

# Clackmannanshire Biodiversity Partnership Partnership Agreement

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## NAME

The Partnership is known as the Clackmannanshire Biodiversity Partnership (referred to hereafter as the Partnership).

## ROLES AND RESPONSIBILITIES

### AIMS

The Partnership aims to work to:

- assist and advise Clackmannanshire Council, bodies and individuals within Clackmannanshire on biodiversity matters through an inclusive and balanced approach.
- promote and raise awareness of local and national biodiversity policy, issues and initiatives.
- encourage participation from a wide range of local organisations, communities and individuals in the Clackmannanshire Biodiversity Action Plan (CBAP) process.

### OBJECTIVES

The Partnership will seek to:

- promote and share good practice, and enable effective networking and partnership working;
- assist Clackmannanshire Council and its partners in the delivery of the objectives of the Clackmannanshire Biodiversity Action Plan;
- engage in constructive debate and seek agreement on biodiversity issues through a consensual approach.

## STRUCTURE AND MEMBERSHIP

### THE PARTNERSHIP

The Partnership is an assembly for the discussion and implementation of local and national biodiversity issues and is open to anyone or any body. There are no limits on the number of members of the Partnership.

To help achieve the above objectives, all members of the partnership are encouraged to share information on project progress, best practice and the work of the Partnership with other members and those outside the Partnership. "Member" in the context refers to a member of the Steering Group. Where reference is made to a Member of the Council this is stated explicitly.

To enable the Partnership to be effective, balanced and inclusive, it will comprise a Steering Group, time limited Working Groups when required, and. a Council Officer Group.

## **THE STEERING GROUP**

### **The Role of the Steering Group**

The Steering Group will be responsible for facilitating and progressing the actions of the Clackmannanshire Biodiversity Action Plan, including:

- a) Ensure the Council's Biodiversity Duty report is correct and ratify it
- b) Identify working groups as required to implement actions within the CBAP
- c) Assist with progressing actions are stalled
- d) Identify new actions/projects
- e) Communicate the work of the CBAP via all forms of media.
- f) Review actions accordingly
- g) Engage with other groups and stakeholders as appropriate to progress actions within the CBAP.

The Steering Group will consist of:

- a) A Chair appointed by the Group
- b) The Council's Development Officer, Sustainability, who will also function as the Group Co-ordinator.
- c) A representative from the Council's Ranger Service
- d) Representatives from any Working Groups that may be established at a given time
- e) Representatives from Government agencies (SEPA, SNH and FCS) as proposed by consensus agreement of the Steering Group and the Council Officer Group will be kept informed of the group's work and invited to meetings for specific items appropriate to their remits
- f) Representatives of relevant interest and stakeholder groups and any other relevant local group as proposed by consensus agreement of the Steering Group and Council Liaison Group

The Steering Group will review membership regularly and invitations shall be made to new members after consensus agreement by the Steering Group and Council Liaison Group.

The Steering Group will meet three times yearly at regular intervals.

The Steering Group may elect to invite occasional visiting contributors by consensus agreement of the Group.

A register of current members will be maintained by the Co-ordinator, who will be responsible for ensuring that all members are kept informed of Group activities and provided with agendas and minutes as necessary.

### **Appointing a Steering Group**

To ensure that the Steering Group is balanced, any Working Groups established will be given the opportunity to nominate and agree on a member or members to represent their interests on the Steering Group.

The Co-ordinator will act as the facilitator in this process.

### **The Role of Representatives**

Representatives of the Working Groups, Stakeholders and Government agencies must ensure that the views they express are wider than their own personal or group views.

Once elected to the Steering Group, a representative will be appointed for not less than one year and not more than three years. A representative may be re-elected by the Working Group which they represent.

### **The Role of the Working Groups**

The Working Groups will be responsible for the identification and implementation of projects within their remit.

Each Working Group will be accountable to and report back to the Steering Group.

### **APPOINTING A CHAIRPERSON**

The Steering Group will be responsible for the election of a Chair Person and optionally a Vice Chair for the Partnership. Any member of the Steering Group may nominate a Chair Person and this nomination must be agreed through consensus of the Steering Group..

The appointed Chair Person will serve for a period of 12 months. The Chair Person may be re-elected upon completion of the 12 month period through the normal appointment process.

In addition to acting as the representative and spokesperson for the group, the responsibilities of the Chair, in line with SCVO established good practice, are:

- ensuring that meetings are run competently
- ensuring that discussion and decision-making is democratic and everyone is able to participate fully in meetings
- holding the casting vote in the event of a split decision
- preparing agendas for the meeting (in consultation with the staff and other management committee officers)
- ensuring that relevant matters are discussed and appropriate decisions made

## **PROCEEDINGS OF STEERING GROUP MEETINGS**

### **Quorum**

To be quorate the meeting should comprise at least six members including the Chair and Co-ordinator. Where a meeting is found to be inquorate the Co-ordinator will arrange for it to be reconvened at the earliest practicable opportunity.

### **Substitute**

If a member of the Steering Group is unable to attend a meeting they may be temporarily replaced by a substitute.

### **Attendance at meetings**

Members are encouraged to attend meetings as much as possible. When unable to attend they are encouraged to arrange for a substitute if possible but above all to provide any updates either directly via the group email list or through the group co-ordinator. If a member fails to attend three consecutive meetings without explanation, the Chair of the Steering Group may contact them to ascertain whether they wish to continue as members and if there are any issues that require resolution.

### **Disclosure of a personal interest**

A member of the Steering Group who is directly or indirectly interested in any matter brought up for consideration at a meeting shall disclose the nature of their interest to the meeting.

## **ADMINISTRATION OF MEETINGS**

The following will be adopted as standard procedures for meetings of the Steering Group and Working groups:

- decisions will be made through consensus;

- members of the Partnership may request in advance inclusion of items for discussion in meeting agendas,
- agenda items will be agreed by the Chairperson in consultation with the Co-ordinator;
- minutes will be kept of all meetings;
- agendas, papers, and minutes of meetings will be made available to the public via the Council website;

Clackmannanshire Council will be responsible for the provision of administrative support services, facilities for meetings of the Steering Group when these are held on Council premises and, at its discretion, for meetings of Working Groups. The Co-ordinator has the responsibility to function as the group secretary. The Ranger Service may assist with this role from time to time. The Co-ordinator and the Ranger representative both function as full and equal members of the group.

## **THE COUNCIL OFFICER GROUP**

### **The Role of the Council Officer Group**

The Council Officer Group is responsible for the co-ordination of the Partnership and will undertake the following:

- co-ordination and monitoring of the financial and budgetary aspects of the LBAP, biodiversity projects and Council staff involved
- an advisory role in relation to the monitoring and review of the Clackmannanshire LBAP and the implementation of the Plan
- management and co-ordination of the Partnership Steering Group

The Council Officer Group will consist of:

- Service Manager, Clackmannanshire Council Development and Environmental Services (group chair)
- Team Leader, Sustainability
- The Steering group Co-ordinator
- Representative of the Ranger Service

The Council Officer Group will meet quarterly and will normally comprise one representative of each of the above, but there is no upper limit to member numbers.

This group will report to the Council's Enterprise and Environment Committee quarterly and to the Scottish Government in line with reporting requirements under the Wildlife and Natural Environment (Scotland) Act 2011