



Board - Terms of Responsibility

1. Responsibilities

Members of the Natural Resources Wales, the Board, are collectively responsible to the Welsh Government for ensuring that the environment and natural resources of Wales are:

- a) sustainably maintained,
- (b) sustainably enhanced, and
- (c) sustainably used.

2. Membership

¹The Board of Natural Resources Wales consists of-

- (a) a Chair appointed by the Welsh Ministers;
- (b) not fewer than 5 nor more than 11 other members appointed by the Welsh Ministers;
- (c) the Chief Executive, and
- (d) not fewer than 2 nor more than 4 other members appointed by the Body

The current Board is led by its Chair, and is responsible for developing and approving the long-term strategy for Natural Resources Wales in order to meet its responsibilities and duties under the Natural Resources Body for Wales (functions) Order 2013.

The Secretariat maintains a record of the current membership of the Board. Members of the Executive Team also attend Board meetings at the discretion of the Chair.

There is an open invitation for Executive Team members to attend Board meetings. Members of the Executive Team may, with the approval from the Chair:

- nominate a deputy to attend a Board meeting in his/her absence and
- invite appropriate officers to assist in the presentation of papers to the Board

Time Commitment for Board Members: The remunerated time commitment is a maximum of 3 days per month

¹ From Natural Resources Body for Wales (Establishment) Order 2012

Time Commitment for Chair: The remunerated time commitment is a maximum of 5 days per month

3. Quorum

No decision shall be taken at a Board meeting unless at least 5 members of the Board are present.

4. Conduct of Business between Meetings

The Chair holds delegated authority to conduct urgent business between meetings. In doing so, they must act in conjunction with the Chief Executive and on the advice of other appropriate officers and report any business conducted to the next full meeting of the Board

Authority may be delegated to the Chair acting in conjunction with any other Board Members (this would normally include the Chief Executive) to carry out specific business on behalf of the Board. Any business conducted shall be reported to the next full meeting of the Board.

5. Expenses

Reasonable expenses will be reimbursed for Board business, in accordance with the prescribed guidelines and procedures.

6. Meeting of the Board

Meetings open to the public will be held throughout Wales during the year, at a frequency deemed appropriate by the Chair in consultation with the Chief Executive, and agreed by the Board. In addition, the Board will meet privately to be briefed and to input to the development of issues that will formally be considered by the Board in due course.

7. Welsh Language Policy

The Board will adhere to the Welsh Language Policy for Natural Resources Wales

8. Access to Information

Natural Resources Wales is committed to being open with the information that it holds, Natural Resources Wales has adopted and maintains a publication scheme setting out the classes of information which it publishes or intends to publish.

All requests for information held by Natural Resources Wales will be considered under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and the Data Protection Act 1998

9. Order of Business – Board and Sub-Committee Meetings

A standard order of business will be followed by the Board and its Sub-Committees

- Record the names of members attending the meeting
- To receive apologies for absence
- To receive any declaration of interest for specific items of which any member or officer is aware
- To approve and confirm as a correct record the Minutes of the previous meeting of the Board/Committee

- To consider matters arising
- To review the Action log which details all actions raised at previous meetings
- To note and discuss as appropriate minutes of any relevant Committee
- To consider specific matters or documents relating to the work of Natural Resources Wales
- To consider any other business
- To confirm the venue, date and time of the next meeting

10. Protocol for Natural Resources Wales Board meetings held in Public

The following outlines the protocol to be followed for all Board meetings held by Natural Resources Wales in public.

11. Publicising the meetings

The following channels of communication will be used to publicise each meeting held in public

- Notification emails to stakeholders
- Natural Resources Wales website – News feed
- Natural Resources Wales Social Media options

Information will be provided to confirm the time, venue and format for the meeting with a link to the agreed agenda. Papers will be made available on the website 5 days in advance of the meeting and attendees will be asked to notify the Secretariat team of their intended attendance at the meeting for planning purposes, at least 2 working days in advance of the meeting. Depending on venue, a limit may be set for the number of attendees

12. Agenda/Papers

The Agenda will be made available on the website to coincide with the press release and all relevant papers for the meeting will be made available on the website 5 days in advance of the meeting. Natural Resources Wales will not provide hard copies of the papers for public attendees either via the post or at the meeting.

13. Chair's opening remarks

The Chair will open each meeting held in public, using a bilingual welcome during which the Chair will clarify that this is a meeting held in public rather than a public meeting and that no questions can be considered from attendees during the meeting. The Chair will go onto confirm how questions can be lodged relating to agenda items, via the Secretariat. Any questions raised on the day will be acknowledged within 2 working days, allocated to the relevant Executive team member and responded to within 20 days by the relevant Executive team member.

If a member of the public interrupts the proceedings at any point during the meeting, the Chair will warn them about their behaviour. If the interruption continues the Chair will request the person leaves the meeting. If the person refuses to leave, the Chair will suspend the meeting until the disruption has been resolved.

In the course of discussing an agenda item, if it becomes apparent that it would be more appropriate if the discussion were continued in private session, a motion to do so may be moved by the Board.

14. Board Conduct

When meeting in public it will be especially important for all Board Members to support the Chair in enforcing the following requirements:

- All comments/discussion are made via the Chair
- Board Members will indicate they wish to contribute and the Chair will invite individual Board Members to make their contribution
- Only one Board Member to speak at a time
- Comments and discussion are confined to the agenda item
- The Chair will clearly conclude each agenda item with a summary of discussion; confirm any agreed actions and decisions taken.

15. Recording the meeting

No cameras or recording equipment shall be used at meetings of the Natural Resources Wales Board except with prior approval of the Natural Resources Wales Chair, via the Secretariat.

16. Simultaneous Translation

A translator will be available for Welsh to English translations throughout the meeting when required.

17. Engagement with attendees

The Board Members and the Executive team to engage with attendees following the closure of the meeting held in public.