

Nottinghamshire Biodiversity Action Group - Steering Group
(The Local Biodiversity Action Plan partnership for Nottinghamshire and Nottingham)

TERMS OF REFERENCE June 2013

Mission Statement

The Nottinghamshire Biodiversity Action Group partnership aims to protect, enhance, and monitor the status of biodiversity in Nottinghamshire through promotion, co-ordination and facilitation of action on habitats and species which have been identified as conservation priorities within the Nottinghamshire Local Biodiversity Action Plan (LBAP) "Action for Wildlife in Nottinghamshire".

Executive Summary

The Nottinghamshire Biodiversity Action Group is a membership forum working in partnership to deliver the Local Biodiversity Action Plan in the county of Nottinghamshire and the City of Nottingham. It has established a Steering Group and a Delivery Group to assist the Biodiversity Officer, who is employed to deliver a programme of work to implement the Local Biodiversity Action Plan (LBAP) "Action for Wildlife in Nottinghamshire".

Purpose

These terms of reference clarify the roles and responsibilities of the Steering Group, which oversees the delivery of the LBAP and sets the priorities for the work of the Biodiversity Officer.

Delivery

The Steering Group will endeavour, to the best of its abilities, to guide, facilitate and oversee;

- the work of the Biodiversity Officer
- the production and maintenance of the Terms of Reference
- the establishment and maintenance of a broad partnership
- the delivery of a partnership event (at least annually)
- the delivery of the LBAP priority actions and targets
- fundraising to assist delivery of the LBAP
- the reporting and monitoring of progress towards the LBAP
- the Integration of the LBAP into local policies and practices
- the promotion of the LBAP locally
- representation at a Regional and National level
- the maintenance and updating of the LBAP document
- the delivery of projects and activities as appropriate

The Nottinghamshire Biodiversity Action Group Annual Forum

The Steering Group will arrange for the running of an Annual Forum event, which will be open to attendance by all organisations which are members of the LBAP partnership, or are otherwise involved or interested in the biodiversity of Nottinghamshire.

Membership

The **Nottinghamshire Biodiversity Action Group's Steering Group** will be made up of the following:

Line Manager of the Biodiversity Officer	1
Chair of BAG Delivery Group	1

and representatives from other organisations that are working to benefit wildlife within the county of Nottinghamshire and the city of Nottingham. These organisations may include the government statutory bodies such as the Environment Agency, Forestry Commission and Natural England, wildlife charities, local authorities and other local wildlife/community groups.

Role of the Chair/Vice Chair

The Chair of the Steering Group will set the agenda for forthcoming meetings, review minutes and ensure that meetings are organised efficiently. They will chair Steering Group meetings and ensure that correct procedures are followed.

The Chair of the Steering Group will act as a champion for the Nottinghamshire Biodiversity Action Group partnership and represent the partnership at Local, Sub-National and National Fora and Events.

Procedures

The Nottinghamshire Biodiversity Action Group's Steering Group will liaise closely with the Delivery Group of the Nottinghamshire Biodiversity Action Group and will maintain an oversight of the work of that group providing direction where necessary.

From the Steering Group membership, a representative will be elected to chair the meetings for a 24 month period. The chair's position will be reviewed after each 24 month period of tenure by the Steering Group in order that other organisations may take the role, if wished by the majority of the members.

The Steering Group will meet twice annually. Certain decisions may require a quorum (50%) of members to be present, the Chair and the BAG Officer will decide which decisions fall into this category. For important and urgent issues affecting the partnership an extraordinary meeting of the Steering Group will be called.

If the Chair of the Delivery Group is also a representative from one of the other organisations listed in the membership section then no further representation to the Steering Group will be sought from that named organisation.

If the Chair of the Delivery Group is unable to attend a Steering Group meeting, the vice chair will be invited in their place.

Whilst most of the members of the Steering Group will remain constant, it may be necessary to seek new partners at times; the Steering Group will thus seek to identify new members as appropriate and to ensure that it is of a consistently inclusive and representative nature. New members of the Steering Group will be accepted following a majority vote of a quorate meeting.

Each member of the group will act as a champion for the Nottinghamshire LBAP and will seek to encourage other relevant bodies to support the implementation of the target actions.

The Delivery Group has its own terms of reference in which the membership for this group and its procedures are indicated.

The Biodiversity Officer will provide an update with respect to the work undertaken on behalf of the partnership at every meeting of the Steering Group.

Minutes of each meeting will be taken and made publicly available.

Terms to Review

These terms of reference will be reviewed after a period of no more than two years or sooner if required.