

<b>Meeting Minutes</b>				
<b>Meeting</b>	<b>4th executive group meeting 2017</b>			
<b>Date &amp; time</b>	<b>7<sup>th</sup> December 2017</b>			
<b>Venue</b>	<b>Salvus House, Aykley Heads, Durham</b>			
<b>Chairman Vice Chairmen</b>	<b>Frank Major Geoff Hughes &amp; Mike Pratt</b>			
<b>Actions</b>	<b>Please find summary at the end of the document</b>			<b>Actions complete</b>
<b>Attendees</b>	Mike Pratt – Northumberland WT – Acting Chairman	Andy Smith – Intimation	Mike Pratt – Northumberland WT	
	Neil Wilkinson – Gateshead Council	Stuart Timmiss - DDC	Geoff Hughes – Durham LAF	
	Dan Hattle – Sunderland CC	Steve Bhowmick - DCC	Jim Cokill – Durham WT	
	Jim Cokill – Durham WT	Geoff Hughes – Durham LAF	David Gardiner – Public Health England	
	Helen Ryde - NELNP	Claire Thompson - NELNP		
<b>Apologies</b>	Frank Major - Chairman	Jude Leitch – Northumberland Tourism	Mark Ketley – Northumberland Council	
	David Feige – Northumberland Council	Philip Baker – Banks Group	Chris Watson - GroundworkNE	
<b>Agenda item 1: Welcome and introductions (MP)</b>				
Executive were welcomed and thanked for their time as the transition plans have demanded more of their time in 2017 than previous years.				
<b>Agenda item 2: Previous meeting minutes and matters arising from extra meeting 6<sup>th</sup> Sept 2017 (MP)</b>				
Minutes accepted as correct and representative of discussions. All actions and matters arising from the Sept meeting have been mostly been completed, there is a few outstanding but this relates Defra 25 by YEP and will be addressed once it is released.				
<b>Item</b>	<b>Description</b>	<b>Owner</b>	<b>Done</b>	
1	CT & ST develop a communications matrix and revisit LEP board member	ST/ CT	Yes	
2	Thank you letter to the Trustees of the Capability Foundation and a request to meet with the executive group.	CT	Yes – Now Capability North East	
3	Provide an update on the outcome of the Planning Framework meeting for George Mansbridge to executive group.	CT	Yes	
4	Provide a full update once all payments are received into the bank account.	CT	Yes	
5	Proceed with establishing Capability North East & Foundation using new model and proposed directors.	HR/CT	Yes	

	Confirm payroll and banking support from DWT in short term Policies and procedures and approved Oct 2017			
6	Engage Fiona Wharton at Ward Hadaway for Capability North East and Foundation work.	CT	Yes	
7	Capability North East dashboard to be reviewed by NEENP executive group	CT	Yes	
8	Defra family and NEENP to develop an agreement on ways of working moving forward. a. MOU	HR/ Natural England	Not complete	
9	Natural England Area Action Plan and map to be shared with NEENP. a. Role of NEENP in sharing key messages with wider stakeholders. b. Focus Areas are in the NEENP area, a request is made for another focus area in our patch and for this to be an urban priority area. c. Examples of an Estate Management Plan to be provided to NEENP.	HR/ Natural England	Yes	
10	NPs role in the 25 Year Environment Plan and messaging for Environmental Growth.	CS	No	
11	Natural England to share their plans to raise the condition of SSSI's.	HR/ Natural England	No	
12	CT to formalise process of Northumbria Uni/ Prof Scotts involvement with NEENP via executive group.	CT	Yes	
13	Arrange meeting with all local authorities and Prof Scott to identify opportunities to use some the models described above.	CT	Yes	
14	Planning Framework update will be provided to the executive by late Sept.	ST/CT	Yes	
15	NEENP local authority representatives to ensure senior attendance at NWLtd Sept 27th meeting.	ALL	Yes	
16	Select a new date for NEENP forum event late Nov/ early Dec.	CT	Yes	
17	VEG checkpoint template – waiting on 25 Year Environment Plan	CT	No	
<p>Action 8 is urgent, and it was agreed an MOU would be brought to this meeting. Must articulate how and when Defra agencies and NEENP will work together. It must also recognise that the NEENP is the regional voice for the environment. NEENP is working with Natural England who are leading the Defra agencies and a final draft will be brought to the next meeting.</p>				
<b>Item 3: Financial update (JC)</b>				
<p>There are no surprises in the financial position, thank you for the contributions to enable us to set up Capability North East. There are set up costs (website, branding, accounting, legal etc) to be deducted, most of which would be incurred no matter where we are based. This does not detract from the need to be focused on generation revenue from Capability North East services.</p>				
Actions 1. Contact Chief Executive of remaining local authority once CNE is running				<b>CT</b>

