Nenescape Partnership Board Terms of Reference
August 2018

1. The Board Role

1.1. The role of the Board is to provide strategic direction and ensure delivery of the Nenescape Landscape Partnership Scheme as outlined in the stage 2 bid and Landscape Conservation Action Plan (LCAP) approved by HLF 1 October 2017.

2. The Board’s responsibilities

2.1. Provide strategic direction for the functioning of the Nenescape Landscape Partnership (NPB).

2.2. Bring in a range of interests, expertise and knowledge to the partnership.

2.3. Provide input into and promote collaborative working between all partners.

2.4. Oversee legacy planning work of the partnership.

2.5. Scrutinise operational delivery of the NLP scheme and aided by the Delivery Steering Group and core staff, provide effective and timely implementation of the LCAP.

2.6. Make recommendations on the implementation of the LCAP and projects and any changes to these.
2.7. Encourage the delivery of collaborative and innovative projects and initiatives.

2.8. Monitor and evaluate the work against the programme’s strategic outputs and outcomes.

2.9. Scrutinise monitoring reports from the Nenescape Project Delivery Manager and make recommendations where needed.

2.10. Monitor the NLP programme’s budget and oversee expenditure, making recommendations for amendments when necessary.

2.11. Provide opportunities for staff and committee members to develop project management and leadership skills.

2.12. Make final decisions for applications made under the ‘skills within’ grant (STF5)

2.13. Represent and promote the NLPS work to others at a strategic and community level to encourage participation and to enable wider partner support.

2.14. The board will be responsible for approving all budget changes over £25,000

3. Meeting/Operating Requirements

3.1. The Board will meet a minimum of 4 times per year. Additional meetings can be called depending upon the needs of the programme.

3.2. Wherever possible, meetings will be held at a venue within the Nenescape LPS area or at RNRP offices.

3.3. Meetings will normally be closed to the public; however, the Board may choose to hold public sessions when appropriate.

3.4. Agendas and relevant papers will be circulated to members at least one week before each meeting, whenever possible.

3.5. Minutes will be kept to record all decisions made by the Board and a draft will be circulated within two weeks of a meeting. Minutes will be approved at the following meeting when deemed an accurate record.
4. Decision Making

4.1. The Board will only be quorate when over 50% of Board members are present.

4.2. Should ‘written procedures’ be required members will be asked to make a formal response within the time specified by the Project Delivery Manager. Responses received after this deadline may not be counted.

4.3. The Board will seek to reach agreement on recommendations by discussion and consensus. When a formal vote is required each member (or substitute) shall be entitled to one vote and decisions will be made on the basis of a simple majority.

4.4. The Chairperson will have the casting vote if there is a split decision.

5. Membership

5.1. Members should demonstrate that they meet the criteria outlined in Annex 1, The Nenescape Landscape Partnership Board Member Job Role.

5.2. Any Board member failing to attend or provide a substitute to attend in their absence for three consecutive meetings will be deemed to have retired, unless the members provide a satisfactory reason for non-attendance to the Project Delivery Manager.

5.3. Board members may on occasion need to share confidential information. Members must respect the confidentiality of any information which is imparted in confidence, either at Board meetings or in conversations between Board members, and on no account, disclose it to third parties without the prior consent of the information owner PROVIDED THAT Board members recognise that some members are subject to legal duties which may require disclosure under the Freedom of Information Act 2000 unless any exemption applies.

5.4. Board members are required to register in advance of or at the beginning of the meeting any interest they have or might be perceived to have in any item on the agenda. In the case of pecuniary interest (to themselves or to the body which they represent) they will be permitted, when the item is discussed, to provide factual information to the meeting, but will withdraw from the meeting once other members have had the opportunity to question them, and before any decision is taken.
5.5. The Board will consist of representatives of the public, private, voluntary and community sectors, with a strong emphasis on local community representation from the Nenescape LPS area.

5.6. The Board will be made up of the organisations listed in Annex 3 [edited Aug 18] and one nominated representative from each organisation may attend Board meetings.

5.7. In the event that the nominated representative from a member organisation cannot attend a meeting, he/she may nominate a substitute to attend in his/her place.

5.8. The Board will have the ability to co-opt additional expertise onto the Board to support particular projects or aspects of the LP programme.

5.9. All Board members will provide a brief CV and image for the Nenescape Website introducing them as representatives of Nenescape LPS.

6. Appointment of Chairperson and Vice-Chairperson [section edited Aug 18]

6.1. Board members must appoint a Chairperson to lead the Nenescape Partnership Board (NPB) for the term of the HLF funded Nenescape Landscape Partnership Scheme (NLPS) ending November 2022.

6.2. Selection of a Chair will be via a recruitment process and Vice-Chair will be elected from within the NPB membership. The nominees for Vice-Chair receiving the most votes will be elected.

