Terms of Reference

Partneriaeth Natur Ceredigion
Ceredigion Nature Partnership

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Index

1. Purpose
2. Definitions
3. Approach
4. Status
5. Membership
6. Administration
7. Structure
8. Meetings

1. Purpose

Ceredigion Nature Partnership will:

1. Work with partners to develop a nature recovery network and Ceredigion Nature Recovery Action Plan (NRAP) that reconnects people from across Ceredigion with nature, improving understanding of biodiversity in the wider public and encouraging involvement in practical, directed action for nature in communities.
2. Identify, promote, co-ordinate and record existing and new actions to conserve, promote and enhance nature in Ceredigion, taking account of local and national priorities, relevant Welsh Government policies and programmes, and existing legislative and regulatory requirements, and keeping the terms of reference set out below.

2. Definitions

1. **Nature** - All living organisms and ecological complexes, including non-living elements and processes, of which they are a part. It includes diversity within species, between species and of ecosystems; the resilience of ecosystems; the services they provide to society and the way in which humans interact with nature.

2. **Partneriaeth Natur Leol Ceredigion / Ceredigion Local Nature Partnership**- Our full name. A useful bilingual shorthand (and natural hashtag) is **Natur Ceredigion** #NaturCeredigion
3. **Local Nature Partnership** - The Welsh Government term for a Nature Partnership, commonly abbreviated to LNP.

3. Approach

The Partnership will seek to achieve its aims by:

1. Promoting partnership working between key organisations and individuals that protects and enhances nature in Ceredigion. This will include networking and sharing best practice to promote efficient delivery of actions across partner organisations.
2. Gathering information relevant to the conservation of species and habitats in Ceredigion.
3. Developing plans, primarily the Ceredigion Nature Recovery Action Plan (NRAP), from national and local priorities identified in the Nature Recovery Action Plan for Wales, the State of Natural Resources Report, Area Statements and other relevant Welsh Government policies and programmes, taking account of existing legislative and regulatory requirements and seeking to ensure that local actions complement rather than duplicate existing requirements.
4. Involving key partners and stakeholders in the development and implementation of Local Nature Recovery Action Plans (LNRAPs) for the Partnership through the establishment of working groups and consultation with other existing groups.
5. Making recommendations for the review of local practices for forestry, agriculture, mineral extraction, industry, business, tourism, parks and use of land owned or managed by members and/or third parties in order to identify opportunities to enhance the potential for wildlife. Such recommendations will seek to complement relevant policies, programmes, management arrangements and legislative and regulatory requirements, rather than duplicate or create additional requirements for individual organisations or other land managers.
6. Supporting the development of projects undertaken by organisations and individuals that are contributing to the aims of the Partnership and developing new projects to address local priorities.
7. Monitoring the delivery of nature recovery actions, evaluating progress towards implementation of local plans and revising them as necessary.
8. Identifying opportunities for integrating the conservation, promotion and enhancement of nature into other policy areas, plans and projects throughout the whole of Ceredigion.
9. The partnership will ensure there is widespread involvement from the public, businesses, schools, landowners, farmers, organisations and local groups in developing and implementing the work of the Ceredigion Nature Partnership by supporting a Facilitator to:
    a. Review and develop the local plans, drawing on relevant knowledge and skills within the partnership and ensuring consultation with the full partnership before publication of new or revised plans.

b. Support and encourage new and existing action groups to take forward the implementation of actions identified in the plans.
c. Disseminate relevant information to partners and the public as appropriate.
d. Raise awareness of nature conservation related issues through a programme of engagement and awareness raising.

10. The partnership will facilitate the employment or hosting of a Facilitator when there is appropriate funding.

4. Status

1. The Partnership is a collaborative forum and has no standing as a legal entity.
2. The Partnership will have no authority over any of the functions, duties or responsibilities of the member organisations.
3. Each partner is jointly and equally empowered to establish and implement actions to deliver the aims of these plans in partnership with the others.
4. The Partners will exercise their functions so as to secure compliance with the requirements of all relevant legislation and policy e.g. UN Convention on Biological Diversity (1992), Wildlife and Countryside Act (1981) as amended, Wellbeing of Future Generations (Wales) Act (2015), Environment (Wales) Act (2016), Nature Recovery Action Plan (Wales) and Action Plan for Pollinators (Wales).

5. Membership

1. **Subscribers** are individuals who subscribe to the Partnership's newsletter.
2. **Members** are organisations, agencies and individuals who explicitly support and are committed to the aims of the Partnership.
3. **Partners** are Members who have a public facing Partner page on our website.
4. There will be no annual subscription fee for Partners.
5. Individuals and organisations may participate in the Partnership in ways that reflect their interests, expertise and capacity.
6. Organisation or individual membership may be terminated by notifying the Facilitator. Organisation membership should be terminated in writing; individual membership may be terminated either in writing or verbally.

