3 To discharge its work programme, the Management Board may convey its view on behalf of the Forum as a whole, as required. It is open to members of the Management Board to disassociate themselves from the views expressed if they wish.
- WP4 The Management Board will adopt principles of e-governance in undertaking its business and will wherever possible circulate papers 7 days in advance of meetings.
- WP5 Members of the Management Board will do their best to attend all Steering Group meetings to demonstrate commitment and ensure that social, economic and environmental issues are consistently represented. *Non-attendance at three consecutive meetings will result in a review of the organisation's position on the Board.*
- WP6 Day to day activities of the Forum will be co-ordinated and managed by the Secretariat in consultation with the Forum chair where appropriate.