

North East Local Nature Partnership 2018: 2nd executive meeting minutes

Date 10th May 2018 **Start time** 14:00 **Finish time** 16:00

Location Room 3, Salvus House, Aykley Heads, Durham, DH1 5TS

Attendees

Mike Pratt – Northumberland WT	Jude Leitch – Northumberland Tourism	Philip Baker – Banks Group
Graeme Warren – Environment Agency	Geoff Hughes – Durham LAF	Prof Alister Scott – Northumbria University
Lydia Speakman – Natural England	Steve Bhowmick – DCC	Steve Bhowmick – DCC
Claire Thompson – Capability NE		
Guests		
Anna Gerring – The Water Hub	Paul Black – Capability NE	

Apologies

Chris Watson – GroundworkNE	Dan Hattle – Sunderland City Council	Glyn Bateman – Natural England
Stuart Timmiss – Durham County Council	David Feige – Northumberland Council	Helen Ryde – Capability NE
Neil Wilkinson – Gateshead Council	Jim Cokill – Durham WT	Brad Tooze – Natural England

Meeting minutes

Item	Item title and discussion	Owner		
1	<p>Welcome and introductions – Mike Pratt Meeting opened, attendees welcomed and apologies noted. The Chair reinforced the importance of attendance or in sending a deputy however acknowledged apologies related to holidays, sickness and an unplanned for event. B. Tooze has sent his apologies and Lydia Speakman is ably deputising, perhaps Natural England need to review who will be their consistent rep for the occasions B. Tooze can't attend. In Helen Ryde's absence Claire Thompson will lead on agenda items, where possible.</p>	Mike Pratt		
2	<p>Previous minutes and matters arising Previous meeting minutes accepted as a fair and accurate reflection of the discussions and matters arising have been actioned as needed. Need to amend the notes to read BREAM and not BREM.</p> <table border="1" data-bbox="212 1921 1332 1993"> <tbody> <tr> <td>1. Revisit discussions with North Tyneside once branding and package of works have been completed for Capability North East (CNE).</td> <td>CT</td> </tr> </tbody> </table>	1. Revisit discussions with North Tyneside once branding and package of works have been completed for Capability North East (CNE).	CT	Mike Pratt
1. Revisit discussions with North Tyneside once branding and package of works have been completed for Capability North East (CNE).	CT			

	<p>This work is almost finalised and we will be working with CNE trustees on developing NTC relationship regarding CNE.</p>	
	<p>2. Monthly issuing of financial reports Transfer of funds is finalised next week and thereafter HR will prepare and share monthly accounts for CNE.</p>	HR
	<p>3. Circulate dates for next phase of prioritisation. It is essential that as many as possible can make this. Full set of workshop meetings held and report detailing the process written and priorities identified. The next phase requires allocating resources in order to make some of priorities deliverable.</p>	CT
	<p>4. Share NHS Sustainability review of iIE to BT Actioned.</p>	CT
	<p>5. Jamie Thomas offered support in internal procurement discussions. JT supported this work prior to leaving DCC.</p>	JT
	<p>6. Support selling of iIE through contacts and resource when required. More required from executive to ensure this is delivered. NEENP partners need to be signed up.</p>	All
	<p>7. Set up sub-group to look at other opportunities that procurement can provide to drive forward NEENP agenda. Paper has been developed to consider the role of the sub-group. However, the first meeting is to be arranged in June/ July to give the 7 councils the chance to review NEENP journey, their engagement and future priorities.</p>	HR
	<p>8. Feedback NCIP plans to wider DEFRA family, invite LNP representatives to help form 25year plan delivery scoping. Update outstanding – HR to fall up.</p>	BT
	<p>9. Develop a scoping document with delivery phases and outline costs for NCIP. HR & JC are leading on this and will present proposal in June 2018.</p>	JC/HR
	<p>10. Investigate potential of Innovation UK fund Linked to action 9.</p>	HR
	<p>11. Send comments on the draft Defra MOU to G. Bateman.</p>	All
	<p>12. Natural England to send an Executive representative to future meetings. HR to confirm who this will be and how work of NEENP will shared and incorporated locally with NE.</p>	BT
	<p>13. Draft a job description for the Chair position and advertise post. Completed and posted online and print media.</p>	HR
	<p>Action</p> <p>1. Need to revisit Defra agencies for role of NEENP in 25 year plan. HR to action as part of MOU and following up on BT update.</p>	
3	<p>Transition programme and Financial update</p> <p>a) Finances We have set up Capability North East with all relevant legal and organisational work.</p>	C. Thompson

