



Programme Committee – Terms of Reference

1. Purpose

The purpose of the Programme Committee is to exercise all the powers and duties of the Board in respect of the conservation, management and wildlife of Ashdown Forest and to develop organisational strategy and performance objectives, including the Strategic Plan. The Committee will focus on organisational transformation: driving forward the Boards commitment to continuous development and improvement.

2. Authority

The Programme Committee is the overall decision-making body for communication strategy, conservation management and project evaluation under Delegated Authority from the Board.

3. Terms of Reference

The Programme Committee Terms of reference are to oversee and take any necessary decisions in the following areas:

- i. Communications**

To consider the Boards communications strategy in relation to information, provision and amenity use of Ashdown Forest, giving consideration to issues, including around transparency that may impact on the reputation of the Board, its staff and the wider Forest users. To promote and enhance online awareness
- ii. Development of Relationships with Outside Bodies**

Keeping an overview of the operation of the competition, including relationships with key stakeholders.
- iii. Countryside Stewardship Scheme**

Ensuring delivery of key commitments, objectives and milestones to enhance the quality and diversity of the Forest habitat with particular emphasis on lowland heath.
- iv. Forest Conservation**

To protect and conserve the distinctive character of the Forest and enhance the landscape, environment and cultural heritage features of Ashdown Forest, including the promotion of grazing by animals belonging to Commoners and the development of a sustainable deer population. To enhance amenity and recreational use of the Forest.
- v. Procurement**

To oversee procurement arrangements for major projects, including the review of total value. To mitigate the risk of significant delays in the completion of projects and to assess and provide guidance on issues raised by Senior Officers.
- vi. Asset and Estate Management**

To monitor the Boards assets and liabilities, including the Boards property portfolio.
- vii. Major Project Evaluation & Prioritisation**

Ensuring that the selection, prioritisation and resourcing of projects, cases and other activities is appropriate and effective sustainable finance, suitable commercial arrangements and best practices are in place for the management of Ashdown Forest and to facilitate the commitment to increase safe grazing over a larger Forest area, for which further enclosure is considered necessary.

viii. Education

To encourage understanding and appreciation of the distinctive flora and fauna and the archaeological, physiological and cultural value of the environment.

ix. Retail Offer Evaluation

To drive the trading arm and retail performance of the 'shop' (including meat sales) and to promote and create a digital retail interface.

4. Membership

- The Programme Committee shall comprise of seven Conservators, the Chairman of the Board and the Vice Chairman of the Board (no more than nine in total).
- The Director, Conservation Officer, Finance Officer, Clerk and Chase Ranger(s) may also attend in an advisory capacity.
- The Committee may co-opt representatives of outside bodies who shall not have the power to vote.
- The Committee may also invite advisers at the Chairman's discretion.
- A quorum shall be three and must include two Executive Members of the Board.

5. Meetings

- The Programme Committee shall meet three times a year at the Forest Centre.
- There is scope for the Committee to set up sub-committees to deal with specific functions, e.g. regular review of conservation/grazing aspects or examination of specific project proposals.

6. Reporting

Minutes of the Programme Committee shall be circulated to the Board.

7. Version control

These terms of reference were created in December 2018
