

APPENDIX 1

Mersey Forest Steering Group

Terms of Reference

1. The Councils have agreed to work together to fulfil a shared objective and CW&C is obliged to consult closely with the other Councils, Natural England and the Forestry Commission via the Members Steering Group and Officers Working Group, as well as by direct consultation through Officers and other Committees when necessary and appropriate.
2. It is recognised that as the year progresses changing circumstances may produce a need to change the approved Business Plan and Budget. Such changes will require appropriate approvals. All significant changes will be reported to the Members Steering Group and Officers Working Group.

Expenditure changes within the existing Forest Budget will be undertaken using delegated powers whenever possible and member approval will not be sought subject always to CW&C Constitution and its Contract and Financial Procedure Rules, (Category A decisions as detailed in paragraph 3 below).

Expenditure in excess of the Budget which is funded by new income to CW&C for a specific project, but which is in accordance with the Forest Plan and the Business Plan will only require the prior approval of CW&C, (a Category A decisions as detailed in paragraph 3 below). If, however, that specific project or development involves a change in policy or is likely to significantly disrupt the approved Forest Plan or cause a Budget to overspend prior approval of all the Councils will be required, (a Category B decision as detailed in paragraph 3 below).

3. There are three categories of decision:
 - 3.1. Category A
Decisions within the agreed Business Plan and Budget or specifically approved matters, and CW&C's delegated powers.
 - 3.2. Category B
Decisions outside the Budget or Business Plan.
Decisions which require all Councils' approval.
 - 3.3. Category C
Category B decisions that are urgent.
4. Category B decisions will be referred to the Members Steering Group for consultation and a recommendation. The decision will be implemented by CW&C

in accordance with its Standing Orders and after obtaining consent from all of the Councils where a decision requires all Council's approval.

5. Category C decisions shall be dealt with by CW&C's appropriate procedure. The decision shall then be reported to the next meeting of the Members Steering Group and to the nominated Council officers as identified below.

When the urgent decision relates to action in the area of another of the Councils, then CW&C's Senior Manager shall request the views of that Council in writing (including electronically) from their nominated officer. At the date of this Agreement the nominated Council officers are as follows:

Cheshire West and Chester	: Lisa Harris
Knowsley	: Caroline Holmes
Liverpool	: Juliet Staples
St Helens	: Mike Roberts
Sefton	: Mark Shaw
Wirral	: Nicola Wallbank
Cheshire East	: TBC

Changes to the above to be notified to the Project Director in writing.