



## NSA English Committee Terms of Reference

**Purpose.** The NSA English Committee works to ensure NSA work in policy and technical areas reflects the needs of English members. It is tasked by the NSA Board to discuss current and forthcoming issues to aid the NSA Chief Executive, other NSA staff and the NSA UK Policy & Technical Committee in reaching policy positions and priorities for work that are representative of the views of NSA members and their farming types in England.

### Structure and terms of office

- **Elected members**
  - Three people from each of the six NSA regions in England, elected at ARMMs, plus a committee chairman (see below about the chairman).
  - Elected reps 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.
  - Elected members automatically have voting rights.
  - Where possible, three representatives from the same region should not all have the same start/end date for their term of office, to prevent the scenario where they all finish their term at the same time and continuity is lost.
- **Co-opted members.** With such a large committee, co-opted members should not be necessary unless in specific circumstances. As there is no funding to pay the expenses of a co-opted member, careful consideration should be given to whether an individual identified as needing to join the committee has to be co-opted or if they could become one of the three reps for a region. If this is not possible and a co-option is made, co-opted members have voting rights unless specified otherwise at point of co-option; they can be appointed at any time and re-appointed at the first Committee meeting of each new year.
- **NSA Chairman** may attend meetings in ex officio capacity.
- **NSA Chief Executive** attends meetings, plus other staff where appropriate.
- **Additional attendees** with relevant expertise may be invited to single meetings to deal with specific issues and topics. They do not have voting rights and cannot claim travel expenses unless agreed at the point of being invited.

### Committee chairman appointment and term of office

- The chairman is one of the elected 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 chairman again.
- Once a chairman is chosen, an additional representative should be elected by the relevant region to join the committee (i.e. if the Chairman is one of the NSA Central Region representatives, NSA Central Region should elect an additional representative for the duration that their first representative serves as committee chairman).

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**UK Policy & Technical rep appointment and term of office.** The English Committee is to elect from within its number two individuals to represent England on the NSA UK Policy & Technical Committee. As per the UKP&T Terms of Reference, this is a three-year term with a recommended maximum of two consecutive terms. Usual procedure for electing a representative is for nominations to be sought (usually by email) before the meeting and a paper ballot to be held in the meeting, or via an alternative anonymised poll. The NSA English Committee is asked to be mindful that the two elected individuals are representative of the range of farming types in England.

**Scope and remit.** The scope of the committee includes all English relevant policy and technical subjects, decided up by committee members and via two-way communication with the NSA UK Policy & Technical Committee. The committee's remit is to decide on important policy and technical issues in England to effectively guide the work of the NSA via the NSA Board and UK Policy & Technical Committee. The committee can communicate directly on English matters with English Ministers, providing this is within the agreed policy of the organisation. It should also ensure appropriate representation of NSA on external English boards, such as Red Tractor Assurance and AHDB; NSA representatives would usually be an elected member of this committee or an NSA staff member, or a co-opted member in specific circumstances.

### **Frequency of meetings**

- The NSA English 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 the meetings 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 chairman – confirm individual part-way through term or elect new chairman.
- Co-opted members.

### **Costs**

- Elected committee members can claim travel costs to face-to-face meetings from the region that elected them. The committee chairman can claim travel costs to face-to-face meetings from NSA Head Office. Individuals are asked to keep costs down wherever possible. Claims must be submitted in line with the NSA Expenses Policy.
- In the unlikely event of the committee having co-opted member(s), the decision about who will cover travel expenses will be decided at the point of co-option.
- Meetings will be held at a time that means overnight accommodation will not be required.
- Venue costs and refreshments will be covered by HQ
- If the committee chairman 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.

Approved by the NSA Board – 18.01.23. Approved by the English Committee – 26.01.23  
Date of next review – January 2024 by the Board. January 2024 by the English Committee