	<p>Costs to undertake this work have been to budget agreed late 2017. The finances indicate the situation without income and include forecasted income based on CNE packages and Capability 300. In the absence of income finances are precarious however investor options are being pursued. Nonetheless, there are proposals of significant value being worked on, meaning this is more of a cash flow issue. Hence discussions being organised to support this phase.</p> <p>b) Feedback from Capability North East Trustees Meeting (3rd May) The memorandum and articles are progressing. The Charities Commission are particular about objects and prefer standard objects, liaising with the solicitor on this and with the account on tax implications of Capability 300. The NEENP needs to start considering trustee nominations based on skills, gender as want to achieve a gender balance from the start. Send names to CT.</p> <p>c) iiE update CNE Director is helping iiE central to think through their process and business model. Specifically changing their business model for larger organisations, more details to follow. From June CNE staff must focus on CNE packages that include iiE.</p> <p>Other related discussion Are student internships a possibility? Ensuring students have good employability is important at Northumbria Uni and so NEENP should look to access this in future. Need to consider projects and the suitability of these projects to dissertations and Master students. Projects need to be defined in March, so this would be suitable for 2019. Host organisation needs offer payment in kind and £1000/ year and resources to support a PhD student and become part of the supervisor group. Likely this would suit the natural capital investment work however there is not the capacity in NEENP to develop this idea currently but will be added to plan for 2019.</p> <p>Actions</p> <ol style="list-style-type: none"> 2. All partner organisations signed up to CNE & iiE and drive in their supply chains 3. All partners to use their networks for CNE & iiE – providing 10 contacts to CNE staff. 4. CT – provide CNE summary document to executive group. 5. CT/ HR – Investigate internship opportunity further with A.Scott. 	
4	<p>Elected Members Guide</p> <p>a) Launch plan Details are included in the paper with the main actions being summarised as:</p> <ul style="list-style-type: none"> • Current recipient list for Elected Members (following the local elections), council staff (Directorate heads, relevant officers) and other partners (NELEP and NEECC). • Produce draft joint letters from NEENP and each council for council approval to accompany each copy of the guide going to EMs. • Identify a lead in local council for the guide, ideally an elected member and senior member of staff • Arrange deliver to members services • Press release draft and finalise NEENP executive must share this with their comms team and networks. <p>b) Introductory letter This has been referred to above and requires council executive representatives to take a lead in their organisations to support CNE staff.</p> <p>c) Events There is an intention to undertake a positive activity to support the event and we ask partners to think of suggestions. The Environment Agency produce associating it with a salmon release, G. Warren will find out more and liaise with H. Ryde. Prof Scott proposed taking each section of the guide and delivering walks or site tours where an opportunity is possible. Acknowledged that this will take time</p>	

