

## **Aquaculture Industry Leadership Group – Governance**

### **Role and remit:**

The Aquaculture Industry Leadership Group's role is to drive the development and delivery of the Aquaculture 2030 industry strategy. It does this by:

- Acting as guardian and champion for the Aquaculture industry and its strategy.
- Implementing strategic level alignment, collaboration and communication across the industry and public sector.
- Determining the strategy development process with review of the industry strategy at intervals no greater than three years.
- Developing an action plan, with a time line and ensuring its delivery, this will include critical activities and regular progress reviews.
- Aligning the industry strategy with national food and drink strategy with member organisations' activity to be complimentary and mutually supportive of these strategies.
- Commissioning, chairing and overseeing such Working Groups as may be established to develop priority actions.

The Aquaculture ILG shall review the above role and remit to reflect changing circumstances, at least every two years.

### **Accountability**

Membership of the Aquaculture ILG will be in a personal capacity. However members will be expected to represent the interests of, and communicate with specific sectors or subsectors of the wider aquaculture industry cluster.

### **Structure**

The Aquaculture ILG shall comprise a main board. Where appropriate the board may from time to time establish short life sub-groups or working groups to address specific issues.

The board shall reflect the composition of the aquaculture industry, its producer subsectors and suppliers of goods and services to the industry. Relevant public sector stakeholder groups shall be invited to attend ILG meetings with observer status

The board shall be chaired or co-chaired by one or more industry representatives.

The board shall engage fully with the Cabinet Secretary with responsibility for the development of the aquaculture industry with a standing invitation extended to attend board meetings.

While the board may choose to co-opt individuals to the board for specific time-limited purposes, member or observer substitutes or alternates will not be accepted for board meetings except where agreed in advance by the ILG.

The frequency of meetings will be determined by the ILG board according to the requirements of its programme of work but might typically be in the order of four meetings per annum.

### **Conflicts of interest**

Board members, in participating in and carrying out ILG business should adhere generally to the Seven Principles of good conduct as relative to the Industry Leadership Group and set out below:

- Selflessness – they should take decisions in terms of the wider industry interest. They should not do so in order to gain financial or other material benefit for themselves, their families or their friends
- Integrity – they should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their ILG duties
- Objectivity – in carrying out ILG business, including making membership appointments, awarding contracts or recommending individuals for rewards and benefits, they should make choices solely on individual merit
- Accountability – ILG members are accountable for their own actions.
- Openness – they should be as open as possible about all the decisions and actions that they take.
- Honesty – ILG members should be honest in carrying out and participating in all ILG business.
- Leadership – they should promote and support these principles by leadership and example.

It is the personal responsibility of board members to raise any potential conflict of interest before discussion on the topic in question. The board will then discuss and take appropriate steps to address any potential conflict of interest.

### **Membership**

The board shall typically comprise between 8 and 12 members representing private sector interests. The public officials who attend ILG meetings will attend as observers, not as members of the ILG.

Membership shall be held as an individual as distinct from representing a company or organisation.

Membership terms shall be up to 4 years with members serving a maximum of two successive terms.

The board shall elect the chair or co-chairs from the board membership. Where co-chairs are appointed, their initial terms will differ to provide overlapping 2 year terms in office with subsequent appointments.

Where established by the board, sub-groups/working groups shall be led by an appropriate member of the board and may comprise further board members and appropriate individuals from outwith the ILG board.

The board may review, with the option of termination, the membership of any individual member of the board or sub-group/working group or the observer status accorded to any individual in the event of, *inter alia*:

- Failure to attend 3 successive board or business meetings.
- Failure to adhere to the Seven Principles of good conduct as set out above.

### **Appointments**

As vacancies arise on the ILG the relevant sector or sub-sector shall be invited by the board to nominate one or more candidates for the vacancy. The successful candidate will be determined by the ILG board.

### **Communications**

Unless otherwise agreed the chair or co-chairs of the ILG will be the recognised spokespersons for the ILG. The ILG will develop and maintain an effective communications plan for receiving and disseminating information relevant to furthering the objectives of the ILG.

### **Freedom of Information**

While the ILG is industry led with a majority of members representing commercial interests, many members represent public sector agencies. In the interests of maximum transparency the ILG will operate in compliance with the Freedom of Information Act.

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