

Terms of reference for the Bee Health Advisory Forum (England and Wales)

1. Scope:

- 1.1. These terms of reference set out the remit, membership, responsibilities and reporting arrangements of the Bee Health Advisory Forum (for England and Wales) as set out in the Healthy Bees Plan 2030 (Welsh Version).

2. Role

- 2.1. The Forum's role is to provide a network for Government officials and stakeholders to collaborate together to both oversee and steer the implementation, delivery and review of the Healthy Bees Plan 2030 and to consider pest and disease control policies, to inform the development of policy options and advice to Ministers. The Forum provides a regular opportunity for early discussion on emerging or developing bee health issues as well as increasing transparency and understanding for all participants across the range of honeybee health interests.
- 2.2. Full members of the Forum are expected to contribute to at least one action under the Healthy Bees Plan 2030 Implementation Plan.
- 2.3. Forum members should provide updates on their agreed actions as outlined in the Healthy Bees Plan 2030 Implementation Plan.
- 2.4. The Forum will work to identify good practice in open reporting of their work, to forewarn the group of any emerging issues, and to ensure collective agreement to trust embargo periods or confidentiality, especially pre-publication of any research findings.
- 2.5. Membership of the Forum does not limit organisations' opportunity for bilateral exchange to inform policy nor does it circumvent stakeholders' opportunities to continue to input to formal consultations.
- 2.6. The Forum may establish working groups, or seek views from others to deliver effective solutions regarding specific issues on pest and disease control challenges facing honeybees when this is agreed as necessary. The Forum may assign a specific project to a member of the Forum who may call on the assistance and expertise of a wider network of advisors to deliver work. The designated Forum member would report back on progress or delivery of the work to the Forum as agreed.

3. Advice to Ministers

- 3.1. The views of the Forum may be reported to Ministers within the respective administrations, both when there is consensus agreement and where there

are differing views. This does not circumvent stakeholders' rights to make direct approaches to Ministers or to comment publicly on the issues in question.

4. Membership

4.1. The Forum comprises of a maximum of 22 members. Membership consists of Government officials from Bee Health Policy and the Welsh Government, other policy areas, representatives from key bee health stakeholder groups, science advisors and observers from the Devolved Administrations as set out below:

Healthy Bees Plan 2030, Bee Health Advisory Forum Membership 2020 - 2024

No	Organisation name	Organisation type	Forum role
1	Defra Bee Health Policy (x4)	Government	Full member
2	Welsh Government	Government	Full member
3	APHA National Bee Unit Inspectorate (x3)	Government	Full member
4	Defra Pollinator Strategy	Government	Full member
5	Fera Science Ltd	Science advisor	Full member
6	British Beekeepers Association	Stakeholder	Full member
7	Welsh Beekeepers Association	Stakeholder	Full member
8	Bee Farmers Association	Stakeholder	Full member
9	National Farmers Union	Stakeholder	Full member
10	National Diploma in Beekeeping	Stakeholder	Full member
11	Science Advisors	Science advisors	Full member
12	Bee Disease Insurance	Stakeholder	Full member
13	Scottish Government	Devolved Administrations	Observer
14	Northern Ireland	Devolved Administrations	Observer

4.2. Stakeholder organisations should ideally send one representative with one nominated email address to maintain an efficient Forum and communication. Members are asked to consider how best their organisations may be represented. For example, some members may rotate attendance at meetings /relinquish membership. All those rotating attendance with deputies would receive the agenda and papers for meetings which they could discuss with others in their organisations in preparation for the meeting (unless otherwise advised).

4.3. The named representative(s) of each organisation to be recorded in minutes each quarter.

4.4. Contractors awarded Healthy Bees Plan 2030 education contracts will be required to prepare reports and invited to present to the Forum as specified in the contract but may not necessarily be a full member of the Forum.

4.5. Defra Bee Health Policy and Welsh Government to jointly Chair and APHA to provide the Secretariat.

5. Meetings and Ways of Working

- 5.1. The Forum to meet quarterly at agreed locations or hold meetings virtually.
- 5.2. Summer meetings to be organised virtually to minimise travel during the season.
- 5.3. Quorum of 10 members required with a 50% requirement split between officials and stakeholders.
- 5.4. Forum members can raise Agenda items to be discussed a minimum of two weeks in advance of the meeting. The Chair will decide when and if items can be added, depending on previous commitments and time restraints.
- 5.5. The agenda and key papers to be sent one week prior to the meeting.
- 5.6. Minutes to be circulated less than 15 working days after the meeting.
- 5.7. Minutes of meetings will be published on BeeBase (unless otherwise advised by the Forum).
- 5.8. Documents circulated can be shared externally unless expressly stated as confidential or in draft form.
- 5.9. Email will be used for time critical issues requiring rapid Forum consultation between the meetings, e.g. Parliamentary business.
- 5.10. All Forum members are expected to show respect during meetings; by waiting to be recognised by the Chair, talking one at time and by listening and not interrupting during meetings.
- 5.11. If a Forum member has a complaint regarding the behaviour of another member, in the first instance this should be reported to the secretariat or chair. If the matter cannot be resolved amicably, the organisation they represent may be asked to provide another representative.

6. Review

- 6.1. Organisations represented on the Forum are to be reviewed every three years as part of the review cycle set out in the HBP 2030.
- 6.2. Members of the Forum will be asked to complete a self-assessment effectiveness questionnaire annually providing an opportunity for feedback which can be used to identify areas for improvement in future meetings. A summary of the feedback will be presented at the Q4 meeting.
- 6.3. Next Review date will be March 2023

Approval date: September 2021

Terms of Reference available online here

<https://www.nationalbeeunit.com/downloadDocument.cfm?id=1462>