

Meeting Minutes			
Meeting	1st executive group meeting 2018		
Date & time	20th February 2018		
Venue	Salvus House, Aykley Heads, Durham		
Chairman	Frank Major		
Vice Chairmen	Geoff Hughes & Mike Pratt		
Attendees	Mike Pratt – Northumberland WT – Acting Chairman	Geoff Hughes – Durham LAF	Steve Bhowmick - DCC
	Neil Wilkinson – Gateshead Council	Graeme Warren – Environment Agency	Prof Alister Scott – Northumbria University
	David Gardiner – Public Health England	Philip Baker – Banks Group	Jim Cokill – Durham WT
	Jim Cokill – Durham WT	Geoff Hughes – Durham LAF	Claire Thompson - NEENP
	Helen Ryde - NEENP		
Guests	Jamie Thomas - DCC	Glyn Bateman – Natural England	Brad Tooze – Natural England
Apologies	Frank Major - Chairman	Jude Leitch – Northumberland Tourism	Mark Ketley – Northumberland Council
	David Feige – Northumberland Council	Dan Hattle – Sunderland CC	Chris Watson - GroundworkNE
	Stuart Timmiss - DDC	Andy Smith – Intimation	Paul Black - Riverfoss
Agenda item 1: Welcome and introductions			
The Executive were welcomed, and introductions were made as there were several guests attending the meeting.			
Agenda item 2: Previous meeting minutes and matters arising from extra meeting 7th Dec 2017			
Minutes accepted as correct and representative of discussions. Actions and matters arising from the previous meeting have been completed, are ongoing or are on the agenda for further discussion.			
An example Natural England Estate Management Plan has been emailed to NEENP, all will be added to gov.uk in time. There are currently limited NE priorities within the NEENP area, however with the publication of the 25-year Environment Plan, NE and other Defra partners are looking at priority areas in this new context so this is likely to change.			
The NESTA data analytics workshop has been pushed back into quarter 2 2018.			
Item	Description	Owner	Done
1	Contact Chief Executive of remaining local authority once CNE is running	CT	Ongoing
2	Draft out to wider partners	CT	Yes

3	Ensure copies are given to regional influencers in addition to Elected Members	HR	Ongoing
4	Exec members to support NEENP staff in the delivery of events to EMs and local decision makers.	CT/HR	Yes
5	NEENP to contact NWL and champion a biodiversity message and our role.	HR	Yes
6	Progress biodiversity in SUDS with NWL and Local Authorities, how is this referred to in planning and the developing biodiversity strategy	HR/JC	Ongoing
7	Host an event to start the codesigning of the future iteration of the 'biodiversity strategy'	CT	Ongoing
8	Develop draft agenda and workshop	CT	Yes
9	Clarify scope and role in achieving environmental growth	CT	Yes
10	The role of ERIC in North East England Environment's big data project	JC/MP	Yes
11	Purchase equipment and services associated with set up costs.	CT	Yes
12	Set up Capability North East structure advisory group, to meet by the end of the year.	CT	Yes
13	Arrange advisory group and take questions to solicitor and finalise structure and association arrangements by the end of Dec 2018.	CT	Yes
14	NEENP to contact all councils to progress iiE accreditation and supply chain opportunities	CT	Yes
15	Circulate NEENP, Capability North East executive and trustee meetings and events	CT	Yes

Item 3: Financial update (CT)

Review

Capability North East is in a financially stable but not strong position. Set up funding was received from 6 of the 7 Local Authorities, and we will be revisiting discussions with North Tyneside. The Mayor is very supportive and keen on the Health and Wellbeing agenda so there are avenue's through which to approach them, the set up with Capita means that options for financial support aren't as clear.

Conversations with all the Local Authorities regarding liE have begun; looking at ways to promote the scheme and help drive it forward. There is income on the horizon, but it is key that the Executive works to support the growth of liE.

Accountant, software and accounting dates

Ribchesters will act as accountants for CNE. Once full financial control is transferred from DWT, alongside completion of the TUPE process (due May 2018), the monthly financial reports will be issued to the Trustees and Executive by 9th each month.