	<p>however would be an excellent engagement piece and keep the guide as an active document over the next 12 months. Perhaps roadshows associated to key topics?</p> <p>Useful for the guide to be taken to the planning network – RTPR and Local Government Association. Ensure that every MP in the region has a copy as well as relevant ministers. In early autumn consider how we can we tailor the guide to other sectors e.g. Health/ Sustainability?</p> <p>The guide represents a step change for the NEENP, setting the scene and ambition for the environment and reinforcing the environment is an important cross cutting issue. Need to be clear about what we do with the document and how it is used. Staff to develop a protocol to support the use of the guide and press release and in delivering the key messages. Aim to hold a briefing meeting in advance of the launch. Specifically consider how the guide can help to join the dots of different strategies and steer the direction of some events such as the Great Exhibition of the North and linking to #NeeLittering. Likely there is a PhD role to give structure applying the principles of the guide to strategy and to monitor outcomes. Thinking of the future it is important the NEENP keeps the focus and reviews themes quarterly and maintains control and interest in content.</p> <p>Fits well with a bench marking approach for councils we are in the early phases of developing to guide priorities and where attention is needed collectively.</p> <p>Launch date now confirmed as June 19th 2018.</p> <p>Action</p> <ol style="list-style-type: none"> 6. HR – Executive work with CNE staff to produce cover letter and joint signature from senior LA staff member. 7. HR – Develop a protocol and media brief for the guide launch and distribute to the executive. Aim to hold a pre-launch meeting to rehearse the use of the guide. 8. HR – EA for a positive activity to support the launch 9. Add RTPR to the distribution list and LGA. 10. Link guide to other strategic opportunities ie. Great Exhibition of the North and #NeeLittering. 11. Approach LGA to support develop of guide for other areas. 12. Add to work plan and application to develop guide electronically on line and as a teacher supporting learning aid – HLF application. 	
5	<p>Prioritisation exercise report</p> <p>The report is an overview of the process with some reflections. This approach has been applied in public health and as a collective it should consider what drives the collective's decisions and if they equally weighted. Throughout the course of the workshops the conversations were very rich and established what should drive the NEENP decision making and why. The report proposed the following priorities from the process:</p> <p>The following recommendations are to be implemented within the next 6 months and reviewed every 3 months, with the executive group taking ownership for the successful implementation. This may require the formation of task and finish groups to support the work.</p> <ol style="list-style-type: none"> 1. Focus resources on delivering the core activities that are business critical, including business planning, communication and consultancy services for the next 6 months. 2. The Natural Capital and Biodiversity Strategy and Investment Plan are critical to the work of the NEENP and in achieving environmental growth and have been identified as priorities. The executive group must agree next steps to fund this work, this will likely be through a combination of bids, secondments and direct contributions to the programme. 	David Gardiner

	<ol style="list-style-type: none"> 3. For NEENP partners to actively support the launch activities of the Elected Members Guide, this includes internal communications, covering letters, social media and incorporating key aspects into local discussions and plans. 4. Continue to work with partners (Gateshead, Newcastle & Sunderland) and for them to lead on the delivery of programmes 1 and 3, Naturally Healthy by Design and North East England Litter Free. 5. To pause and review in 6 months the programmes for the JSNA & JHWS evidence base for nature across the life course, educating costs funding raising and adapting the audit tool. Achieving success in core activities and recommendations 1 – 4 will yield results for these programmes. 6. Develop and application to the Local Governments Association to develop a template for the Elected Members Guide for other Local Nature Partnership areas. <p>Now the executive has confirmed the priorities, the report will be finalised with an executive summary and more information on the rationale for undertaking this exercise. The report is about turning ambition into engagement, developing tactics over a short and long-term view and being opportunistic so that it is built into a programme that is helpful. Executive Group accepted the priorities and to initiate discussions relating to resource. Request for a sub group to be developed to monitor progress and further the discussions relating to resources.</p> <p>Actions</p> <ol style="list-style-type: none"> 13. CT - Make amendments noted to the process, finalise report and publish on website. 14. CT - Arrange meeting for executive task group to discuss and plan resource needs associated with delivery. 	
6	<p>Local Authority sub-group</p> <p>A Local Authority (LA) sub-group is proposed as the LAs are all at different stages of the NEENP journey. There is still silo working with the LAs meaning the plans and work of the NEENP aren't being communicated between authorities or up and down them as swiftly and as widely as should be. It is vital that staff at all levels in LAs are familiar with our work and hosting this group for an unspecified amount of time would be a good way of refining the communication between NEENP and LAs. At the same time common themes and priorities can be explored such as adopting natural capital approaches, the role of nature across the life course, a LA environmental management health check and boundary work. This should bring consistency in our LA relationships and allow other LAs to come forward and lead on aspects of our work. An important first action of this group would be to review the Natural Capital Planning Tool and consider the feasibility of use locally and what would be the required development size/ scope for applying the tool.</p> <p>The paper covers a range of options for local authorities to further the work of the NEENP and the environment work that they deliver. Overall, it is about locking into LA priorities and identifying opportunities and by establishing a group that is effective for LAs, revisiting engagement and representation. The group will require a good Chair to help shape the strategic direction of the work and ensure the correct structure. It is an opportunity to learn from each other's successes and challenges. There is a great deal of merit for the group and at the very least holding the first meeting as this will allow heads of departments to meet, discuss environmental ambitions and targets.</p> <p>There was some concern about this group becoming only focused on LA agendas. Nature Partnerships are about cooperation, collaboration and different sectors working to find common ground for the benefit of the environment, people and economy. The scale of the ambition is large, should the scale be reduced to 1 or 2 sectors and the focus on influence</p>	Steve Bhowmick

