



Terms of Reference for SCOPS Steering Group

SCOPS is an industry-led group that works in the interests of the UK sheep industry. It recognises that, left unchecked, anthelmintic resistance is one of the biggest challenges to the future health and profitability of the UK sheep industry.

The role of the SCOPS Steering Group (“the Group”) is to develop sustainable strategies for parasite control in sheep, facilitate and oversee the delivery of these recommendations to the industry, and ensure new research and development is incorporated to refine and improve advice given to the sheep industry. Activity is as agreed by the Group in an annual, costed activity plan.

Steering Group Representatives

The Group consists of individuals and organisations with an active interest in the sustainable control of parasites. These may include industry bodies, UK levy bodies, sheep farmers, vets, animal health advisers, parasitologists, researchers etc.

Organisations currently represented or invited to be represented include:-

- AgriSearch
- AHDA
- AHDB
- AMTRA
- APHA
- Defra CVO Office
- HCC
- Moredun
- NFU
- NOAH
- NSA
- QMS
- RHWG
- RUMA
- SAC Consulting
- SVS
- VMD

The Group can collectively invite and approve new organisations to be added this list at any time, in line with the funding structure outlined below. SCOPS activity carried out by Group representatives, such as attending Group meetings, is funded by the organisation they represent unless agreed otherwise by the Group when a representative individual first becomes involved with the Group.

The Group can collectively co-opt individuals (i.e. permanently join the group) or invite guests (i.e. join for one meeting or occasional meetings) at any time. As a co-opted member or guest, that individual’s time and travel costs will be covered by the organisation they represent, unless agreed otherwise by the Group and in advance of the meeting. If co-options or guests result in any one organisation listed above having more than one attendee at a meeting, that organisation’s say in any decision-making process does not increase – i.e. the organisation’s influence is still equivalent to one seat at the table.

Group representatives are encouraged to raise awareness of SCOPS and share SCOPS principles and messages where appropriate. However, Group representatives cannot use the SCOPS logo, messages or resources for their own commercial gain or for the implication of endorsement.

Steering Group Structure

The Group meets a minimum of twice a year (usually February and September) with additional virtual meetings, teleconferences and/or sub-group meetings where required and by agreement of the Group. To reduce costs, Group representatives are asked to provide meeting room facilities at no cost to SCOPS.

Steering Group Chairman and Deputy Chairman

The Group will appoint a chairman, whose role includes:-

- Ensuring Group meetings and subsequent activities fit within the scope and resources of SCOPS, and that meeting actions are delegated to appropriate Group representatives and carried out in a timely manner.
- Being an influential representative of SCOPS and promoting SCOPS activities and role.
- Attending relevant meetings/workshops on behalf of SCOPS and reporting back.
- Ensuring SCOPS resources are used efficiently.

The Group will elect a Chairman for two-year terms, with no limit to the number of terms that can be served. The position of Chairman will be an agenda item at the first meeting of every year, to approve the Chairman's position for the second year of his term, to re-elect the Chairman for another two-year term, or elect a new Chairman.

The Group should have a Deputy Chairman, to be elected in two-year terms as above. The role of the Deputy Chairman includes:-

- Supporting the Chairman in their role outlined above, deputising where requested.
- Ensuring sufficient understanding and involvement in the scope and remit of SCOPS to allow a seamless transition from Deputy Chairman to Chairman.
- Taking responsibility for areas of activity where requested by the Chairman.

The Chairman and Deputy need not be existing Group members at the time of election. They are typically an active sheep farmer residing in the UK.

The Chairman and Deputy Chairman may claim reasonable expenses incurred within the role. Where they attend a meeting to represent SCOPS, including SCOPS Steering Group Meetings, (and are not also representing another organisation) they can claim a nominal fee for their time plus travel expenses at the current HMRC approved mileage allowance payment. Expenses claims must be submitted within three months of the expense and will not be paid outside this window.

