

MANAGEMENT FOR DELIVERY

(Revised 31st December 2016)

1 Purpose

1.1 The aims of the Forum are:

1.1.1 To encourage management that sustains and enhances:

- the extent, diversity and range of habitats, species and landscape;
- economic prosperity and sustainable communities;
- the long tradition of local stewardship of land, based on a variety of new and traditional enterprises; and
- the role of moorland in mitigating climate change through carbon management.

1.1.2 To engender a greater awareness of the needs of these valuable areas amongst politicians, policy makers, key stakeholder interests and members of the public;

1.1.3 To encourage measures that will halt and reverse the loss of heather cover;

1.1.4 To find ways of enriching the overall interest of Scotland's upland areas, not least the natural heritage, noting that the restoration of moorland habitats and related species is a high priority for management action;

1.1.5 To help the Scottish Government meet its international and national obligations in relation to the conservation of moorland habitats and the eco-system services that they provide; and

1.1.6 To focus on work to deliver outcomes that are of real benefit to the uplands.

CONDUCT OF BUSINESS

2 Achievement of Forum Aims

- 2.1 The Forum will engage with issues that affect the condition and management of the moorland and upland areas of Scotland and will progress opportunities and objectives arising.
- 2.2 Membership will include the key organisations listed in Appendix 1. Additional organisations may be invited to join the Forum with the approval of the existing Forum members.
- 2.3 Regular meetings of the full Forum will be held, but much of the work of the Forum will be carried out by smaller Task / Working groups.
- 2.4 The Forum will liaise with the Scottish Government and Scottish Natural Heritage to ensure that the Forum has an input to the formation of upland policy.

3 Forum Meetings

- 3.1 The full Forum will meet three times every year, although additional meetings may be convened to address particular issues. One of these meetings may include a visit to an upland area within Scotland.
- 3.2 One representative of each member organisation may attend meetings of the full Forum. There may be occasions when a member organisation would like an additional representative to attend a meeting. In this instance, an application should be made to the Director.
- 3.3 To allow the Chairman to allocate enough time, notice of an intention to raise an issue under “Any other Business” should be given to the Director at least two working days before a full Forum meeting.
- 3.4 To allow Minutes to be amended efficiently, any proposals for changes should be provided to the Administrator, before the next Forum or Task / Working Group meeting.
- 3.5 As part of all Forum meetings, external speakers may be invited to address the Forum on topics of interest.
- 3.6 Adequate time for discussion will be allowed around the topics to be discussed. The aim will be draw some conclusions from the discussion.
- 3.7 Comments made during all Forum meetings will not be attributed to individuals or member organisations in discussions outside the meeting or in the Minutes; ‘Chatham House’ rules will apply.

- 3.8 Where appropriate, the Forum will produce a position statement to reflect the Forum's view on issues that have been discussed. The position statement will be circulated to Members and to those outside the Forum who have an interest in the topic. It will be placed on the Forum's website.
- 3.9 Minutes of all Forum meetings will be prepared with an emphasis on action points. The Minutes of full Forum meetings will be sent to all members. The Minutes from Task / Working Group meetings will be circulated to all who attended the meeting and any other Forum members on request.
- 3.10 Minutes of meetings will be circulated by e-mail message to the nominated representative within each member organisation, or to the person who attended the Task / Working Group meeting. The Minutes may be circulated within organisations, but they should not be circulated as a matter of course outside the Member organisations.

4 Consensus Working

- 4.1 The Forum will promote joint working through consensus, and will respect the right for organisations to adopt their own view on all issues.
- 4.2 In circumstances where there is a dispute over particular outputs from the Forum, and unanimity cannot be achieved, the majority view of full members will prevail.
- 4.3 Member organisations are expected to notify the Director of any activities likely to affect Forum business; the Director will, in turn, notify members as appropriate. Where possible, this will extend to giving the Forum notice of an intention to publish a press release on a subject of relevance to the Forum.