	<p>and where can get significant return.</p> <p>Other points to consider</p> <ul style="list-style-type: none"> • Should the sub group be thematic and not organisational, such as the natural capital and nature strategy thereby enabling us to deliver and start with the duty to cooperate and moving forward the statement of common ground? • Focus on bringing people together and having catalysts. • The group will require a disruptor and perhaps this could be the Chair. • Must maintain goodwill with the sub-group and NEENP. <p>Actions</p> <ol style="list-style-type: none"> 15. Proceed but will need some review. The first meeting should bring all LAS up to speed with NEENP journey, address internal communications and then scope the function of the group going forward. 16. HR – to arrange first subgroup meeting involving all LA planning leads and for DCC to be the leading LA for the first meeting. 17. HR - Demonstrate NCPT to planning leads and offices 	
7	<p>Natural Capital Investment Programme</p> <p>Natural Capital Investment business forum – NEENP is working with Esh Group to create a business focused natural capital event to introduce the NEENP and the principle of natural capital and being involved in co-designing an investment strategy for North East England. Date is now Sept 11th, will deliver via Business in the Community and both the NELEP and NEECC have indicated their support for the event. Executive group need to review the draft invitation and approve.</p> <p>Natural Capital mapping – This is essential to forward the work of the NEENP and to form the first step in delivering an investment map. We need to see an image what we have already and where the opportunity lies for enhancements on land owned by the public sector and then what habitats would be most appropriate on privately owned land Silos not communicating across the piece and then important to communicate outside with others - keeping Brexit and payments potentially for biodiversity. Then to consider how this can link with housing plans and using GI for connecting assets and improving health and wellbeing. This must be a collaborative effort to ensure all relevant players are bought into the concept of increasing the natural capital resource of North East England and through coordination and working towards a common vision, collectively we can create more and better connected habitats for the benefit of all, than working independently.</p> <p>Additional resource will be required to deliver this work and consideration to secondments to CNE to support this work is needed.</p> <p>Review the following work while undertaking this process. Nick Grayson – South Downs – demand and supply maps and is linked / more deprived population and where natural capital demand is greatest and supply is weakest, this is considered an exemplar approach.</p> <ol style="list-style-type: none"> 18. Executive group to review and approve natural capital forum invitation by 7th June. 19. Executive group supports the proposal to develop a Natural Capital Investment Map and the recommendations of the paper. 20. JC & HR – to produce phase 1 version of natural capital map showing what we currently have. Also confirm current resource status to deliver this. Establish a sub-group to support staff to deliver this work. 21. Owner tbc - Funding application to develop in the short term – HLF, LGA and report back asap. 22. CT - NEENP will write to neca to request a lead role in the strategic approach to natural capital and measuring net gain. LA partners are required to share this with directorate heads and chief executives to facilitate discussions. Update to be provided by w/c June 11th. 	C.Thompson Helen Ryde/Jim Cokill
8	NEENP Planning for Environmental Growth	Helen Ryde