<b>Item 4: Elected Members Guide</b>		
<b>1) Review</b>		
<p>The document is being reviewed by wider partners, this is an iterative process and needs to be checked each time design amends are made and so is a slow process. NEENP staff are fitting this in around other work but we are on course for the March print date.</p> <p>Comments</p> <p>Good to have hooks such as Clean Growth Strategy as this is expected in research grants and shows that we are aware of and championing relevant government initiatives.</p> <p>The guide must be amended regularly to keep being relevant and the development process allows this, although some funding will be required for this. Ensure a document version system is used.</p> <p>There needs to be a how to use section and clarity in the documents purpose in the covering letter accompanying the guide.</p> <p>Add footnote for health data and some of Climate Change data. However, the idea is for this to be told as a conversation and not too heavily referenced as it will detract from this.</p>		
<p>Actions</p> <ol style="list-style-type: none"> <li>2. Draft out to wider partners</li> <li>3. Ensure copies are given to regional influencers in addition to Elected Members</li> </ol>		
<b>2) Promotional plan</b>		
<p>The NEENP secured funding from the Heritage Lottery Fund (HLF) to develop an Elected Members Guide to Achieving Environmental Growth. The guide is developed around the 4 NEENP themes; Landscapes and Nature, Economy with Ecology, Learning Naturally and Naturally Healthy. Each section gives an overview of the theme, current key facts and a set of leadership actions. The overarching message is that the community and economic benefits of nature rich and resilient landscapes are so important that greater consideration to the natural environment must be given in local and regional decision making.</p> <p>The project also includes a series of launch activities for Elected Members (Ems) such as training events and small group discussion opportunities. NEENP officers have been liaising with members' leads to arrange these events for 2018. A trial event is being hosted by Durham County Council to review a draft of the guide prior to printing w/c January 15<sup>th</sup> 2017.</p> <p>Executive agreed with the promotional planned that involves a mix of activities from EM seminar and planning committee meetings through to social media and wider stakeholders.</p>		
<p>Actions</p> <ol style="list-style-type: none"> <li>4. Exec members to support NEENP staff in the delivery of events to EMs and local decision makers.</li> </ol>		<b>HR/ CT</b>
<b>Item 5) Environmental Growth</b>		
<b>1) Biodiversity SUDS – NEENP &amp; NWL</b>		
<p>Biodiversity and SUDS: NWL are part of the national SuDS steering group where SuDS adoption mechanisms are being proposed, however there is currently no biodiversity requirements in SuDS and the NEENP view this as a missed opportunity. NWL biodiversity lead is keen to take this up at the national level as SuDS are potentially an excellent structure in which to contribute to biodiversity. There are 70-80 schemes that have not been designed with biodiversity or community needs in mind. NWL feel that this needs to be addressed at the design and planning level. In policy terms the wording is supportive of this however it is not always implemented, and local authorities should do more. To change the current approach biodiversity must be designed into the development at the earliest point in order to influence the engineer.</p>		<b>HR</b>

<p>There is a willingness on the adoption side to do more for biodiversity in SuDS. Local authorities and NWL need to move this along and agree practical guidance to support the theory, more can be done than is currently the case.</p>	
<p>Actions</p> <ol style="list-style-type: none"> <li>5. NEENP to contact NWL and champion a biodiversity message and our role.</li> <li>6. Progress biodiversity in SUDS with NWL and Local Authorities, how is this referred to in planning and the developing biodiversity strategy</li> </ol>	<p>HR JC/ HR</p>
<p><b>2) Biodiversity strategy</b></p>	