Actions <ol style="list-style-type: none"> 1. Revisit discussions with North Tyneside once branding and package of works have been completed for CNE. 2. Monthly issuing of financial reports 	CT HR
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Item 4: Transition programme

Capability North East

The establishment of CNE has been undertaken as agreed at the last meeting and further advisory group. The business has been established and will be registered as a charitable business later in 2018, with advice taken from Ward Hadaway solicitors. A review of paperwork to support this transition will be undertaken in March. CNE is now the vehicle for investment in NEENP and its vision. There is potential to learn lessons from similar bodies such as INCA. An updated structure should now be circulated to regional partners. A skills matrix will be developed to support the recruitment of another 6 trustees by the end of autumn, nominated by NEENP executive group as stated in the Mems and Arts and the recruitment process will start in May.

NEENP – Prioritisation exercise

It had been agreed at the last meeting to undertake a prioritisation process to inform the direction of travel for CNE. This will be a multi-criteria decision analysis based on previous prioritisation processes designed by Public Health England. An initial group had met to look at the criteria, these are based on factors that should influence decisions going forward. This group refined a long list of criteria into six categories and gave initial weighting scores. There is a long list of tasks and activities, which will be refined into the four work themed areas, highlighting how activity relates back to our core aims and vision. The next session will then refine the list and prioritise activity.

Feedback from the initial group:
This is a great framework for dealing with a complex issue, so we welcome the offer of help using this approach. There were only a small number who attended the first workshop which helped in ease of decision making but due to the importance of the next stage; carrying out the actual prioritisation, it is key that as many as possible attend the next workshop. This will ensure that a balanced approach is taken.

A suggestion was made that quality of delivery was added to the criteria as evaluation of this is often missed from the work we do. Return on investment also needs considering, as it is key that we build up income as quickly as possible. The prioritisation exercise will also allow the focusing of resources, not only of NEENP staff but Executive commitment too.

Investors in the Environment

Social Value Matrix and Local Authorities

Jamie Thomas as welcomed and presented to the Executive how DCC is supporting the promotion of IIE through Local Authority procurement.

The Public Service Social Value Act introduced social value into procurement. This builds on sustainable procurement and ensures that the social, local economic and environmental impact of what the public sector delivers now also must be considered. There is a National Social Value task force, run by the LGA, which is chaired by the DCC Head of Procurement.

A three-layered approach has been launched, focused around Themes, Outcomes and Measurements. DCC were involved in developing this. This links to the aims of the task force; highlighting best practice, embedding themes and lobbying government. The current themes are jobs, growth, social and environment with promoting social innovation also being considered. As part of this matrix, increasing numbers of contracts will be required to certify that they are delivering against these outcomes. DCC have recognised that liE is a mechanism for proving this 'certification', proving that an organisation's environmental policy is robust and leads to behaviour change. DCC will be listing the liE kite mark (alongside others) when rolling out TOMs within the procurement framework. Alongside this DCC is updating its Social Value Policy Statement, to link the outcomes of this to the national framework. This identifies what is measured and how tenders are assessed against social value, so again liE will be referenced as a mechanism within this. This document is sent out with tender documents and used to engage suppliers.

liE is one of a range of standards available so will be included as part of a group of environmental approaches included ISO 14001, Planet mark etc. The NHS Sustainability Unit rated liE favourably in comparison to other schemes, it's biggest weakness was in brand value but as it becomes adapted within procurement settings hopefully this will change.

It is worth considering within the current climate how liE compares to international standards and whether it could be used to meet key requirements of these. Larger regional companies will be interested if it provides cross country recognition, which could be another USP. There is a principle of mutual recognition of standards, so it could currently be used to demonstrate compliance to EU standards.

The initial links have been made with DCC procurement but there is a regional social value delivery group, which will also be asked to embed liE and support the driving forward of delivery regionally. NEENP staff are also speaking to LA's individually and have met with Gateshead and Newcastle. A priority is raising awareness of it as tool within different LA departments. LA's also need to consider how they adopt liE if they are promoting it as particular tool.

Procurement has a big value to the local economy but there is also scope to sell this approach to communities and decision makers, highlighting the need to incorporate social value into wider decisions such as planning. Longer term there could be a role for a kite mark for planning decisions, which NEENP has previously started to develop through the Environmental Design Review process and Naturally Healthy by Design. There are other standards out there such as 'Build with Nature' and BREEM and in the future there maybe opportunities to link these together and supporting businesses and public bodies to meet these but the current focus must be the roll out of liE, embedding this and then looking to link with wider initiatives.

NEENP has the ultimate vision of driving forward environmental growth and liE can support this but is also an income stream for the partnership so partners need to be transparent about this when promoting the scheme. A cohesive offer needs to be developed so that everyone is delivering the same message.

