



**Canal &
River Trust**

Making life better by water

Navigation Advisory Group

Terms of Reference – April 2021

Rationale

Maintaining canal and river navigation is a key objective of the Canal & River Trust. The management of risks associated with the heritage network and the prioritisation of expenditure for optimum value benefits from the support of a Navigation Advisory Group consisting of a small number of skilled and expert practitioners with high levels of credibility.

The advisory group can also help to ensure that the Trust's management fully understands the implications of proposed policy changes or particular issues that are relevant to boaters.

The group should meet as required by the Trust's management at regular intervals and advise the Trust's management on navigation and boating issues of significance, especially those that may be innovative or potentially controversial.

Remit

The remit of the group is to:

- Provide the Trust's management with expert advice about matters relating to strategic navigation issues that have been brought to the group's attention by management or others.
- Provide the Trust's management with practical advice on asset maintenance, dredging, vegetation management, boat licensing and moorings policies.

It is envisaged that the group will operate with sub-groups focussed on specific areas of work. The sub-groups will meet as required by management and will report progress to the main group at least once each year. Additional experts may be co-opted to sub-groups, as required, for whatever period their expertise is required. At times the Trust may establish time limited task and finish sub groups to work on specific issues. The task and finish groups will be formed of members of the main group with other members co-opted as required, monitoring of appointments to sub groups is not required.

Membership

Members of the NAG will be appointed for their expertise and experience in navigation matters. Particular specialisms required are:

Advice relating to safety standards, waterway operation and use, maintenance & repairs, and customer service standards. At least one person bringing expertise in each of the following areas

- Canal navigations
- River navigations
- Boating trade perspectives

Members of the group must act in the best interests of the Canal & River Trust. Members are not representative of any particular boating interest group. Appointment to the Group is for the purpose of providing expert advice based on experience of using the waterways, coupled ideally with relevant professional/technical experience in other walks of life.

The roles are voluntary with reasonable travel expenses covered. Time commitment will be variable, but is not expected to average more than 1 day per month over the course of a year.

The chief operating officer, head of customer service support, head of safety and operations support and the national boating manager will all be ex-officio members of the group.

Appointment of Members

Appointments to NAG will be made on the basis of a simple written application form and short telephone interview with at least two of the Trusts ex-officio members of the Group.

The positions will be advertised on the Trust's volunteer opportunities web page.

Members of the group would be expected to attend at least three NAG main group or sub-group meetings a year. If members repeatedly do not attend meetings they may be removed from the group by the Trust.

Chair of the Group

A chair will be appointed by the Trust's chief executive. The chair's responsibilities will include working with the Trust to undertake agenda planning, chair the main group meetings, and ensuring that proceedings and resulting advice is accurately recorded.

Appointment of Chair

Suggestions for chair will be invited from members of the group. The chair should be an experienced boater with a good reputation and standing in the field of canal and river navigation.

Meetings

The main Group will meet up to four times a year. Meetings may take place in different locations across the waterway network or by video conference to reduce time and travel costs. Agenda items will be circulated in advance and accompanied by background papers where required. Sub-groups will meet face to face or by video or online discussion as required.

Administration

A Secretary will be appointed by the Trust to support the main Group and sub-groups.

Appendix to the Advisory Group Terms of Reference: Membership

1. The chair and members of the group are appointed by the Trust's Chief Executive and serve an initial term of up to 3 years which may be renewed for a second term up to a maximum of 6 years. In exceptional circumstances, an individual may be appointed for a third term of a further three years, for a maximum of nine years. There is mutual expectation for re-appointment and each membership term will be reviewed by the Chief Executive.
2. Membership of the group should reflect the diversity of the communities that the Trust serves - diversity may be achieved/evidenced through securing younger representation on the Advisory Group; along with a broad scope of professional expertise, skills and experience. Augmenting experience with fresh perspectives will foster strategic dialogue to ensure that the Trust can stay ahead of emerging opportunities, respond quickly to unexpected threats and make timely decisions.
3. Membership of the group is voluntary and unsalaried although reasonable expenses are paid.
4. Members of the Group serve in a voluntary and personal capacity (not officially representing any other organisation they may be members of or employed by).
5. Council members may be invited to observe a meeting from time to time, at the invitation of the Chair, but there is no mutual expectation of Council member appointment to any of the Trust's Advisory Groups.