

Northumberland Biodiversity Partnership

Terms of Reference

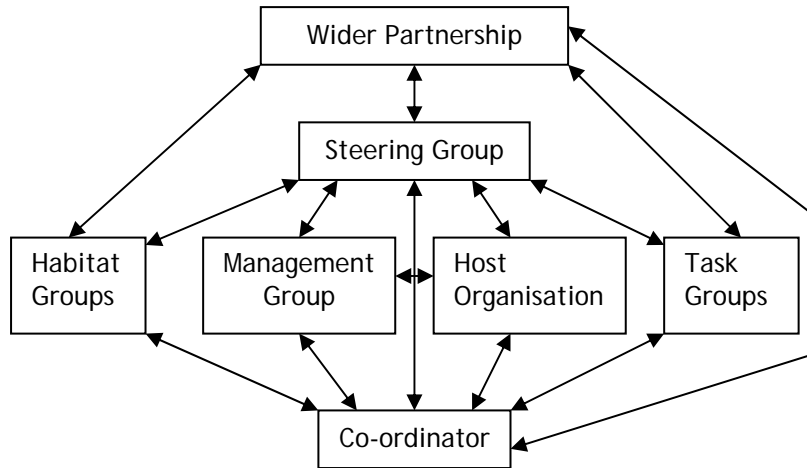
- 1.0 Aim To provide a focal point for strategic development and planning of biodiversity to ensure action in Northumberland.
- 2.0 Membership The partnership will welcome representatives of all organisations with an interest in the development, enhancement and conservation of Northumberland's biodiversity.
- Membership is open to any individual, organisation or company that supports the aim of the partnership and can contribute to its achievement.
- 3.0 Main Tasks Create and increase co-operation between, and add value to the work of, the members of the Partnership so that together they achieve more than they would separately.
- Steer the work of the Northumberland Biodiversity Partnership's Local Biodiversity Co-ordinator.
- Keep the content of the Biodiversity Action Plan up to date to ensure that the partnership focuses on those habitats and species most at risk within the county.
- Act as a forum for the sharing of expertise and information connected to biodiversity action planning, providing a single point of access for key biodiversity information, advice and support to lead partners, developers, policy makers, community groups and land owners.
- Establish and maintain a high profile for biodiversity, promoting the work of the partnership and raising awareness at a local, sub-regional, regional and national level.
- Ensure biodiversity is fully integrated as part of sustainable development in all its aspects - economic, social and environmental.
- Promote the importance of biodiversity to organisations outside of the environmental sector and seek to engage them in action delivery.
- Consult on those key policy documents that the partnership feels appropriate, helping to influence decision-making organisations within the county and region.
- Monitor and report biodiversity accomplishments through the BARS system to create a coherent local picture, which will in turn inform UK wide progress.
- Assist partners and groups by developing standards of good practice.
- Share information about fundraising opportunities and co-ordinate bids so members of the partnership compliment rather than compete for the same funds.
- Agree publicity and position statements on key issues.
- Promote and deliver targets and actions from the Biodiversity Action Plan through partnership projects or research.
- Work in partnership with the Regional Biodiversity Forum and the Newcastle and North Tyneside BAP's.
- Ensure the terms of the Service Level Agreement are met.

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- 4.0 Partnership Structure The flow chart in Diagram 1 shows the relationship between the operational groups within the partnership. The structure and remit of each of these groups is explained in sections 4.1 to 4.7 below.

Diagram 1



- 4.1 Biodiversity Partnership Members of the Northumberland Biodiversity Partnership should:
- Make proactive contributions to the development of the Partnership.
 - Deliver projects that support the achievement of targets and actions identified in the Biodiversity Action Plan.
 - Share information about the partnership with colleagues within the organisation being represented as well as external groups and organisations.
 - Promote biodiversity to organisations outside of the partnership and seek to involve them in project delivery.
 - Enter achievements for targets and actions within the Northumberland Biodiversity Action Plan on the Biodiversity Action Recording System (BARS)

- 4.2 Steering Group The steering group makes decisions on behalf of the partnership on the measures required to effectively implement and promote biodiversity within the county.

Decisions are based on recommendations made by the habitat groups, management group, task groups, co-ordinator and also from the wider partnership.

The chair will facilitate the steering group in reaching decisions on agenda items and relate these decisions into practical outputs to be assigned to appropriate members of the partnership. The chair will also revisit action points at subsequent meetings to keep track of progress in order to ensure that items are moving forward.

The vice chair will carry out the chair's role in their absence.