	<p>This item will be covered in more detail at the next executive group, with Helen Ryde following up with the executive individually over the summer as it will link into the sub group and natural capital investment work.</p> <p>In the future the NPPF will say that local plans can be optional and so will just have to do what is statutory. Strategic plans are floated without a great deal of substance but is something we probably need to be mindful of. Potentially there are some flags that might hinder delivery and we should raise this.</p> <p>Can the NEENP look into Environmental Value Added (EVA) – this is the equivalent to GDP and GVA. Does net gain do this or would EVA give a better financial value of natural capital and services?</p> <p>The tourism sector can lead on an example of this as a percentage of visitors to Northumberland come because of our landscape, the amount spend is also known so a figure can be calculated. It is accepted in the tourism sector that 1 GVA of £58,000 into economy can equate to 1 job.</p> <p>Actions</p> <p>23. HR - Follow up executive group individually relating to this paper to support natural capital and LA sub-group work</p> <p>24. HR - NPPF and potential red flags affecting delivery – P. Baker and A. Scott</p> <p>25. HR - Northumberland Tourism and EVA</p>	
9	<p>Update on the Water Hub</p> <p>a) This work is to support forward planning and 25 Year Environment Plan. The Water Science Hub is an initiative involving Durham University, Durham County Council , Environment Agency, Northumbria Water and with ERDF support. Intend to disrupt the usual thinking and build some bridges with business to respond to challenges facing the environment. Looking to find solutions from the North East SME community.</p> <p>The Durham University is running a sprint at the Innovation Festival. Earlier this morning we hosted a meeting this morning with NWL, EA and Dham Uni, which the NEENP attended, where we worked in an open and collaborative way to ask what questions should we ask at the sprint? Overarching questions was how we engage people to positively change their living environment – this is a rough question that will be refined, the premise is engaging people more to care for and want to improve their natural environment.</p> <p>WSH request the continued support of the NEENP and offer the hand of collaboration. By 2020, we aim to have a sustainable funding body and see ourselves as support partner of the NEENP.</p> <p>There is an initiative being ran by Durham University looking to place PhD students with local businesses. This could work with the map Claire discussed at this morning's meeting and a local digital firm, more details to follow.</p> <p>We wish to consider how do we collectively create a brand for North East England - how do we champion this brand?</p> <p>The NEENP executive confirm the partnership between NEENP and WSH. Keen to make sure that we are on the same page and have one strategy rather than 2.</p> <p>. Question if for the sprint event if changing is the correct word, important to get the attractors right, what is the reason for engagement?</p> <p>Actions</p> <p>26. Claire Thompson will lead this discussion for NEENP and involve executive members as required</p>	Anna Gerring
10	<p>AOB</p> <p>a) Chair advert (skills matrix) – Anticipate by September that we'll have a new Chair in place. We will use the skills matrix to support the appointment process. The feeling is that the Nature Partnership needs a figure head who has the ability and time to commit to take the partnership on its next phase.</p>	Mike Pratt

	<p>b) Websites update Creating a page on NEENP website for updates on environment partners events and projects and on CNE website an environment sector jobs page.</p> <p>c) Naturally Healthy by Design event (TCPA/Gateshead) The event will take place on Sept 15, in the afternoon following the NEENP forum in the morning at the Centre for Life. Will invite all stakeholders in the development process to consider the environment and health through different a lens and for each stakeholder understand the challenges and priorities of the other. The aim is for a set of guide questions to help raise the quality of development pre-applications and applications. More details to follow in June.</p> <p>d) Frank Major, former Chairman The executive group wishes to formally than Frank Major for his commitment to the NEENP. The partnership has progressed significantly under his watch and we will keep Frank informed of our future successes. NEENP staff to arrange a card and gift.</p> <p>Actions</p> <p>27. Executive need to follow up potential Chairs and review their networks for potential candidates.</p> <p>28. The skills matrix is to be completed by all executive members and returned to Helen.</p> <p>29. Executive to use CNE webpage for advertising posts, discounts will apply.</p> <p>30. Update executive group on Naturally Healthy event later in June.</p> <p>31. Contact and gift for Frank Major.</p>	
11	Next meeting and close 13 th Sept 2018 – venue tbc but will be North of Tyne.	Mike Pratt

