

## Scottish Forum on Natural Capital Steering Group: Terms of Reference

Revision date: 9 May 2024

Purpose
<p>1) The Steering Group will work towards achieving the vision of the Scottish Forum on Natural Capital as outlined below:</p> <p><i>A Scotland in which all parts of society including businesses, NGOs, public bodies and communities recognise our reliance and impact on natural capital, and where leadership drives action to protect, value and rebuild our natural assets, both here and beyond Scotland’s borders.</i></p>
Remit of the Steering Group
<p>2) The Steering Group will provide strategic oversight and direction for the Scottish Forum on Natural Capital and actively contribute to achieving the strategic aims (as detailed on our website <a href="#">OUR VISION AND STRATEGY</a>). This contribution includes:</p> <ul style="list-style-type: none"> <li>a. <b>Horizon scanning</b> - The Steering Group can provide a horizon scanning perspective to inform the broader direction of travel, highlighting new issues for network members to be aware of and explore in relation to impact and responsibilities across sectors.</li> <li>b. <b>High-level representation</b> - Steering Group members can provide an ambassadorial role, representing the network at high level, to raise the profile and support with validation and access to resilient funding streams.</li> <li>c. <b>Leadership oversight of the hubs</b> - Our suite of subgroups (the hubs) model encourages self-forming groups to pursue ideas outwith our central control. An important role of the steering group is to retain oversight of these developing ideas and provide advice and judgement to ensure any actions arising continue to align with our vision and values.</li> </ul>
Membership and Chairing
<p>3) Steering Group Members</p> <ul style="list-style-type: none"> <li>a. Membership of the Scottish Forum on Natural Capital Steering Group will consist of no fewer than seven and no more than seventeen members including one Chair, one Deputy Chair.</li> <li>b. Steering Group members should expect to commit to a term of three years with a mutual review at the end of each interval.</li> <li>c. Steering Group members may leave the Steering Group at any time by indicating their intention to leave to the Chair, Deputy Chair or Secretariat.</li> </ul>

- d. Steering group members will normally bring a perspective from an organisation and /or sector. Individuals/freelancers working in the field may be recruited at the discretion of the Steering Group. The membership will endeavour to represent a diverse range of perspectives, sectors and interests. These can include:
- Business
  - Finance & investment
  - Rural land management
  - The Scottish Government
  - Academia / Research
  - Environmental NGO
  - Community groups
- e. And/or expertise in one or more of these areas:
- Digital tech/nature tech
  - Circular economy
  - Local authorities
  - Funding provision
  - Nature finance
  - Marine and coastal management
  - Land management
  - Wellbeing economy
- f. Decisions on adding new Steering Group members will be made by the members of the Steering Group.
- g. Steering Group members are encouraged to provide a financial contribution towards covering the running costs of the Scottish Forum, along with in-kind contributions such as events venues/sponsorship etc.
- 4) Chair & Deputy Chair
- a. The Chair, as agreed by the Steering Group, is appointed for an initial period of three years.
- b. The Deputy Chair, as agreed by the Steering Group, is appointed for an initial period of three years.
- c. Recruitment and election for Chair and Deputy Chair will normally be held concurrently.
- d. After their initial terms Chairs & Deputy Chairs can be re-elected by the Scottish Forum on Natural Capital Steering Group for a further term, but for no more than two continuous terms.
- e. The Chair & Deputy Chair will normally be selected with complementary backgrounds in order to represent broader perspectives.
- f. The Chair will chair the meetings of the Steering Group, if the Chair is unavailable the Deputy Chair will chair the meetings.

- g. The Deputy Chair will chair Steering Group meeting agenda items where a conflict of interest exists for the Chair.

#### Policies and Procedures

##### 5) Process

- a. The Scottish Forum on Natural Capital Steering Group will be supported by the Scottish Forum on Natural Capital Secretariat provided by the Scottish Wildlife Trust.
- b. The Scottish Forum on Natural Capital Steering Group will normally meet at least three times a year.
- c. Meetings will be co-ordinated by the Scottish Forum on Natural Capital Secretariat.

##### 6) Decision Making

- a. Decisions will be made by a majority vote, with a casting vote by the Chair of the meeting if necessary. The quorum will be six.

##### 7) Minutes and Agendas

- a. The Scottish Forum on Natural Capital Secretariat will arrange for minutes to be taken.
- b. Agendas will be compiled by the Scottish Forum on Natural Capital Secretariat in consultation with the Chair & Deputy Chair. Members are encouraged to submit points for the agenda to the Secretariat ahead of meetings.
- c. The Secretariat will aim to circulate agendas at least 1 week before meetings and minutes within 1 month after meetings.

##### 8) Absences

- a. Due to the strategic nature of the work of the Scottish Forum on Natural Capital, Steering Group members are expected to attend as many meetings as possible. If a member is unable to attend a meeting, an appropriate substitute may be agreed in advance with the Steering Group.
- b. If a member is absent for three consecutive meetings without notice or justifiable reason, the committee will review their membership.

##### 9) Sub committees

- a. The Scottish Forum on Natural Capital Steering Group may establish ad hoc sub committees as required.
- b. The Scottish Forum on Natural Capital Steering Group when establishing sub committees will:
  - i. Establish aims
  - ii. Determine membership
  - iii. Clearly define a process and timetable for decision making and outputs

##### 10) Representation From the Topic Hubs

- a. Representatives from the Scottish Forum topic hubs sit on the Steering Group to provide updates and direction on the hub activity and contribute expertise and valuable perspective for the longer-term strategic direction of the Forum.
- b. The hub representatives may also take on any elements of the Steering Group remit outlined above.
- c. Hub representatives can rotate from within the respective hub membership.



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The Scottish Forum on Natural Capital is an initiative between the Scottish Wildlife Trust, Scotland's 2020 Climate Group, the Institute of Chartered Accountants Scotland, the Institute of Directors Scotland and the University of Edinburgh.