<p>NEENP is the strategic lead for the natural environment and should be acting as a catalyst for issues relating to biodiversity conservation in the region. The current evidence bases for driving biodiversity action are the Durham and Northumberland Biodiversity Action Plans, published 11-12 years ago. However, these no longer reflect national drivers and it is proposed that a region-wide Biodiversity Strategy is developed to reflect changes in policy and thinking and support landscape scale biodiversity delivery. This strategy will provide a framework through which the region's natural environment is protected and enhanced, supporting the direction of resources and providing a strategic overview of what NEENP and its partners are striving for.</p> <p>It is proposed that the strategy will include the following elements:</p> <ul style="list-style-type: none"> <li>• An overview of the current biodiversity resource</li> <li>• The role of biodiversity in health and well-being, climate change adaptation and broader environmental objectives including improved air and water quality.</li> <li>• Mapped ecological networks</li> <li>• Opportunities for biodiversity enhancement</li> <li>• Policies and proposals necessary for the conservation and promotion of biodiversity.</li> <li>• These policies would ensure that biodiversity and the natural environment are properly considered in the context of the region's continued growth and development.</li> <li>• Overarching design principles to support delivery of biodiversity through habitat creation works. This would help support delivery of biodiversity principles based on landowner/project opportunities.</li> <li>• A mechanism for monitoring the consideration of biodiversity in the planning process and the effectiveness of projects, mitigation outcomes, species populations or habitat improvements</li> </ul> <p>Government no longer recognises Biodiversity Action Plans (although the targets within them can still be used if they are acknowledged in council documents) as they have been replaced by Biodiversity 2020 and associated outcomes and a focus on habitats. It is therefore sensible that this is the approach we take locally.</p> <p>We have failed to halt the decline in biodiversity and need a different approach that focuses on habitats. Any strategy must be focused on enabling future delivery, we do not need a full audit, this is not a state of where we are exercise but about where we want to be. There is enough evidence already to have an idea of where we are and knowing the current state of nature will not halt biodiversity decline and we do not have the time or resource to undertake a full audit. The proposal should be about landscapes, connectivity, drivers for landscape change and how we can deliver environmental growth through others e.g. economic and health sectors.</p> <p>Next steps:</p> <p>The event should be delivered by the Natural Environment Group however will require the Terms of Reference for the NEG to be amended and for there to be a good balance of stakeholders to ensure a wider agenda (i.e. more than counting species) is addressed. The development phase of this strategy should be used to:</p>	

<ul style="list-style-type: none"> <li>• Build credibility with the vision to stop the decline/ achieve environmental growth</li> <li>• Develop a process/ programme with the first event setting the ambition, scope and agreeing the process.</li> <li>• Identify barriers that strategic processes can overcome</li> <li>• Identify multiple benefits</li> <li>• Support an iterative approach</li> <li>• Support Defra 25 Year Plan</li> <li>• Produce a document that will be adopted by local authorities</li> <li>• Identify pilot local authorities</li> <li>• Gain commitment and support to the process form all local authorities</li> <li>• Identify the budget and outcomes</li> <li>• All relevant stakeholders are represented</li> <li>• Influence those who can make a positive contribution to biodiversity</li> </ul> <p>Other areas to consider:</p> <ol style="list-style-type: none"> <li>1. Prof Alister Scott is facilitating the development of a NERC project. Potentially funding for Nature Partnerships and groups to undertake blue and green infrastructure solutions.</li> <li>2. Wedding style invitation: Join us at our workshop to co-design the North East England biodiversity strategy.</li> <li>3. Consensus from the executive group that biodiversity strategy is not the right title</li> </ol>	
<p>Actions</p> <ol style="list-style-type: none"> <li>7. Host an event to start the codesigning of the future iteration of the 'biodiversity strategy'</li> </ol>	<p>CT</p>
<p>3) Data catapult</p>	