The second proposed action to look at expanding the liE approach to met the other themes of the social value matrix is being parked for now as it is beyond the scope and capacity of the current staff resource and the priority has to be starting to generate revenue.

There maybe other opportunities to drive forward the NEENP agenda through procurement and a subgroup will be established to look at this.

Local Authority and Defra agency actions for iIE

Defra contracts are being increasingly centralised, with procurement moving away from regions. But there are opportunities to have discussions with Defra centrally on this and links to delivery of the 25year Environment Plan are key.

NHS sustainability workshop

It is NHS sustainability day on 22 March so NEENP staff will be running a workshop to gather together all the relevant NHS estate managers, looking at how they are progressing sustainability and to promote iIE across all trusts and CCJ's. Sustainability is a big gap within the NHS within the region as only Newcastle has a sustainability lead. The NHS has a big impact on its own agenda within its operations; 11% of all respiratory conditions are caused by the NHS fleet of vehicles. A significant issue is linking that back to funding for prevention, especially linked to environmental opportunities. There has been a recent code launched between Public Health England and the National Parks to promote environmental prevention benefits, but the real issue is with shifting resources. A strong connection is made in the 25year Environment Plan so there is an opportunity through this, as well as through the Industrial Strategy. It is key to quote delivery of both in our activity.

Actions

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| 3. Circulate dates for next phase of prioritisation. It is essential that as many as possible can make this. | CT |
| 4. Share NHS Sustainability review of iIE to BT | CT |
| 5. JT offered support in internal procurement discussions | JT |
| 6. Support selling of iIE through contacts and resource when required. | All |
| 7. Set up sub-group to look at other opportunities that procurement can provide to drive forward NEENP agenda | CT |

Item 5: Projects

Natural Capital Investment Plan

There is ambition to produce a Natural Capital Investment Plan (NCIP), which would be a comprehensive overview of the natural capital offer in the region. A collection of ideas has been put forward in the paper, but it is still very much a work in progress. Natural Flood Management and the Coastal Zone are currently missing, which will provide big opportunities to add value. Woodland is a key theme but only one of several elements, it has been highlighted as conversations are more advanced here. The Forestry Commission are also having discussions on this topic with the same organisations, we need to ensure that we are giving the same message. Our role is to bring everyone together to make sure that we are working to achieve the same outcome. A notable gap in activity are gardens and public greenspace, these are a huge natural capital resource, with links to wider green infrastructure but currently undervalued. This resource will become even more important as it is increasingly difficult to deliver in the urban fringe. It is anticipated that a NCIP will set out the themes and areas of focus for natural capital improvements but also outline key locations for investment. Data availability is an issue as we need to be clear about the evidence base. The NESTA data workshop has been delayed until the end of April/May but will still support this process. There is reasonable data available at a more strategic level, the issues tend to be at a local level, however if the NCIP is setting out plans at a strategic level the data available should suffice. Leading on from the 25year plan, NE are looking at potential pilot areas where multiple themes from the plan can be delivered. The barriers to this are

landownership so it is difficult to influence activity. It was agreed that the gap was in aligning different regional strategies such as forestry, peatlands, health, transport that integrate multiple themes to identify priority areas for delivery. This would then lead onto further work in priority areas, where potentially further data/work would be required to identify specific actions. This would also set out how delivery will happen at a local level and give LA's a framework to work within. A North East Nature Strategy/regional overview would set out what we want to achieve for landscapes in the region and ensure that we are all directing resources in the right way. It is key that it is co-designed with users in mind to ensure that what is produced is adopted. Defra is looking for local partners to drive regional plans to achieve the 25year plan. EA, NE and FC are meeting to discuss strategic environmental delivery in the context of this, the LNPs will be invited to this help shape this. Tees Valley LNP are also looking to develop a strategic geo-spatial plan, we would need to link into this. Innovate UK could potentially provide funding, but we would need to set out how it is a pioneer project. Greater Manchester has achieved natural capital integration across all organisations, lessons should be taken from the approach there.

Natural Capital Investment Business Forum

CNE is working with ESH group to run an event on Natural Capital Accounting and to establish a Natural Capital Investment Business Forum. This evolved from conversations on sustainability, but they are keen take a natural capital approach and see this leading on to investments in the physical landscape of the North East, current offsetting opportunities and the like are generally abroad.

