



Wildlife Crime Tactical Delivery Group (TDG) Terms of Reference (ToR)

Current Leadership

Plan owner and chair: Gareth Ramsey

Secretary/deputy: Emma Deighton

Purpose

The purpose of the Tactical Delivery Group (TDG) is to deliver objectives that are aligned with the NPCC Rural and Wildlife Crime Strategy.

The seven objectives are:

1. To deliver the UK wildlife crime strategy via police, government agencies and NGOs.
2. To prevent, detect, reduce and disrupt wildlife crime across the UK.
3. To identify and share best practice that will help raise standards of investigations.
4. To build confidence in policing by promoting the success of the TDG and of policing UK.
5. Highlight any obstacles to delivery, emerging issues and risks to the TDG.
6. To provide guidance, support and training to enforcers and key partner agencies.
7. To work together to deliver actions and objectives set by the chair.

Chairship:

- The TDG has a named Plan Owner who will chair and lead the group.
- Chairship will be subject to a three yearly review by the NPCC Lead and Head of NWCUCrime Unit.

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- The chair should designate a deputy or stand-in for the eventuality they are absent or unable to perform their duties as chair. This stand-in should be from within the group and aware of their position.
- The chair may wish to identify secretarial support from within the group to facilitate the organisation and running of the TDG.

Membership:

- Membership will be at the invitation of the chair and made based on the ability to deliver the objectives and actions of the TDG.
- The chair will have the final say as to allow membership.
- Members will be expected to evidence what value they can bring to the group and how they can help delivery of the TDG strategy.
- Only one membership per organisation, unless the organisation undertakes a 4P lead or critical support function.
- The nominated member should attend TDG meetings. The member will be empowered by their organisation to make decisions and agree actions that are proportionate at the time of the meeting.
- If the member cannot attend a meeting, they can nominate an appropriate temporary stand-in. It is the member's responsibility to ensure the stand-in is capable and briefed.
- More permanent changes to group membership must be authorised by the chair. Membership cannot be permanently deferred to others without authorisation of the chair.
- Where members represent an organisation, regional enforcement group or police force, the views and position expressed will be deemed to be that of the organisation unless otherwise stated.
- Outside experts may be invited by the chair on an ad hoc basis to participate in the work of the TDG. They will participate as observers and will not be members of the TDG.
- Observers may be invited by the chair to provide a level of governance (I.e. UNODC, Home Office or Defra officials) and to critically analyse the group and obtain an overview of partnership best practices.

- The chair can invite participants on an ad-hoc basis to be part of the TDG for a fixed term to support the delivery of objectives.

Conduct and contribution

- The member of the group is responsible to feedback relevant points of discussion and actions to their wider organisation.
- All members of the TDG are required to actively contribute to the process through providing regular updates, attending meetings (or ensuring representation via a stand-in) and undertaking actions as agreed / supporting the delivery of the group objectives. The 4P Plan document will include a response plan and a log of contributions by each group member. Non-contributing membership will be reviewed at the chair's discretion.
- Members are expected to accept actions when delegated by the chair, the action will be placed on an action plan along with a completion date.
- Actions are to be realistic and achievable.
- All actions should be specific to the member's area of business unless volunteered otherwise by the member.
- The chair retains the right to instigate a membership review.
- All members must declare to the chair any actual or potential conflicts of interest at the outset of their involvement in the TDG and promptly disclose any conflicts of interest arise during the course of their participation.
- Continuous failure to comply with the TOR and/or deliver responsibilities as member of the group will result in membership termination. The chair will brief the NPCC lead and the Head of the NWCU on the reasons for removal. If removal is supported, the member subject to the termination will be notified by email and will no longer receive invites/correspondence to the meetings.
- If an individual is removed, the organisation they represent should seek to identify a suitable replacement. If no replacement is found, then the organisation could be removed from participating.
- Organisations that have been removed can reapply if a suitable candidate is identified. The chair will hold the overall decision and should consider consulting with the group whether to reinstate the member, and the potential impacts this will have within the TDG.

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- Should a member cease active involvement in the TDG (e.g. they do not attend two consecutive meetings) they will be asked by the chair to confirm future commitment or cease to be a member.
- Failure to attend three meetings within 12-month period will allow the chair to initiate the removal of the non-participating member. This will be at the chair's discretion.
- Members will be polite and courteous. It is acknowledged that some members will have differing views. Membership to the TDG is granted on the understanding of working collaboratively towards achieving the TDG objectives.
- Membership will be reviewed, suspended or revoked if the member is subject to any criminal allegations that may be detrimental to the integrity of the group. The Chair retains authority to initiate this process.
- Membership may be reviewed and potentially revoked by the chair if the member brings the credibility of the TDG into disrepute.
- Members will be courteous to other members of the TDG when conducting their business inside and outside of the group. All members of the TDG are expected to maintain appropriate confidentiality. Personal details of members are not to be discussed or disclosed outside of the group. Failure to comply will result in a membership suitability review instigated by the chair.
- Sensitive material may not be minuted.
- Members must inform the chair when discussing sensitive TDG matters externally.
- When voting on matters, a majority vote will be taken. The chair retains the right to table a subject for votes.

Agendas and auxiliary matters

- Members will be contacted by the chair or secretary in lieu of a forthcoming meeting to table agenda subjects.
- The meeting will follow the agenda. The chair retains the right to allow late agenda items, this will be based on proportionality and necessity.
- Members that require individual updates or briefings from the chair or other organisations members should seek to do so outside of the meeting, unless the subject is on the agenda.
- Members are encouraged to speak outside of the group to build working relationships, deliver actions and share updates.

- The chair retains the right to convene any sub-group for matters relating to the TDG. The chair retains the authority to select sub-group members.

Timelines and key milestones:

- The TDG will meet a minimum of three times annually, virtually or in person. Meetings will be planned in line with TDG weeks and timeslots set by NWCUC.
- TDG updates will be provided to the UKTCG twice a year (May and November) via a reporting template issued by the NWCUC.
- A TDG lead AGM will be held annually.
- The chair will be responsible for arranging meetings and ensuring secretary support for the TDG. The chair/secretary is responsible for keeping an up-to-date membership list.
- TDG chair is expected to provide a presentation on TDG achievements at each annual wildlife crime enforcer's conference.

Resources:

- All Members will be responsible for meeting the full costs of their participation in the TDG and all associated areas.

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