



## Notes of a Humberhead LIFE+ Project Planning Meeting, 16/7/14, 2pm, at the Humberhead Peatlands NNR Office

### Present

Jeff Bloor – Doncaster East IDB

Alison Briggs – Shire Group of IDBs

Paul Duncan – Natural England

Helen Kirk – Thorne and Hatfield Moors Conservation Forum

Sue Plaxton – Natural England

Julian Small – Natural England

### Apologies

Ken Knight – Doncaster East IDB

Kieran Sheehan – JBA Consulting

### 1. Update on LIFE+ Project – key milestones

**SP** outlined the four major areas of activity in setting-up the LIFE+ Project;

- The partnership agreement (MoA), which needs to be concluded within nine months from the start of the project. All parties agreed all efforts would be made to finalise a Partnership Agreement much sooner. **JS** and **AB** to liaise over EU template for the Partnership Agreement
- Recruitment, – estimate this will be completed by end of Sept but will aim for sooner if possible
- Steering Group set-up, which the Common Provisions identify as needing to be done within a month of the project start, i.e. by 31<sup>st</sup> July
- Communications, – **SP** is leading on PR and Comms within Natural England and will be liaising with partners on a draft PR and Comms plan in due course.

### 2. Recruitment

Those present were agreed on the principle that in order to recruit the best staff, the roles should be advertised as widely as possible. **PD** said that Natural England was bound by Cabinet Office rules, which means that roles need to be advertised firstly within the Civil Service redeployment pool, secondly within Natural England and then thirdly externally. However, **PD** was hopeful that discussions with HR/Defra would accelerate the process so that step two and three could be undertaken concurrently (there is no guarantee however).

It was **confirmed** that DE IDB would be involved in the interview panel, and that there may be opportunities to be involved with short-listing should DE IDB wish. **JB**



will check with **KK** over details of involvement. Natural England would involve the IDB in the selection of the week that interviews would be held, where they indicated that they wanted to be involved in either the sift or interview stage.

**SP** has completed the initial draft of job descriptions, and that Natural England colleagues and **AB** had already commented. **SP** will circulate draft job descriptions on 17/4/14, and comments need to be returned by 23/7/14.

**HK** asked why the job descriptions were not circulated wider. **SP** said that it had been Natural England's understanding that **AB** had been identified as the point of contact for matters relating to the LIFE+ project, within the Board. **JB** said that he would clarify communication points for Natural England by the end of the following week.

**JB** asked whether Natural England had completed a summary of the Common Provisions, as agreed at the meeting on 6/6/14. **JS** said that he had been advised not to produce a cut-down set of provisions, but had produced a copy highlighting the most relevant provisions to the Associated Beneficiary.

### 3. Partnership Structure

The following was agreed;

- The LIFE+ Project and the WLMP Project would each retain its own Stakeholder/Steering Group
- Those managing the WLMP Project need to have an involvement with the LIFE+ Steering Group. A non-voting role was discussed as it may be inappropriate to have a project member from the WLMP voting on the Life+ Project Steering group. The WLMP and the LIFE+ Project Managers will be responsible for co-ordination between the two projects.
- The LIFE+ Steering Group would consist of a relatively small number of core organisations, but those from a wider pool of organisations could be invited to listen/contribute.
- The LIFE+ Project Manager would report to, but not be a member of, the LIFE+ Steering Group.
- it was widely agreed that the steering group should only be made up of those who would be prepared to commit time and effort and contribute positively toward the successful achievement of the Life+ project and what might follow.
- The essential role of the group will be; to support the project officer, sign off project plans and communications/engagement plans, make decisions when variations in agreed plans came about, provide strategic direction and work to add value to the Project



- The following will be invited to form the LIFE+ Steering Group;

Natural England – 2 representatives  
Doncaster East IDB – 2 representatives  
Thorne and Hatfield Moors Conservation Forum – 1 representative  
Lincolnshire Wildlife Trust – 1 representative  
North Lincolnshire Council – 1 representative  
Other IDB's involved with the WLMP – 1 representative  
Doncaster MBC – 1 representative  
TOTAL = 9

- The group understood that KK had already sought informal agreement from Melissa Massarella of DMBC concerning the organisation's involvement.
- Organisations that could be invited from time to time, to share expertise or add value to the project include RSPB, YWT and the Cumbrian Peatland LIFE+ Project.
- It was agreed that **SP** would send out invitation letters to the core organisations by 31/7/14, inviting them to the first LIFE+ Project Steering Group meeting to be held on 5/9/14, at 10:30 to 12:30 at the Humberhead Peatlands NNR office. The letters will ask for a response by 15/8/14. Regarding the other IDB representative from the WLMP Steering Group, **SP** will write to the Boards through the Clerks of the five relevant Boards asking them to agree and nominate a representative. **JS** will informally sound out David Hinchliffe regarding his possible nomination.
- The Steering Group will agree its Terms of Reference, its Chair and the need for a constitution at its first meeting.
- **SP** will collate comments, to be received by 31/7/14, on the draft Terms of Reference for the Steering Group. Other comments may be received after this date and a final draft presented to the Steering Group.

#### 4. Communications

**JB** highlighted the need to brief local politicians on the LIFE+ Project. It was agreed in principle, subject to Natural England's guidance on publicity, that;

- A briefing note and press release would be drafted by Natural England in collaboration with the Board by the end of the first week in August. There are opportunities for a photo-call as part of the initial publicity
- The Steering Group will consider a formal launch for the project at its first meeting. Those present agreed that a launch in early October would be ideal.



## List of Actions

1. **JS** and **AB** liaise over Partnership Agreement, **JS** to forward template to **AB** by 18/7/14
2. **JB** to talk to **KK** to confirm details of DE IDB involvement with recruitment
3. **SP** to circulate draft job descriptions on 17/7/14
4. **All** to return comments on draft job descriptions to **SP** by 23/7/14
5. **JB** to clarify who is the point of contact for Doncaster East IDB for Natural England, by 25/7/14
6. **JS** to pass copy of Common Provisions, with provisions most relevant to the Associated Beneficiary highlighted, to the Board by 23/7/14
7. **SP** send invitations to constituent organisations of the steering group and Clerks of relevant Boards, by 31/7/14, asking them to respond by 15/8/14
8. **JS** to talk to David Hinchliffe about his potential nomination to the steering group as representative of the Boards involved with the WLMP project
9. **All** return comments on draft Terms of Reference to **SP** by 31/7/14
10. **SP** and **JS** to produce draft briefing note and press release by 23/7/14 and comments to be received on this form the Board by 8/8/14.