6.3. No Delivery Partner may stand as Chairperson.

6.4. The chair and Vice Chair must demonstrate the requirements outlined in the Chair role profile (annex 2)
Annex 1

Nenescape Landscape Partnership – Board Member Job Role

Nenescape Landscape Partnership Board.

- The board will have a strategic overview and will, among others, balance between environmental, historical, cultural, social and economic interests. It will be informed by the Delivery Steering Group and be responsible for all key decisions.

- It will have terms of reference and monitor the delivery phase of the Nenescape Landscape Partnership Scheme (NLPS).

- It will oversee reporting to HLF and its members will be advocates for the HLF Landscape Partnership Programme.

Nenescape Partnership Board Member

Role overview

- The key role of NLPS Board members will be to provide strategic direction to the Nenescape Landscape Partnership through the delivery of the Landscape Conservation Action Plan (LCAP).

- NLPS Board members are permitted to serve until the end of the NLPS programme in November 2022 or until the NPB itself has been dissolved.

- Bring in a range of land use interests, expertise and knowledge to the partnership.

- Provide input into collaborative working arrangements between all partners.

- Commit to attending quarterly meetings and contribute to discussion and decision-making demands.

- Be an ambassador of the Nenescape Landscape Partnership Scheme and its delivery projects.

- Agree to the terms of reference
Nenescape Landscape Partnership – Chair and Vice-Chair role

Role overview

- The Chair is an ambassador for Nenescape – able to represent the Partnership at a high level, make connections and spot opportunities to assist in delivering the schemes programme and securing its long-term legacy
- The role requires a commitment to serve as chair for a term of 4 year (ending November 2022) and requires a time commitment of approximately 3-5 days per month
- The partnership can offer reasonable expenses for travel and subsistence
- The chair is available to attend evening/weekend events if required and is expected to engage with local community, businesses, local authority officials and media such as television and radio if called upon.

The Nenescape chair is:

- a good communicator; has a positive presence and motivational skills
- a good listener; approachable, have excellent interpersonal skills and can chair meetings of diverse membership
- is non-partisan, an advocate, politically aware and diplomatic
- feels comfortable leading a partnership; has experience and confidence to facilitate meetings including managing conflict, timekeeping and ability to question.
- is able to work with and support the Nenescape core team
- is aware of the current issues within the Nene Valley and has a good understanding of the landscape and its communities
- a good motivator. The chairperson can energise members and arouse enthusiasm within the partnership.
- Is focussed on the Nenescape vision, mission and aims

Duties

In addition to the commitments and responsibilities of being a Nenescape Partnership Board (NPB) member (Appendix 1), the Chairperson will need to fulfil the following functions and responsibilities:

- Will Chair NPB meetings and be the guardian of the NPB’s decision-making process (Chairperson will have the responsibility for casting the deciding vote when a split decision occurs).
• Maintain a close working relationship with the NLPS Project Delivery Manager, particularly prior to meetings, to ensure that action points and recommendations have been or are being dealt with.
• Ensure that the requirements for membership, meetings and decision-making outlined in the Terms of Reference for the NPB are being adhered to.
• Represent and promote the Nenescape Landscape Partnership Scheme to a wide range of stakeholders and be a public relations figurehead for the NPB and NLPS.
• Represent the NLPS externally, on any local, regional or national meetings.
• Attend any necessary training opportunities associated with the role and support opportunities for staff and committee members to develop project management and leadership skills.
• The Chairperson must not be a Nenescape delivery partner or be directly responsible for managing the budget of any individual Nenescape funded project.
## Annex 3

### Board members as of Aug 2018

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Member</th>
<th>position</th>
<th>Role in NPB</th>
</tr>
</thead>
<tbody>
<tr>
<td>River Nene Regional Park</td>
<td>Kathryn Hardcastle</td>
<td>Chief Executive Officer</td>
<td>Lead Partner</td>
</tr>
<tr>
<td>University of Northampton</td>
<td>Prof. Jeff Ollerton</td>
<td>Professor of Biodiversity</td>
<td>Accountable Body</td>
</tr>
<tr>
<td>Vacancy</td>
<td></td>
<td></td>
<td>Chair</td>
</tr>
</tbody>
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| Destination Nene Valley              | Andrew Langley        | Director & Chair of Destination Nene Valley | Vice Chair  
  *Currently Acting Chair* |
| Natural England                      | Michelle Russell      | Lead Adviser                  | Board Member                   |
| East Northamptonshire Council        | Sharn Matthews        | Executive Director            | Board Member                   |
| Community and Voluntary Sector adviser | Simon Mutsaars       |                               | Board Member                   |
| Nene Park Trust                      | Adrian Oates          | Funding Manager               | Board Member                   |
Membership declaration

In signing this document, I agree to perform the role of Nenescape Partnership Board member as outlined in the Nenescape Landsape Partnership Scheme, Partnership Board Terms of Reference dated May 2017

On behalf of [insert organisation name]

Name:

Position:

Signature Date