

## **PEN LLŷN A'R SARNAU SPECIAL AREA OF CONSERVATION: LIAISON GROUP**

### **Terms of reference**

#### **Background**

The Liaison Group was established at the request of attendees of the public meetings, which took place in October 1999, and in accordance with UK government guidance on the development of management schemes for European marine sites (see diagram and text overleaf).

The Liaison Group aims to bring together the diverse interests around the Pen Llŷn a'r Sarnau Special Area of Conservation (SAC) to work closely with the relevant authorities on various issues with regards to site management. It is composed of selected representatives of varied interests around the site, local authorities and community councils.

#### **Purpose of the Liaison Group**

- To be a lobbying group
- To be an advisory group
- To share information
- To help implement the Pen Llŷn a'r Sarnau SAC Management Plan
- To be a consultee on the Pen Llŷn a'r Sarnau SAC Management Plan
- To represent a wide spectrum of interests in the site

Each member of the Liaison Group will:

- Act in accordance with the principles underlined above, so far as they are willing and able, and so far as is appropriate
- Be prepared to raise issues or information brought to their attention by interested bodies and members of the public with the Relevant Authorities

#### **Membership**

1. The Liaison Group will be composed of no more than 24 representatives at a time (excluding any Deputies) of the varied interests around the Pen Llŷn a'r Sarnau SAC, and may include elected members of the local authorities and community councils.
2. Membership is open to any individual. The selection of members is by one of the following means:
  - Common consensus achieved at public gatherings, which shall take place at intervals to be agreed between the Liaison Group and the relevant authority officers
  - Co-option by consensus at any meeting of the Liaison Group and the relevant authorities
  - A Liaison Group member standing down should nominate a replacement, if they are unable to do so the SAC Officer should find a suitable replacement. The name will be submitted at the next Liaison Group meeting for the final decision.

3. If members do not attend or send apologies to at least one meeting per year then it will be assumed that they are no longer wish to be a member.
4. A member can ask a non-member to attend a meeting in their stead if they are unable to attend. The non-member must represent the same interest group as the member unable to attend.
5. A chair will be elected at a Liaison Group meeting for a term of two years after which the person will have to stand for re election. The chair will be a member of the Relevant Authorities that has frequently attended the Liaison Group meetings. A deputy chair will be elected by the same method.

### **Meetings**

1. The Liaison Group will meet with officers of the relevant authorities from time to time, at intervals to be agreed between the Liaison Group and the relevant authority officers
2. The Liaison Group will deal in a businesslike manner with issues concerning the management of the SAC
3. Any Liaison Group member can request that a non-member attend a meeting in consultation with the Chair and the SAC Officer. The non-member will participate only on the specific agenda item for which they were invited.
4. Non-members can attend meeting as observers after consulting with the Chair and SAC Officer. The Chair and SAC Officer reserve the right to limit the number of observers due to health and safety issues.
5. Any member of the Liaison Group or the Relevant Authorities Group, in consultation with the Chair and SAC Officer, may request any item to be included on a proposed agenda as long as it is relevant to the SAC. No member of the Liaison Group or Relevant Authorities Group may request that an item is excluded from a proposed agenda. If the Liaison Group and the Relevant Authorities Group do not request any agenda items the SAC Officer will draw up an agenda.

### **Openness and Transparency**

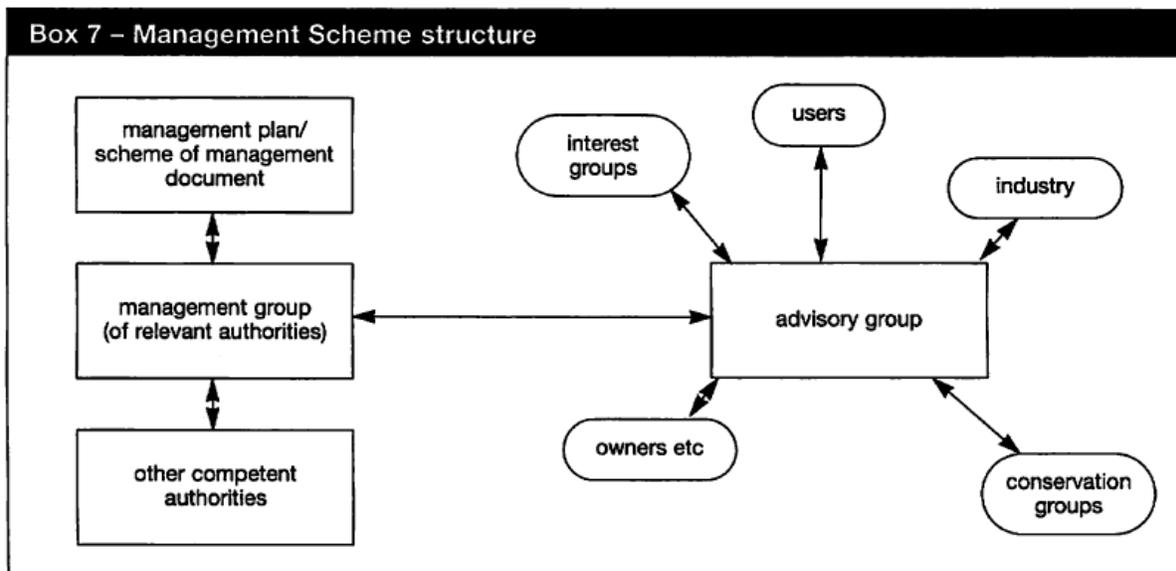
1. Liaison Group members and Relevant Authority Group members will not be able to request agenda items anonymously
2. The minutes of the Liaison Group meetings should be made available to anyone who wishes to see them
3. Any documents or papers submitted to the Liaison Group should include an author

**These Terms of Reference may be revised by agreement between the Liaison Group and relevant authorities. They do not legally bind any individual or organisation.**

## Official guidance on the creation of liaison groups for marine candidate SACs

In June 1998, the Welsh Office published a guidance document on the preparation of management schemes for marine cSACs (details below), which addresses among other things the establishment of Advisory or Liaison Groups. The following is an extract from this publication:

>Although only relevant authorities have the statutory responsibility for establishing the management scheme, it is essential that owners and occupiers, right holders, local interests, user groups and conservation groups should be encouraged to participate in the process of developing the scheme at the earliest opportunity. The management group should take note of the best practice adopted for estuary and shoreline management plans and meet periodically to consult with representatives from such interest groups in one or more advisory [i.e. liaison] groups. Care should be taken to ensure that the membership of such groups reflects a balanced range of interests. Regular cycles of meetings should be established, the frequency of which would be dependent on the particular needs of each site. Full public consultation should be undertaken on any proposals for managing the site and wide publicity should be given at appropriate stages.=



*(European marine sites in England & Wales. A guide to the Conservation (Natural Habitats, &c.) Regulations 1994 and to the preparation and application of management schemes. London: Department of Environment, Transport and the Regions and Welsh Office, June 1998.)* Copies can be obtained by contacting: DETR, Publications Sale Centre, Unit 12, Goldthorpe Industrial Estate, Goldthorpe, Rotherham S63 9BL. Tel: 01709 891318.