

Pembrokeshire Nature Partnership Terms of Reference

Appendix 2: Working Guidance



These notes provide working guidance to supplement the Terms of Reference agreed by the Pembrokeshire Nature Partnership.

1) Name.

Pembrokeshire Nature Partnership (PNP).

2) Aims.

Co-ordinate, promote and record existing and new actions to conserve, promote and enhance nature in the County of Pembrokeshire, including the Pembrokeshire Coast National Park, the inshore waters and seabed around the Pembrokeshire coast to 12 miles offshore, taking account of local and national priorities.

3) Role of the Partnership.

The Partnership will seek to achieve its aims by:

- a) Promoting partnership working between key organisations and individuals that protect and enhance nature in Pembrokeshire.
- b) Reviewing the national and local priorities identified in the Nature Recovery Plan and State of Natural Resources Report and prioritising species, habitats, or places in Pembrokeshire for which action plans need to be prepared.
- c) Involving key partners and stakeholders in the development and implementation of Local Nature Recovery Plans for the Partnership through the establishment of working groups, action groups and consultation with existing groups.
- d) Consulting on and publishing Local Nature Recovery Plans.
- e) Monitoring the delivery of nature recovery actions, evaluating progress towards implementation of local plans and revising them as necessary.
- f) Agreeing and reviewing the PNP annual work programme and that of the Partnership's Officer.
- g) Supporting the development of projects undertaken by individual organisations that are contributing to the aims of the Partnership.
- h) Identifying opportunities for integrating the conservation, promotion and enhancement of nature into other policy areas, plans and projects throughout County of Pembrokeshire.

4) Equal Opportunities.

All individuals / groups / businesses working with the Pembrokeshire Nature Partnership will be assessed on their involvement with nature recovery actions alone, without distinction of sex, sexual orientation, race or of political, religious or other opinions. The Partnership will recognise and respond to issues of language, disability, race, gender, age and culture.

5) Membership.

- a) Organisational members of the Pembrokeshire Nature Partnership must send a representative to at least one partnership or Action Group meeting a year; their membership may be terminated if they fail to do so.
- b) Action groups aid the implementation of the Partnership's plans; they will all have at least one representative of Pembrokeshire Biodiversity Partnership attending meetings.
- c) The role of Partners within the Pembrokeshire Biodiversity Partnership is primarily to further the aims of the Partnership as a whole, and not just the aims of individual partner organisations.
- d) Any potential conflict of interest a member has in an agenda item must be declared at the beginning of the meeting. They may be asked to leave the meeting whilst this item is being discussed.

6) Administration, Finance, and Employment.

- a) A chair will be elected from the Steering Group annually.
- b) The host organisation will act as the fund holder for the Partnership and will enable the Partnership to carry out its work by taking on responsibility for administration of:
 - i) core funds associated with the costs of employing an officer and the on-cost associated with this i.e. travel, postage, translations etc
 - ii) employing staff
 - iii) administration of specific project funds as appropriate.
- c) The Partnership's officer's role will be set out clearly in the job description and work programme as agreed by the Partnership Steering Group.
- d) Where individual partners take the lead on a project they will resource the project with the appropriate staff, equipment, finance etc. and may administer project – specific funds. They will ensure completion of the project and its timely reporting.
- e) If the Partnership terminates and there are funds or assets in the name of the Partnership these will be transferred to a member organisation continuing the project or return to the original funders.

7) Annual Review Meetings

The Partnership Steering Group will have an annual review meeting to do the following:

- a) Review membership of the Partnership and the Partnership Steering Group to ensure that it is as representative as possible.
- b) Review progress over the last 12 months.
- c) Agree the priorities to be included in the annual PNP work programme.
- d) Present the financial accounts.
- e) Review or confirm its ToR and this working guidance

8) Communication

- a) The Partnership can invite other organisations or individuals to attend meetings in an advisory capacity as appropriate.
- b) The Partnership will form working groups comprising partners and Action Groups with representation from the PNP and stakeholders. Each sub-group will nominate a chairperson and secretariat at each meeting or annually.
- c) There will need to be a minimum of 5 member organisations represented at full partnership meetings, all core funders represented at PNP Steering Group meetings and a minimum of 3 people at all other working group or action group meetings.
- d) Minutes will be kept by the Partnership's officer of meetings as required and a draft will be circulated within 7 days to all attendees. Once approved they will be circulated by the Biodiversity Implementation Officer to all partners, stakeholders and other interested parties on request.
- e) If sensitive information is discussed at meetings regarding protected species it will only be passed to members on a need to know basis and regarded as strictly confidential.

9) Decision Making / Partners Responsibilities

The structural diagram illustrates the relationship between the various components of the PNP (appendix 1).

a) **PNP: Roles and Responsibilities of Individual Partners:**

- Assist the PNP Steering Group in determining annual priorities for the PNP work programme.
- Promote, implement and report on actions contributing to the aims of local plans.
 - (i) Identify actions for which member organisations are responsible and disseminate this information within the member organisation.
 - (ii) Identify projects member organisations can undertake or contribute to in order to meet the aims of local plans.
 - (iii) Identify resources, financial or in-kind, to which member organisations can contribute to assist in delivering core administration of the Partnership or specific nature recovery projects.
 - (iv) Report on implementation progress through the Partnership's officer.

b) **The PNP Steering Group Roles and Responsibilities:**

The PNP will devolve some responsibilities to the PNP Steering Group. The Steering Group will:

- Identify national and local priority species, habitats or areas for which action plans will be published / reviewed.
- Agree the contents of draft action plans prior to consultation with the wider partnership and stakeholders.
- Set the work programme of the PNP, its sub-groups and any staff, having regard for any priorities identified by partners not represented on the PNP Steering Group. Monitor these work programmes.
- Identify actions from published plans to be implemented by other working groups or Action Groups.

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- Identify opportunities for joint working with neighbouring Nature Partnerships and, where appropriate, help organise, manage, monitor and report back on such projects.
 - Review progress of the PNP and the role of the host organisation and PNP sub-groups at regular intervals.
- c) The Partnership will be able to work with stakeholders through existing groups and the establishment of Action Groups.

Action Groups Roles and Responsibilities:

- Participate in consultation on any revisions to local action plans.
- Provide a network for sharing nature recovery information.
- Co-ordinate and implement actions to protect and enhance the local and national priority species, habitats and areas for which plans have been written.
- Provide a report to update all partners and stakeholders on developments as appropriate.

9) Review

- a) The Partnership will keep this working guidance under review.