# NSA UK Policy & Technical Committee Terms of Reference

**Purpose.** The NSA UK Policy & Technical Committee is tasked by the NSA Board to:-

- Discuss current and forthcoming policy and technical issues to aid the NSA Chief Executive and other staff in reaching policy positions and priorities for work.
- Ensure consistent messaging from all staff and officeholders on policy and technical topics, including through supporting the production and annual approval* of NSA policy position papers where appropriate.
- Research and debate specific policy and technical issues, seeking clarity and ensuring the consideration of all NSA members and their farming types.
- Encourage all NSA committees to discuss relevant policy and technical issues by ensuring a report from / discussion with UKP&T reps is a standing agenda item on committee agendas. This includes regional and ram sales committees and the NSA English Committee.

## Structure and terms of office

- **Elected members.** Two people from England, elected from within the NSA English Committee. One person from Northern Ireland, elected at the NSA Northern Ireland Region ARMM. One person from Scotland, elected at the NSA Scottish Region ARMM. One person from Wales, elected from the NSA Cymru/Wales Region ARMM. Elected members stand for three years. It is recommended they serve for a maximum of two three-year terms, with at least one year not in position before being re-elected. For the two people representing England, if they lose their position on the NSA English Committee they also lose their position on the UKP&T Committee, even if they are only part-way through a UKP&T term. Elected members automatically have voting rights.
- **Co-opted members**. To be appointed by the Committee at any time and re-appointed at the first Committee meeting of each new year (i.e. a rolling one-year term). Co-opted members are full members of the committee, including having voting terms, unless stated otherwise at point of co-option.
- **NSA Chair** may attend meetings in ex officio capacity.
- **NSA Chief Executive** attends meetings, plus **NSA Regional Development Officers/Coordinators** for Wales, Scotland and Northern Ireland, and other NSA staff members where appropriate. These non-executive members do not have voting rights.
- **Additional attendees** with relevant expertise may be invited to single meetings to deal with specific issues and topics. They do not have voting rights.
- **NSA ram sale committees** may nominate an individual to receive NSA UKP&T minutes and agendas to discuss with their own committee, and may request to attend a meeting if they want to provide input on a specific issue or topic, but do not have voting rights.

## Committee chair appointment and term of office

- The chair is one of the elected or co-opted committee members, chosen by the committee to serve for up to three years, with reapproval at the first committee meeting of each new year. After serving a term of up to three years, it is recommended they have at least one year not in that position before they can be chosen as committee chair again.

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- If the chosen chair has been elected to the committee, an additional representative should be elected by the relevant region to join the committee (i.e. if the Chair is the NSA Cymru/Wales Region representative, the NSA Cymru/Wales Region should elect an additional representative for the duration that their first representative serves as committee chairm).
- If the chosen chair has been elected to the committee, they can continue in their current three-year term even if they lose their elected position part-way through that term.

**Scope and remit.** The scope of the committee includes all UK relevant policy and technical subjects. Its remit is to make recommendations to the Board and NSA Chief Executive in situations where current policy is challenged, and to support the development of NSA policy positions and focus of policy and technical work.

**Frequency of meetings**
- The NSA UK Policy & Technical Committee will have four full meetings per year, with the option for shorter, interim meetings if needed. Meetings can be face-to-face or online. If a meeting is face-to-face, committee members should endeavour to attend but the option to join online may be provided. The venue of the face-to-face meeting will be decided between committee members with the aim of reducing costs and maximising accessibility.
- Elected and co-opted committee members are required to attend a minimum of 50% of meetings per year unless there is good reason. If an elected member does not attend 50% without good reason, the committee that elected that member will be asked to elect a replacement. If a co-opted members does not attend 50% without good reason, their co-option will not be renewed at the start of the next year.

**Standing agenda items for first meeting of each year**
- Review of these Terms of Reference.
- Committee chair – confirm individual part-way through term or elect new chair.
- Co-opted members.
- * Policy papers – these should ideally be reviewed annually, with only new papers or significantly altered papers referred to the Board for approval.

**Costs**
- Elected, co-opted and non-executive committee members can claim travel costs to face-to-face meetings from NSA Head Office. Individuals are asked to keep costs down wherever possible. Claims should be submitted in line with the NSA Expenses Policy.
- As a general rule, face-to-face meetings will be held at a time of day that means overnight accommodation will not be required. On the rare occasions this is not possible, options will be discussed well in advance of the meeting and clear communication made on paying accommodation costs.
- Venue costs and refreshments will be covered by NSA Head Office.
- If the committee chair is asked to represent NSA at an event or activity outside of committee meetings, and this is approved by NSA Head Office, reasonable expenses will be paid in line with the NSA Expenses Policy.