6. Administration

Administration, finance and employment

1. Ceredigion County Council will act as the host organisation and will provide the agreed administrative, financial and employment arrangements for the Partnership. Partners will support the delivery of the Partnership's work, where appropriate and subject to their individual roles, capacity and available resources, through officer time, expertise, project support or other in-kind contributions.

2. If the Partnership terminates and there are funds or assets in the name of the Partnership these will be transferred to a member organisation continuing the project or returned to the original funders.
3. Equal Opportunities
    a. The Partnership will not tolerate any bullying, harassment or discrimination. All Partners and members will be treated equally, regardless of gender, sexual orientation, ethnicity, religion or other characteristics. All individuals/groups/businesses working with the Ceredigion Nature Partnership will be assessed on their involvement with nature recovery actions alone, without distinction of gender, sexual orientation and race or of political, religious or other opinions.
    b. The Partnership will recognise and respond to issues of language, disability, race, gender, age and culture with reasonable adjustments to ensure all are able to participate and contribute to the Partnership.

4. Nature Partnership meetings are public events and any individual or representative of an organisation can attend, whether they are a member or not. Any sensitive information needs to be disclosed in private to the relevant people. Data Protection
    a. The Partnership shall comply with all relevant legislation, including relating to data protection, privacy and GDPR.
    b. Notwithstanding 6.3.a & 6.3.b (above) the Partnership Facilitator and Biodiversity Assistants must comply with the relevant policies of the host organisation.
5. **Dissolution** - The Partnership shall be dissolved if a two thirds majority of members agree at a special meeting convened for that purpose with at least two weeks' notice to all members. The Partnership may also agree to suspend its operations for a period as required, using the same mechanism.

7. Structure

1. **Roles**
    a. **Officers**
        i. **Chair** - chairs meetings or nominates temporary chair
        ii. **Vice-chair** - assumes responsibilities of Chair in their absence
        iii. **Facilitator** - co-ordinates information, minutes and meetings
    b. **Subscriber** – Subscribers to our newsletter
    c. **Member –** Organisations and individuals that agree with our aims
    d. **Partner** – Member that has a public facing profile on our website
2. **Responsibilities of the Chair and Vice-chair**
    a. While the host is Ceredigion County Council, the Chair is the Biodiversity Champion, and the Vice-Chair is the Coordinator of Ceredigion Nature Partnership.
    b. In the absence of the Chair or a nominated temporary chair, the Vice-chair will assume the roles and responsibilities of the Chair.

c. The Chair will attend and chair the partnership and Steering Group meetings ensuring good governance and that they are run effectively and to time.
d. The Chair will promote collaborative working in the Partnership, and ensure positive relationships are developed and maintained with key organisations.
e. The Chair will work with the Partners and Members via the Facilitator to help set the strategic direction of the Ceredigion Nature Partnership within its geographical remit through effective priority setting and monitoring of delivery.

3. **Responsibilities of Partners**
    a. Deliver effective action to conserve and enhance nature in Ceredigion, making best use of available resources through collaborative action.
    b. Further the aims of the Partnership as a whole, and not just the aims of individual partner organisations.
    c. Promote, implement and report on actions contributing to the aims of local plans.
    d. Identify projects which member organisations can undertake or contribute to in order to meet the aims of local plans and disseminate this information within the member organisation.
    e. Identify resources (financial or in-kind) that member organisations can contribute to assist in delivering core administration of the Partnership or specific nature recovery projects.
    f. Report on progress via the mechanisms agreed on and used by the Partnership eg the Facilitator.
    g. The responsibilities and contributions of Partners will be proportionate to their role, size, expertise, capacity, available resources and statutory responsibilities.

8. Meetings

1. The Partnership shall hold a minimum of 4 meetings per year in equitable locations around Ceredigion.
2. Partnership meetings will be facilitated and organised by the Facilitator.
3. The bilingual agenda for each meeting shall be circulated by email at least one week (where possible) before each meeting, to each Partner and Member.
4. The Chair will be responsible for agreeing meeting agendas and minutes for circulation (to be drafted by the Facilitator).
5. The Chair will hold a casting vote in the event of a tied decision.
6. Any potential conflict of interest a member has in an agenda item must be declared at the beginning of the meeting. They may be asked to leave the meeting whilst this item is being discussed.
7. The Facilitator shall maintain bilingual minutes of all formal meetings of the Partnership and send them out within two weeks of the meeting date.

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