Actions summary

1. Need to revisit Defra agencies for role of NEENP in 25 year plan. HR to action as part of MOU and following up on BT update.
2. All partner organisations signed up to CNE & iiE and drive in their supply chains by end of June.
3. All partners to use their networks for CNE & iiE – providing 10 contacts to CNE staff by w/c 11th June
4. CT/ HR – Investigate internship opportunity further with A.Scott.
5. HR – Executive work with CNE staff to produce cover letter and joint signature from senior LA staff member.
6. HR – Develop a protocol and media brief for the guide launch and distribute to the executive. Aim to hold a pre-launch meeting to rehearse the use of the guide for w/c 11th June.
7. HR – EA for a positive activity to support the launch.
8. Admin support - Add RTPR to the distribution list and LGA.
9. CT - Link guide to other strategic opportunities ie. Great Exhibition of the North and #NeeLittering.
10. HR - Approach LGA to support develop of guide for other areas in autumn.
11. CT - Add to work plan and application to develop guide electronically on line and as a teacher supporting learning aid – HLF application.
12. CT - Make amendments noted to the process, finalise report and publish on website.
13. CT - Arrange meeting for executive task group to discuss and plan resource needs associated with delivery.
14. HR - LA Sub group Proceed but will need some review. The first meeting should bring all LAS up to speed with NEENP journey, address internal communications and then scope the function of the

- group going forward.
15. HR – to arrange first subgroup meeting involving all LA planning leads and for DCC to be the leading LA for the first meeting.
 16. HR - Demonstrate NCPT to planning leads and offices
 17. Executive group to review and approve natural capital forum invitation by 7th June.
 18. Executive group supports the proposal to develop a Natural Capital Investment Map and the recommendations of the paper.
 19. JC & HR – to produce phase 1 version of natural capital map showing what we currently have. Also confirm current resource status to deliver this. Establish a sub-group to support staff to deliver this work.
 20. Owner tbc - Funding application to develop in the short term – HLF, LGA and report back asap.
 21. CT - NEENP will write to neca to request a lead role in the strategic approach to natural capital and measuring net gain. LA partners are required to share this with directorate heads and chief executives to facilitate discussions. Update to be provided by w/c June 11th.
 22. HR - Follow up executive group individually relating to this paper to support natural capital and LA sub-group work
 23. HR - NPPF and potential red flags affecting delivery – P. Baker and A. Scott
 24. HR - Northumberland Tourism and EVA
 25. Claire Thompson will lead this discussion for NEENP and involve executive members as required
 26. Executive - To follow up potential Chairs and review their networks for potential candidates.
 27. Executive - The skills matrix is to be completed by all executive members and returned to Helen.
 28. Executive to use CNE webpage for advertising posts, discounts will apply.
 29. CT - Update executive group on Naturally Healthy event later in June.
 30. CT - Contact and gift for Frank Major.

NEENP & CNE events summary

Organisation	Event	Date
CNE	Launching with NEECC	Sept 9 th
NEENP	North East England Litter Free	June 6 th – with LAs, relevant cllrs and officers are updated. June 12 th – general launch
NEENP	Elected Members Guide Launch	June 19 th
NEENP	Naturally Healthy Event	Sept 25 th , afternoon, Centre for Life

Dates for NEENP and CNE meetings are on neenp website. NEENP minutes can be found here too.

<http://neenp.org.uk/event-type/meetings-schedule/>