5 Voting

- 5.1 Forum members have equal status, and should it ever be necessary to put any matter to a vote, each full member organisation will have a single vote.
- 5.2 The Chairman will have a casting vote, if this is required.

6 Annual Report

- 6.1 The Director will produce a short report for the last Forum meeting of each year. This will summarise the work of the Forum and propose a plan for the following year.
- 6.2 The draft report will not be circulated beyond Forum Members until approved by the Forum.

7 Implementation

7.1 Programme

7.1.1 A Programme for Delivery will be developed to identify key issues of concern to Forum members.

7.1.2 This Programme will be reviewed annually for consideration during the last meeting of the year and a list of issues to be addressed at each Forum meeting and by Task/ Working Groups will be drawn up.

7.2 Forum Meetings

7.2.1 Forum meetings will aim to provide an exchange of information about key moorland and upland issues, and an opportunity to discuss these issues with a view to reaching a consensus about how to make progress.

7.2.2 Where possible, papers covering the topics to be addressed during the meeting will be prepared and circulated in advance.

7.3 Task / Working Groups

7.3.1 Groups will be established to deal with specific issues. See Section 8 below.

7.4 The Langholm Moor Demonstration Project

7.4.1 The Forum has no direct involvement with this project but it is intended to keep in close contact with the work. The Project Officer will be invited to attend Forum meetings as an Observer and he will be asked to submit a short report to the Forum each October.

7.4.2 The Forum will be ready to assist with the dissemination of the findings of this project.

7.5 The Scottish Government

7.5.1 Through the Chairman, and at other levels where appropriate, the Forum will establish good links to the Scottish Government.

7.5.2 For the work of the Forum to have any effect, it will be essential that the Forum addresses issues that are of concern to the Scottish Government.

8 Task / Working Groups

8.1 The Forum will carry out much of its work through Task / Working Groups.

8.2 Task / Working Groups will be established to deal with specific issues and their work will end when that task has been completed.

- 8.3 Membership of the Groups will not be limited to members of the Forum; other people with relevant expertise may be invited to contribute to the work of these Groups.
- 8.4 A Chairman will be nominated for each Group. The Chairman will be responsible for tackling the issues before the Group and for reporting to the Forum.
- 8.5 A short, written report from the Groups will be provided at each Forum meeting, to give details of progress and to provide recommendations for consideration by the Forum.
- 8.6 Meetings will be organised as necessary to carry out the work of the Task / Working Groups, but wherever possible use will be made of remote methods, for example: conference calls, exchange of e-mail messages and draft papers.

9 Chairman's Group

- 9.1 This Group will be run by the Chairman and will meet as required to discuss the management and coordination of the Forum.
- 9.2 Membership of the Group will be guided by the agenda and at the discretion of the Chairman; attendance will be representative of the breadth of opinion on the Forum and the aim will be for all organisations to be invited to attend at some stage.

10 Review

- 10.1 The Chairman's Group will review this Management Statement annually and the results of this review will be included as an Agenda item for the last meeting of each year.

FORUM MEMBER ORGANISATIONS

Revised 31 December 2016

Association of Deer Management Groups
British Association for Shooting and Conservation
British Deer Society
British Trust for Ornithology (Scotland)
Cairngorms National Park Authority
Confor
Crofting Commission
Forestry Commission Scotland
Game and Wildlife Conservation Trust
Heather Trust
James Hutton Institute
Loch Lomond & The Trossachs National Park Authority
National Farmers Union Scotland
National Trust for Scotland
Royal Institution of Chartered Surveyors in Scotland
Royal Society for the Protection of Birds, Scotland
Scottish Association for Country Sports
Scottish Countryside Alliance
Scottish Environment Protection Agency
Scottish Gamekeepers Association
Scottish Government
Scottish Land & Estates
Scottish Natural Heritage
Scottish Raptor Study Groups
Scottish Renewables
Scotland's Rural College (SRUC)
Scottish Water
Scottish Wildlife Trust

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