When the Deputy Chairman takes over as Chairman, therefore vacating the position of Deputy Chairman, the Group will:-

- Set a timeline to fill the vacant position.
- Delegate the Group Secretariat (supported by individuals or a working group) to:-

- a) Decide the wording to advertise the role within the sheep sector and Group members' communication networks, and invite written applications.
- b) Check if the selection criteria and scoring matrix to assess applicants (see appendix) needs updating.
- Using the selection criteria and scoring matrix, SCOPS funders (as listed below) will individually score applications to produce a total score/ranking. A meeting (usually virtual/teleconference) will discuss the top ranked applicants and decide the most suitable candidate for the position. If the scoring process identifies a clearly preferred candidate, a meeting may be deemed unnecessary. Individual scores will be shared among the funders, but only the total score discussed outside the funders.
- The Group Secretariat will contact all applicants, sharing the scoring matrix and an individual's total score if requested; no other feedback will be provided.

Should the Chairman position become vacant and cannot be filled by the Deputy Chairman, or the Deputy Chairman position becomes vacant, the Group will decide how to proceed.

Steering Group income

SCOPS is funded by contributions provided by industry bodies and match-funded by levy bodies. Currently the five industry bodies are AHDA, AMTRA, NFU, NOAH and NSA and the four levy bodies are AHDB, HCC, QMS and AgriSearch.

Commercial companies cannot sponsor SCOPS, but SCOPS can offer sponsorship opportunities for specific projects for a clearly defined duration. Conditions on the promotion and use of the SCOPS logo, messages and resources for the duration of projects will be provided at the outset.

Steering Group expenditure

The Group will delegate agreed actions to appropriate individuals and/or organisations for an appropriate fee, and agreement to use any individual and/or organisation on an ongoing basis should be an agenda item at the first meeting of every year in order to clarify the remit and cost of that work.

Work currently delegated on an ongoing basis falls into three categories:-

1. **Consultancy:** SCOPS has appointed Lesley Stubbings to provide consultancy work.
2. **Financial and secretarial:** SCOPS has appointed NSA to administer its accounts and provide secretarial support, including taking minutes at two Group meetings a year.
3. **Communications:** SCOPS has appointed NSA to run the SCOPS website, issue approved press releases and post information on social media.

All individuals and/or organisations carrying out work for SCOPS must submit itemised invoices within three months of work being completed.

Given its limited resources and specific remit, SCOPS cannot use its funds to sponsor events, competitions etc, or pay for trade stand space to attend events.

Review process. These terms of reference should be confirmed at the first meeting of each year.

As agreed by the SCOPS Steering Group September 2018. Updated September 2021

Appendix 1: Selection criteria for Deputy Chairman

Role and responsibilities

The role of the SCOPS Steering Group Deputy Chairman is as set out in the SCOPS Terms of Reference. The purpose is to ensure consistency when the Chairman retires, and so the responsibility of the Deputy Chairman is to familiarise themselves with the workings of SCOPS and the people and organisations involved. They should work closely with the Chairman to establish a constructive relationship and share responsibilities where appropriate. They should highlight any conflict of interest should this occur.

Knowledge and experience

When looking for a Deputy Chairman, the SCOPS Steering Group is looking for some who can:-

- Demonstrate a good understanding of the SCOPS principles.
- Keep abreast of new developments affecting SCOPS principles and priorities, and contribute to meetings/events in a way that is in-line with and supportive of those principles and priorities.
- Demonstrate commitment to the SCOPS principles in their day-to-day work.
- Dedicate time to SCOPS, attending two Steering Group meetings a year, attending other occasional meetings / workshops where requested, leading areas of activity where delegated by the Chairman, and joining sub-group discussions where possible.

Length of service and remuneration

The SCOPS Terms of Reference state the Deputy Chairman is elected in two-year terms. The Terms of Reference also state that reasonable expenses can be claimed

Application process

Written applications are accepted in the form of a short CV and a summary of why the applicant would like to join SCOPS, what they would bring to the group and previous relevant experience. This application will be reviewed as below.

	Score out of 5 (0=does not meet criteria; 5=fully meets criteria)
Current understanding of SCOPS role, purpose, principles and activities.	
Ability and appetite to keep abreast of new developments and future challenges.	
Ability and appetite to ensure SCOPS principles and activities are shared within the industry.	
Application of SCOPS principles on own farm and/or role(s) within the sheep industry.	
Ability and appetite to attend and contribute to meetings.	
Ability to represent SCOPS within the industry / relate to sheep farmers at a practical level.	
Total (out of 30)	