

## **Draft Terms of Reference and Working Arrangements of the Area Management Committee**

The terms of reference and working arrangements of the Area Management Committee are as follows:

1. The Management Committee shall be known as the West Pennine Moors Members' Area Management Committee. The "Constituent Authorities" are the Lancashire County Council, Bolton Council, Bury Council and the Borough Councils of Blackburn with Darwen, Chorley, Hyndburn and Rossendale.
2. The objects of the Management Committee shall be, on behalf of the Constituent Authorities, to:
  - protect, conserve and enhance the natural and cultural heritage of the West Pennine Moors;
  - promote sustainable regeneration of the area, particularly where such activity conserves and enhances the environment;
  - encourage enjoyment of the area, where it is consistent with the first two objects.
3. The Management Committee shall be composed of councillors appointed by each of the Constituent Authorities, representatives of United Utilities ("the Company"), together with a maximum of five co-opted members.
4. Each of the constituent local authorities and the Company to be entitled to appoint two voting members.

Each member of the Management Committee shall be entitled to nominate substitute members of his/her authority to attend Management Committee meetings in the event of the appointed members being unable to attend.

5. The Management Committee may co-opt into membership of the Committee persons with special interests or expertise in relation to the sustainable management and development of the West Pennine Moors, provided that the number of co-opted members shall not exceed five.

Co-opted members shall be non-voting members. Where a co-opted member is an organisation, that organisation may not appoint more than one representative.

Each member of the Management Committee who is a member by virtue of being appointed by an organisation shall be entitled to nominate substitutes to attend the Management Committee meetings in the event of the appointed member being unable to attend and that substitute shall have the same voting rights as the appointed member.

6. The Area Management Committee may invite other organisations or individuals to provide advice or information on issues of importance on an ad-hoc basis.
7. The Chairman and Vice-Chairman of the Management Committee shall be elected from among the councillors appointed by the constituent authorities and shall hold office for three years. Both the Chairman and Vice-Chairman shall be elected at the annual meeting. Nominations for Chair and Vice-Chair

may be submitted ahead of the annual meeting, but in the event that no nominations are received, these will be submitted at the meeting.

8. The Management Committee shall hold an annual meeting in July each year to consider its annual programme. The Management Committee may hold such other meetings as may prove necessary.
9. The Management Committee shall appoint an officer from one of the constituent authorities to act as Secretary.
10. The Management Committee shall appoint an officer from one of the constituent authorities to act as Lead Officer. The Lead Officer shall provide the co-ordination and management of the partnership and develop and oversee strategic projects for the West Pennine Moors.
11. The Management Committee shall appoint an officer from one of the constituent authorities to act as financial co-ordinator for its annual programme.

The Area Management Committee, in carrying out its functions, shall be assisted and advised by an Officers' Group.