APPENDIX FIVE – STRATEGIC BOARD AND TECHNICAL GROUP TERMS OF REFERENCE

TERMS OF REFERENCE: DVMWHS STRATEGIC BOARD

1. PURPOSE

The Strategic Board will bring together the principal organisations with an interest and responsibility for the future of the World Heritage Site.

The Strategic Board is collectively responsible for maintaining the Outstanding Universal Value (OUV) of the Derwent Valley Mills World Heritage Site by protecting, conserving, presenting, enhancing and transmitting its unique culture, heritage, economy and landscape in a sustainable manner.

It will:

1.1 Ensure that the Purpose and Aims of the Management Plan are delivered:

The Purpose of the Management Plan is to:
Maintain the Outstanding Universal Value of the Derwent Valley Mills World Heritage Site by protecting, conserving, presenting, enhancing and transmitting its culture, economy, unique heritage and landscape in a sustainable manner.

The Aims of the Management Plan are to:

- Protect and conserve the Outstanding Universal Value of the DVMWHS to ensure its transmission to future generations.
- Promote public awareness and engagement with the DVMWHS by presenting its Outstanding Universal Value through formal/informal learning, volunteering, events, interpretation and encouraging research.
- Promote the sustainable development (Environmental, Economic and Social) of the DVMWHS to provide a world-class destination where people are proud to live, work, visit and invest.
- Enhance the social wellbeing of the DVMWHS communities and maximise the benefits of the site's cultural value at a local, regional, national and international level.
- Develop an integrated and sustainable approach to meeting and promoting the transportation and accessibility needs of the DVMWHS and its users.
- Promote a cohesive and coherent understanding of the DVMWHS by identifying its differing spatial needs and priorities.
- Monitor the Derwent Valley Mills World Heritage Site to the standard required by UNESCO, and encourage appropriate site-wide data gathering to support the delivery of the above aims.

1.2 Provide advice, help and resources to the wider DVMWHS Partnership to achieve the aims and objectives of the DVMWHS as set out in the Nomination Document and the Management Plan.

1.3 Monitor the delivery of the DVMWHS Management Plan 2020 – 2025.

1.4 To keep under review any changes to existing management arrangements in order to ensure the ongoing effectively implementation of the Management Plan and its responsibility to maintain the Outstanding Universal Value (OUV) of the Derwent Valley Mills World Heritage Site.

2. FUNCTIONS

The overall task of the Strategic Board is to oversee the implementation of the Aims and Objectives in the Management Plan for the World Heritage Site and its Buffer Zone, ensuring that coordinated and collaborative activity to safeguard World Heritage status is properly resourced and supported. Specifically the Strategic Board will:

- Collaborate to promote the interests of the DVMWHS.
- Review the resource required in each financial year, and in the medium and long term, to ensure the Aims and Objectives within the Management Plan are delivered.
- Identify where additional delivery resources, if required, can be obtained.
- Prioritise and/or reduce the Objectives and Actions in the Management Plan so that they match available resources.
- Set the overall strategy and priorities for the Technical Group and refer to them on implementation of operational matters.
- Encourage and enable the delivery by Partners of the objectives and actions set out in the Management Plan.
- Provide strategic guidance to the DVMWHS Partnership and support the Coordination Team in relation to developments and events that impact on the implementation of the DVMWHS Management Plan, e.g. developments in government policy or unexpected events.
- Oversee the development of, and approve, the next iteration of the Management Plan.

The business of Strategic Board meetings will focus on strategic issues including advocacy, securing external project funding, developing partnerships and progressing the delivery of objectives within the World Heritage Site Management Plan and Action Plan.

3. MEMBERSHIP

Members are expected to hold influential positions within the stakeholder community, in particular with respect to the commitment of resources, and be effective ambassadors for, and champions of, the DVMWHS.