<p>There is a great deal of environment data in existence in the North East of England however there are issues with quality, ownership, accessibility, collaboration and usefulness to achieving environmental growth and increased biodiversity.</p> <p>NEENP wants to investigate the environment data challenges in North East England and host a NESTA data analytics workshop in quarter 1 of 2017. Beginning with environment data to understand; what exists locally, data owners, the quality and availability of this data and how rich is the output from it?</p> <p>Nesta's Office of Data Analytics programme aims to help cities and regions join up, analyse and act upon data from multiple sources to reform public services.</p> <p>The executive believes it is important to target universities and users and generators of big data and to understand the hierarchy of data. The right representation at the workshop is vital and NEENP executive members must work hard to ensure decision makers are in attendance. Public Health is a database science that is open access, relevant and accessible and should lend itself well to this exercise. The executive recommends validating the scope, strategy and importance of the data but more importantly to be clear on what the outcomes and outputs need to be and what data you need to achieve them.</p> <p>Finally, what is the role of ERIC in this and how can its services be made more relevant for the challenges facing the environment? Jim Cokill and Mike Pratt are going to give further consideration to this and provide a response in the draft 'biodiversity strategy'.</p> <p>The executive approved the Data workshop for 2018.</p>	
<ol style="list-style-type: none"> <li>8. Develop draft agenda and workshop</li> <li>9. Clarify scope and role in achieving environmental growth</li> </ol>	<p>CT CT</p>

10. The role of ERIC in North East England Environment's big data project	JC/ MP
<b>Item 6: Capability North East</b>	
<b>1) Meet the trustees</b>	
<p>Ian Brown (trustee) and Paul Black (Director and trustee) were both in attendance and introduced themselves to the executive. All have significant business experience and specialist knowledge of the environment, sustainability and community enterprise sectors.</p> <p>All trustees have experience of business and third sector working and specialist knowledge of the environment, sustainability, business and community sectors.</p> <p><b>Kate Welch OBE DL MA FRSA, Chief Executive of Social Enterprise Acumen.</b> Kate is a serial social entrepreneur who is now working full time in Social Enterprise Acumen CIC to achieve the vision of creating enterprising communities in North East England and across the world. She is passionate about creating an ecosystem in which social entrepreneurs and social enterprises can thrive. As well as inspiring social entrepreneurs through her work with Social Enterprise Acumen CIC she is also a Trustee of the Greggs Foundation, a Director of Communities Together Durham, Director/Trustee of ACEVO and a Non-Executive Director of the North East Social Investment Company. Kate was awarded the OBE in 2008 for services to social enterprise in North East England. Winner of the Queen's Award for Enterprise Promotion 2016.</p> <p>Executive welcomed them to the meeting and expressed gratitude for supporting the ambitions of the NEENP and establishing Capability North East.</p>	CT
<b>2) Schedule and set up and running costs</b>	
<p>The original timetable has slipped from July 2017 to completing transition for Dec 2017 due to a variety of reasons including, funding payments and illness. Funding has been received from 6 of 7 Local Authorities for which the executive group is grateful, particularly in supporting their environmental and commercial vision. The income generating activities remain the same as in the original business plan as reviewed by the executive group in July but the timeline has shifted. Officers have met with all relevant business professionals to identify requirements for establishing and running the business and transitioning to a charitable business for the new financial year. Set up costs will be £6,560 this is for legal, website, branding, IT equipment, set up and move and accounting costs.</p> <p>Purchases need to be invoiced to Capability North East (CNE) and the invoice will be paid via NEENP funds held by DWT. This will allow VAT to be reclaimed by CNE.</p> <p>The executive accepted the set-up costs and advised NEENP staff to proceed with purchases.</p>	
<p>Action:</p> <p>11. Purchase equipment and services associated with set up costs.</p>	CT
<b>3) Structure</b>	