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The following list identifies those organisations that are currently members of the Northumberland Biodiversity Partnership Steering Group:

Berwick-Upon-Tweed Borough Council
Blyth Valley Borough Council
Castle Morpeth Borough Council
Countryside Landowners & Business Association (CLA)
Defence Estates - MOD
Environment Agency
European Marine Site Implementation Officer
Exploring Your Environment (EYE)
Farming and Wildlife Advisory Group (FWAG)
Forestry Commission
Game Conservancy Trust
Groundwork Northumberland
National Farmers Union
National Trust
Natural England
Newcastle City Council
North East Regional Biodiversity Forum
North Pennines AONB
North Tyneside Council
Northumberland Coast AONB
Northumberland County Council
Northumberland National Park
Northumberland Strategic Partnership
Northumberland Wildlife Trust
Northumbrian Water Limited
RSPB
SENNTRi
Tweed Forum
Tyne Rivers Trust
Wansbeck District Council

The membership of this group is not fixed and the list is therefore subject to change

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| 4.3 | Management Group | <p>The management group is responsible for providing day to day support to the co-ordinator on behalf of the partnership.</p> <p>The group assists the co-ordinator in making decisions on the finer details of the various tasks allocated by the steering group and wider partnership.</p> |
| 4.4 | Habitat Groups | <p>The Habitat Groups identified in table 1 have been set up to ensure that:</p> <ul style="list-style-type: none">• those habitats and species most at risk in the county are included in the Biodiversity Action Plan• the habitat and species action plans have appropriate targets and actions• appropriate projects are developed to deliver identified targets and actions• targets and actions are continuously updated |

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Table 1

Group	Lead Partner
Coastal	Northumberland Coast AONB
Lowland	Natural England
Upland	Northumberland National Park
Urban	Blyth Valley Borough Council
Woodland	Forestry Commission
Rivers & Wetlands	Environment Agency

- 4.5 Task Groups Task groups will be set up as appropriate to deliver specific tasks on behalf of the partnership.
- These groups will be dissolved on completion of tasks.
- Groups will meet as and when required.
- If a task falls outside the skills base of the representatives of the Partnership they may nominate alternative individuals, either from within their own organisation or from organisations outside of the partnership.
- 4.6 Host Organisation The Northumberland Wildlife Trust acts as host organisation to the co-ordinator and therefore manages their employment. By taking on this role the Wildlife Trust also takes on financial responsibility for the partnership, as the co-ordinator will manage the project's budget through their finance systems.
- 4.7 Co-ordinator The co-ordinator is responsible for implementing the Northumberland Biodiversity Delivery Plan through partnership working, promoting Northumberland Biodiversity across the county and the North East region and co-ordinating the implementation and further development of the Northumberland Biodiversity Action Plan (NBAP) through the work of the Biodiversity Partnership. This will involve:
- Raising awareness and promoting the value of biodiversity and the Northumberland BAP process to a wide range of organisations, groups and individuals in the county and region (public, private and voluntary sectors)
 - Working with the Northumberland habitat groups and wider stakeholders to co-ordinate, monitor and review the implementation of habitat and species action plans
 - Facilitating and supporting partners in the implementation of actions, and integration of actions into their operational plans and strategies i.e. community strategies
 - Developing and building the partnership by linking partners and projects together and through establishing links with new partners
 - Keeping abreast of national, regional and local biodiversity policies and developments
 - Providing Secretariat services for the Northumberland Biodiversity Partnership, including administering meetings and reporting progress
 - Securing future resources for Northumberland biodiversity, including supporting funding bid developments
 - Facilitating a web-based presence for the Northumberland BAP
 - Managing allocated budgets and resources

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- Developing and maintaining strong links with the North East Regional Biodiversity Co-ordinator and other regional LBAPs, particularly those adjoining Northumberland
- Supporting the work of LBAP task groups
- Making recommendations to the management group and steering group on potential projects and key issues that need addressing
- Preparing an annual report and summary for the steering group, funding partners and other groups
- Leading on the development, and potentially delivery, of specific projects and programmes as required by the partnership
- Taking forward the Business and Biodiversity initiative, promoting best practice through appropriate business forums and companies
- Ensuring entry of progress towards targets onto the BARS system by partners
- Maintaining a contacts database and providing information on Northumberland biodiversity on request
- Supporting existing and developing recording systems at local and regional level
- Attending and providing presentations at biodiversity and wider sector events
- Providing biodiversity input to agri-environment schemes, where appropriate

5.0 Partners Roles & Responsibilities

Make proactive contributions to the development of the Northumberland Biodiversity Partnership through direct funding and/or the donation of time.

Deliver projects that support the achievement of targets and actions identified in the Biodiversity Action Plan.

Share information about the partnership with colleagues within the organisation being represented as well as external groups and organisations.

Promote biodiversity to organisations outside of the partnership and seek to involve them in project delivery.

Enter achievements for targets and actions within the Northumberland Biodiversity Action Plan on the Biodiversity Action Recording System (BARS).

6.0 Meetings

All partners are invited to attend partnership meetings and are encouraged to attend regularly in order to ensure continuity.

A minimum of 2 meetings will take place per year.

Meeting times and venues will be advised on a twelve-month advance notice schedule. At the end of each meeting, the date and venue of the subsequent meeting will be confirmed.

Meeting agendas will be developed in conjunction with all stakeholders.

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- 7.0 Decisions As required, group decisions are to be taken by consensus vote.
Disclosed voting will be adopted.
The group works through a majority in these instances.
- 8.0 Operational Roles A nominated chair and vice chair are to be appointed.
The chair and vice chair will be reviewed annually.
- These terms of reference are to be reviewed annually.