Individual members are expected to:

- Bring skills, knowledge and personal experience to support and enable the delivery of the Aims and Objectives of the DVMWHS Management Plan.
- Participate in the debates, tasks and decisions of the Strategic Board whilst also contributing to maintaining a constructive relationship between all partners.
- Undertake to dedicate the necessary time to carry out the responsibilities associated with membership of the Strategic Board e.g. reading and preparation in advance of meetings.

- Encourage their own organisations to resource and support the delivery of the objectives and actions of the Management Plan.

The Strategic Board shall consist of:

- One elected Councillor or their nominated representative from each of the following: Derbyshire County Council, Derby City Council, Amber Valley Borough Council, Derbyshire Dales District Council and Erewash Borough Council.
- The Chair of the Technical Group.
- Senior representatives from:
    - Historic England
    - ICOMOS UK
    - National Lottery Heritage Fund
    - Arts Council England
    - D2N2
    - Marketing Peak District and Derbyshire
    - Visit Derby
    - Marketing Derby
    - University of Derby
- The Strategic Board will be chaired by Derbyshire County Council, as the host authority for the DVMWHS Partnership Coordination Team.
- The Vice Chair of the Strategic Board shall be elected within the Group.
- Non-members may be invited to attend particular meetings of the Strategic Board, at the Chair's discretion.

The quorum of the Board will be 50 per cent of the membership, in addition to the Chair.

Board members are not to promote personal interests. Any personal interests relating to the World Heritage Site should be declared on nomination by their organisation.

4. OPERATION

- Meetings will be held at least once per year, usually in September.
- The Chair (in consultation with the vice-chair) may from time-to-time call additional meetings of the Strategic Board.
    - When such meetings are called no less than five clear working days' notice will be given to all members.
- The Chair of the Strategic Board will meet more regularly with the DVMWHS Coordination Team.
- It is the responsibility of all members to declare any personal interest in matters being considered by the Strategic Board.
    - Upon declaration of an interest the Chair should use their discretion as to how to deal with the issue, e.g. the member staying and providing insight into a discussion or withdrawing from the meeting to not participate any further in the deliberations of the item.
- Individual members are expected to conduct business in an inclusive and respectful way.

- Every member will have the right to nominate a named non-voting substitute to attend meetings on their behalf.
    - If on occasion a member is unable to attend a meeting this substitute can attend the meeting in their place.
    - When a substitution is to be made members are required to:
        - Contact the DVMWHS Coordination Team to record apologies for the meeting.
        - Ensure that the named substitute receives the appropriate agenda and supporting papers for the meeting.
        - Arrange a debriefing with the substitute.
        - A substitute attendee will not be permitted to vote.
    - If a member fails to attend two consecutive meetings this will lead to their membership of the Strategic Board being reviewed.
- The Coordination Team will provide the secretariat function and attend and participate in all meetings, unless there are extenuating circumstances.
- The Terms of Reference and membership of the Strategic Board should be reviewed as required and at least every 5 years and as part of the Management Plan review.

TERMS OF REFERENCE: DVMWHS TECHNICAL GROUP

1. PURPOSE

The Technical Group will coordinate the delivery of the Objectives and Actions set out in the Management Plan. It will report to the Strategic Board.

It will:

1.1 Ensure that the Objectives and Actions identified in the Aims of the Management Plan are delivered. The Aims of the Management Plan are to:

- Protect and conserve the Outstanding Universal Value of the DVMWHS to ensure its transmission to future generations.
- Promote public awareness and engagement with the DVMWHS by presenting its Outstanding Universal Value through formal/informal learning, volunteering, events, interpretation and encouraging research.
- Promote the sustainable development (Environmental, Economic and Social) of the DVMWHS to provide a world-class destination where people are proud to live, work, visit and invest.
- Enhance the social wellbeing of the DVMWHS communities and maximise the benefits of the site's cultural value at a local, regional, national and international level.
- Develop an integrated and sustainable approach to meeting and promoting the transportation and accessibility needs of the DVMWHS and its users.
- Promote a cohesive and coherent understanding of the DVMWHS by identifying its differing spatial needs and priorities.