North East England Litter Free

Implementation of the Litter Strategy is referenced in the 25year Environment Plan. The Newcastle Waste Commission has incorporated some ideas put forward by NEENP. We have been invited to further discussions which are looking at different litter themes and will be broadening out these discussions with different LA's, recognising that this is an economic and environmental issue. We will need to look to deliver this through partner synergy's as there is obviously a resource issue. Key is behaviour change.

Actions

8. Feedback NCIP plans to wider DEFRA family, invite LNP representatives to help form 25year plan delivery scoping
9. Develop a scoping document with delivery phases and outline costs
10. Investigate potential of Innovation UK fund

BT

**JC/ HR
CT/HR**

Item 6: AOB

Defra: MOU & 25 Year Environment Plan

Natural England admit that they have had more representation on other regional LNP's to date but the proposed work on natural capital changes this relationship and will help drive things forward. A MOU has been drafted and was circulated with the papers. However, this will need to be updated to reflect the previous natural capital discussions and work going forward. The 25year plan will also inform our relationship. Comments on the MOU are welcome. BT offered to formalise NE representation on the Exec. This was agreed by all partners. It was felt that financial and resources information was currently missing, this could be used as a platform to look at how we do more with less resource and where we can collaborate. The Defra LNP lead is interested in how the MOU develops and this approach could be rolled out across the LNP network. It should be a useful tool to promote that we are working together to look after nature, demonstrating commitment across the board. Longer term it would also be useful to produce a database of case studies showing what we have achieved, the impact we have made, this will also help with media relationships.

Executive Group Representation

Newcastle Council are keen to attend the Executive so we would require one Local Authority to step down. Either SB or NW are happy to step down, having served a term. This will help to strengthen other LA relationships.

Elected Members Guide

The guide will be printed in March, distribution will wait until after Local Authority elections, however talks and training events are still currently being run. A covering letter will be jointly written from us and all the 7 LA's to accompany the guide. 1000 copies are being published so there will be plenty spare to distribute wider and copies will be given to all partners.

HLF consultation

HLF are currently running a consultation on their future funding streams. It is important that we all respond as this is the biggest funder of the natural environment and programmes are likely to change.

Chair

Frank Major will be stepping down due to ongoing health issues. JC has offered him the honorary position of president. A role description will be developed and the position will then be advertised. MP happy to step down once a permanent chair has been found. It is essential that someone is found who can support the staff team and act as a spokesman for the partnership.

Actions

11. Send comments on the draft Defra MOU to GB
12. Natural England to send an Executive representative to future meetings
13. Draft a job description for the Chair position and advertise post

All
BT
HR

Item 7: Next meeting and close

Dates for 2018

Meeting	Date	Time	Venue
NEENP			
Executive meeting 1	20 th Feb 2018	10am -12pm	Salvus House
Executive meeting 2	10 th May 2018	2pm – 4pm	North of Tyne
Executive meeting 3	13 th September 2018	2pm – 4pm	South of Tyne
Executive meeting 4	13 th December 2018	2pm – 4pm	North of Tyne
NEENP forum	25 th September 2018	9am – 1:30pm	Centre for Life
Data workshop	April - tbc		
NHS sustainability workshop	June – tbc		
Natural Capital Investment forum	May – tbc		
Capability North East			

Trustees meeting 1	9 th January 2018	10am – 12pm	Salvus House
Trustees meeting 2	18 th April 2018	10am – 12pm	Salvus House
Trustees meeting 3	11 th July 2018	10am – 12pm	Salvus House
Trustees meeting 4	10 th October 2018	10am – 12pm	Salvus House

SUMMARY OF ACTIONS

1. Revisit discussions with North Tyneside once branding and package of works have been completed for CNE.	CT
2. Monthly issuing of financial reports	HR
3. Circulate dates for next phase of prioritisation. It is essential that as many as possible can make this.	CT
4. Share NHS Sustainability review of liE to BT	CT
5. JT offered support in internal procurement discussions	JT
6. Support selling of liE through contacts and resource when required.	All
7. Set up sub-group to look at other opportunities that procurement can provide to drive forward NEENP agenda	CT
8. Feedback NCIP plans to wider DEFRA family, invite LNP representatives to help form 25year plan delivery scoping	BT
9. Develop a scoping document with delivery phases and outline costs	JC/HR
10. Investigate potential of Innovation UK fund	CT/HR
11. Send comments on the draft Defra MOU to GB	All
12. Natural England to send an Executive representative to future meetings	BT
13. Draft a job description for the Chair position and advertise post	HR