<p>There is an association to the North East England Partnership through partnerships and steering committee, here monthly reports on CNE services and financial performance will be provided to committee members (name may change in final version) with the committee expected to meet every 2 months. The NEENP will nominate 2 committee members to change every 3 years and sit for up to 2 terms. The NEENP representatives will provide oversight and progress reporting to NEENP executive.</p> <p>Reporting will be in the format of the Performance Dashboard, approved at the last executive meeting.</p> <p>Legal advice stated that it was not advisable to have a direct association to the NEENP as it would be difficult to defend CNE against providing statutory duties and this is the issue the culture sector is coming up against. A named staff member from a local authority could be a member or from a</p>	

<p>charity could be a trustee however in both instances if the individual or their organisations intend to be beneficiaries of CNE this often causes conflict. Once structure and set up is complete a Tupe process will be initiated to transfer staff to the new organisation. Executive group accepted the principles but requested an advisory group to review the structure and questions to put to independent legal advisor.</p>	
<p>Action: 12. Set up Capability North East structure advisory group, to meet by the end of the year.</p>	CT
<p><b>4) Governance: Memorandum and Articles of Association</b></p>	CT
<p>The charity's governing document is the legal document that creates the charity and says how it should be run by setting out:</p> <ul style="list-style-type: none"> <li>• Its name</li> <li>• Its charitable purposes ('objects')</li> <li>• What it can do to carry out its purposes ('powers'), such as borrowing money</li> <li>• Who runs it ('trustees') and who can be a member (if appropriate)</li> <li>• How meetings will be held</li> <li>• How many trustees to appoint and how</li> <li>• Any rules about paying trustees, investments and holding land</li> <li>• Whether the trustees can change the governing document, including its charitable objects ('amendment provisions')</li> <li>• How to close the charity ('dissolution provisions')</li> </ul> <p>The Mems and Arts have been designed so that they are applicable when CNE transfers to a charitable business in April 2018, should that still be considered the correct decision.</p> <p><b>Capability North East</b> The memorandum and articles of association document has been developed to satisfy the Charities Commission and therefore UK legal requirements. Some minor amends are required, overall the document is 90% complete but needs to address the association between the NEENP and Capability North East, examples of this are:</p> <ul style="list-style-type: none"> <li>• Have members in addition to the trustees</li> <li>• Can individuals from NEENP become members and if so what kind of voting rights if any?</li> <li>• % of trustees – although I don't think this is possible, unless from a NGOs or a named person?</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Create a steering or strategic committee to check that the Mem and Arts and strategy is being delivered – which will include NEENP partners.</li> </ul> <p>Accountability, in terms of financial, effectiveness and efficiency are covered in memorandum and articles of association, as in what is legally required* but how this works in practice and the finer details are achieved by governance via policies and committees.</p> <p>There needs to be a balance between maintain the momentum and due process and for council partners to feel comfortable with the final decisions. The partnership needs to be comfortable with additional trustees and how they are appointed and serve i.e. 3 year terms and maximum of 2 terms. If NEENP partners become trustees, there organisations must still be able to apply for funds.</p> <p>The executive group requested an advisory group to review the structure and questions to put to independent legal advisor regarding representation and association between the organisations.</p>	
<p>Action</p>	CT

<p>13. Arrange advisory group and take questions to solicitor and finalise structure and association arrangements by the end of Dec 2018.</p>	
<p><b>5) Governance: Policies and committee charter</b></p>	
<p>The executive group accepted the 37 policies that have been developed to support the work of CNE and Memorandum of Articles and Association.</p>	
<p><b>6) Investors in the Environment (iiE)</b></p>	
<p>The executive group were taken through the iiE process from sign up through to audit and an example report was reviewed to give members a good understanding of what the outputs from the audit process are. Throughout the process there is social media engagement and the opportunity for iiE members to use sustainability training platforms and various platforms to better manage waste, water and energy. The executive accepted this process and associated actions relating to targeting potential members.</p>	