- Monitor the Derwent Valley Mills World Heritage Site to the standard required by UNESCO, and encourage appropriate site-wide data gathering to support the delivery of the above aims.

1.2 Ensure the resources and work plans of each partner are aligned to support the delivery of the actions and objectives identified in the DVMWHS Management Plan 2020-2025.

1.3 Identify and highlight risks to and opportunities within the delivery of the agreed Objectives and Actions through changes to resourcing.

1.4 Identify and highlight risks to and opportunities within the delivery of the agreed Objectives and Actions through changes to international, national and local policies and procedures.

1.5 Establish Task and Finish Groups where required to deliver the Actions of the Management Plan. Task and Finish Group membership can extend further than the membership of the Technical Group.

1.6 Working Groups, e.g. the Conservation and Planning Group, the Research Group and the Collections Group, will report, when necessary, to the Technical Group.

2. FUNCTIONS

The overall task of the Technical Group is to ensure the delivery of Objectives and Actions in the Management Plan for the World Heritage Site and its Buffer Zone, in line with the priorities set out by the Strategic Board. The Technical Group will:

- Agree the key partners who are required to deliver the actions and objectives of the Management Plan.
- Identify the level, type and timing of organisational resources that can be committed to the delivery of actions and objectives.
- Identify how existing and planned policies, projects and programmes might assist in or obstruct the delivery of objectives and actions.
- Identify new opportunities for funding or delivery of objectives and actions.
- Report on progress with respect to delivery and highlight where delivery may be delayed or prevented.
- Consider reports from appropriate organisations on projects and initiatives that will affect the World Heritage Site, and to ensure that in the planning of any such activity the Attributes of the Site are protected and promoted.
- Establish Task and Finish groups associated with the delivery of specific actions where required.
- Monitor and report on progress, gaps, risks and emerging new opportunities in delivering the actions and objectives identified in the DVMWHS Management Plan 2020-2025 to the Strategic Board.

The business of Technical Group meetings will focus on practical delivery issues including resourcing, capacity, delivery and partnership working.

3. MEMBERSHIP

Members are expected to hold relevant operational positions within their organisations, and be able to influence the commitment of resources and the delivery of projects with respect to actions against which they or their organisations are identified in the Action Plan associated with the DVMWHS Management Plan 2020-25.

Individual members are expected to:

- Bring skills, knowledge and personal experience to support and enable the delivery of the Aims and Objectives of the DVMWHS Management Plan.
- Participate in the debates, tasks and decisions of the Group whilst also contributing to maintaining a constructive relationship between all partners.
- Undertake to dedicate the necessary time to carry out the responsibilities associated with membership of the Technical Group.
- Familiarise themselves with the group's induction material (prior to the group being set up a facilitated induction session will be held).

The Technical Group shall consist of:

- The Chair of the Conservation and Planning Panel
- Local Authority Officers from:
    - Promotion/economic regeneration
    - Transport
    - Conservation
- Natural England
- Environment Agency
- Historic England
- ICOMOS UK
- D2N2
- Staff, Directors or Trustees from:
    - key destination sites
    - significant DVMWHS related enterprises/operators e.g., Birdswood, Countryside Services
- Representatives involved in
    - Environmental management
    - Water management
    - learning and education
    - health and wellbeing
    - inclusivity and accessibility
    - local creative and arts organisations
- Community representatives and volunteers

4. OPERATION

- Meetings will be held twice per year.

- The initial meeting will be chaired by the Head of Conservation, Heritage and Design at DCC until an alternative Chair is established.
- Individual members are expected to conduct business in an inclusive and respectful way.
- The Technical Group will report to the Strategic Board, setting out progress against the delivery of objectives and actions.
- The Coordination Team will provide the secretariat function and attend and participate in all meetings, unless there are extenuating circumstances.
- The Terms of Reference and membership of the Technical Group should be reviewed as required and at least every 5 years and as part of the Management Plan review.