<p>Action:</p>	
<p>14. NEENP to contact all councils to progress iiE accreditation and supply chain opportunities</p>	<p><b>CT</b></p>
<p><b>7) AOB</b></p>	
<p>1) Forum: Proposal to hold the first forum on March 1<sup>st</sup> at the Centre for Life, depending on rate of progress to finalise CNE memorandum and articles.</p> <p>2) #NeeLittering – In discussions with Newcastle to progress this as the lead council and link to their soon to be published Waste Commission Report.</p> <p>3) Defra and LNP communications – Helen Ryde is working the NE to ensure this is addressed in the MOU and covers the scope, priorities and methods for internal communications and external communications to ensure consistency of messaging.</p> <p>4) HLF funding update: In early 2019 the Heritage Lottery Fund will begin a new, five-year Strategic Funding Framework that sets out how HLF will distribute National Lottery good causes money to the heritage sector. In January 2018 HLF will begin a public consultation on our priorities and how that will work. In addition, the UK Government has recently published its Tailored Review of our performance and the Mendoza Review of Museums in England. Both of these recommend new ways of working, including simplifying our grant giving processes and operating even more efficiently, getting the most value from National Lottery funding. As HLF plan these changes, and adapt to a reduction in our National Lottery income, our Board has agreed that the next financial year 2018/19 – when HLF expect to distribute a substantial budget of c£190million - should be a transitional year, with some changes to our grant making. This will help HLF rebase themselves to ensure that income, commitments and resources are aligned. HLF are also taking the opportunity to simplify the complexity of our grant programmes ahead of the new Strategic Funding Framework. The following changes to our grant-making will take immediate effect (and run until our new funding framework opens in Jan 2019):  There will be no new rounds of targeted programmes (ie Landscape Partnerships, Parks for People or Townscape Heritage) in 2018</p>	



<p>HLF will still be funding landscapes, parks and historic town centres in 2018, accepting grant applications via our open programmes, including Our Heritage and Heritage Grants</p> <p>HLF will fund Heritage Grants over £5m (major grants) in 2018, with decisions planned in April 2018 as usual (based on applications already submitted)</p> <p>HLF will not fund new ‘major grants’ (Heritage Grants over £5m) in 2019, so there will be no application deadline in 2018</p> <p>During the final quarter of the financial year - January to March 2019 - HLF will only be making Round Two awards; and Round One grants of up to £100,000. This will give time to prepare applications under the new Strategic Funding Framework arrangements</p> <p>HLF are also planning new strategic funding to support innovation and new ways of working. HLF expect these initiatives to include a strong focus on urban parks and landscapes, with further details to follow in the Spring.</p> <p>Applications under HLF’s new Framework will be open from January 2019. The last application deadlines for our 2018/19 grant programmes (under existing framework) are:</p> <p><b>Parks for People, Landscape Partnerships and Heritage Grants Major Batch (&gt;£5m)</b> No deadline, HLF are no longer accepting applications under these programmes. Please apply under open programmes for grants up to £5m.</p> <p><b>Townscape Heritage</b> 8 December 2017</p> <p><b>Heritage Grants (up to £5m) and Heritage Enterprise</b> 16 August 2018</p> <p><b>Resilient Heritage (£100,000-£250,000)</b> 27 September 2018</p> <p><b>Resilient Heritage (up to £100,000), Sharing Heritage, Our Heritage, First World War: then and now and Young Roots</b> 18 January 2019</p>																							
<p><b>Item 8: Next meeting and close</b></p>	<p><b>MP</b></p>																						
<p>Dates for 2018 to be circulate week of Jan 2018</p>																							
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12. Set up Capability North East structure advisory group, to meet by the end of the year.	CT		
13. Arrange advisory group and take questions to solicitor and finalise structure and association arrangements by the end of Dec 2018.	CT		
14. NEENP to contact all councils to progress iiE accreditation and supply chain opportunities	CT		
15. Circulate NEENP, Capability North East executive and trustee meetings and events	CT		

Approved