

Preparing Derbyshire's Local Nature Recovery Strategy

The Derbyshire LNRS Steering Group

Terms of Reference

14 March 2024

The purpose of the LNRS Steering Group is to make proposals for the draft LNRS for Derbyshire for consideration by the LNRS Advisory Board. Another key purpose of the Steering group is to promote effective organisational sector stakeholder involvement in the preparation of proposals for the draft LNRS and subsequent effective public consultation on the document, (having regard to the relevant Government guidance (currently the LNRS Statutory Guidance (March 2023))).

The LNRS Steering Group is part of the LNRS governance arrangements shown in Appendix A.

The LNRS Steering Group's terms of reference are as follows.

1) Constitution and Legal

- The Steering Group is not a legal entity.
- It does not directly control resources, employ staff, nor is it able to enter contractual arrangements.
- It shall not be regarded as a statutory body.

2) Accountability

- The Steering Group is accountable to the Derbyshire LNRS Advisory Board

3) Purpose

- a) To receive direction from the LNRS Advisory Board as the procedure to be followed in preparing the LNRS for Derbyshire.
- b) To oversee and scrutinise arrangements that fulfil the scope of responsibilities set out in Part 5 of the LNRS Information Memorandum provided as Appendix B (as approved by Derbyshire County Council's Cabinet on 11th January 2024).
- c) To ensure that these arrangements are effectively fulfilled within the budget made available by the LNRS Advisory Board to prepare a local nature recovery strategy.
- d) To provide assurance to the LNRS Advisory Board that the LNRS is prepared in accordance with Part 5 of the LNRS Information Memorandum.

4) Membership

- Dr Miles Watkins
Chair of the LNRS Steering Group

- Name to be confirmed
Chair of the LNRS Supporting Authorities Group (representing the input from Derbyshire's district and borough councils)
- The respective chairs of the following LNRS Stakeholder Sector Groups (the chairs will be determined by each sector group):
 - Agricultural Sector
 - Commercial developers
 - Business Sector
 - Infrastructure, energy and utility companies
 - Green finance investors
 - Healthcare
 - Mineral Products Industry
 - Environmental regulators
 - Land estates owners and managers
 - Research and academic sector
 - Town and Parish Councils
 - Trusts and charity landowners
 - Voluntary, Community, Faith and Social Enterprise Sector
 - Children and young adults
- Samantha Lawson
Senior Advisor, Local Nature Recovery Strategies (Derbyshire), Natural England
- Rupert Casey
Assistant Director for Climate Change and Environment, Derbyshire County Council

5) Code of Steering Group business

All business of the Steering Group will be conducted in accordance with The Seven Principles of Public Life as defined by the Committee for Standards in Public Life (the Nolan principles). They are as follows.

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

6) Conduct of Steering Group members

Members commit to:

- Support the purpose of the Steering Group.
- Provide strategic input into the key decisions of the Steering Group relating to strategic objectives and delivery plans.
- Contribute their individual knowledge and expertise towards the work of the Steering Group.
- Work co-operatively with other Steering Group Board Members, the secretariat, and relevant partners in the best interests of the Steering Group.
- Actively support equality, diversity and inclusion in the work of the Steering Group.
- Represent and be accountable for the wider interests of their sector at Steering Group meetings.
- Avoid putting themselves in a position where there is a conflict (actual or potential) between their personal interests and those of the Steering Group.
- Base their views on matters before the Steering Group on an honest assessment of the available facts and representative engagement results, unbiased by partisan or representative views.
- Support Steering Group decisions in public, while acknowledging that differences of opinion may arise in discussion.
- Refrain from making statements or expressing opinions on behalf of the Steering Group, unless specifically authorised to do so.
- Respect the confidentiality of items of business which the Steering Group decides should remain confidential.
- Honour the obligation on all members not to reveal to third parties the views expressed at meetings.

- Give priority, as far as practicable, to attendance at Steering Group meetings.

7) Alternate or substitute Steering Group members

- Steering Group members should make every effort to attend meetings and to not send a delegate or substitute.
- To maintain consistency and focus alternate members will only be allowed with the prior agreement of the chairperson.

8) Attendance of Steering Group members

- Steering Group members (or approved deputies) are expected to attend 100% of the Steering Group meetings which are expected to take place as follows.
 - 14th March 2024
 - w/c 6th May 2024
 - w/c 1st July 2024
 - w/c 30th September 2024
 - w/c 4th November 2024
 - w/c 2nd December 2024
 - w/c 13th January 2025
 - w/c 24th March 2025
- If this attendance rate is not achieved by any member, the Steering Group through the Chair is entitled to review their membership and ask for an explanation before taking further action.

9) Role of the Chairperson

- The role of the Chairperson is to ensure the Steering Group fulfils its purpose as outlined above
- To do this, the Chair must steer the Steering Group in a timely, open and transparent manner through its business, ensuring that the views of all Steering Group members are heard
- Responsibility for setting the agenda for Steering Group meetings

10) Role of the Vice Chairperson

- The role of the Vice Chairperson is to support the Chairperson in the exercise of their duties in addition to their normal duties as Steering Group members
- They will stand in for the Chair in the event of the Chair's absence and will be the first point of contact if an urgent Steering Group matter occurs whilst the Chair is not contactable

11) Meetings

- All meetings will be fully accessible to Steering Group members and any reasonable adjustments considered when requested to enable full participation.

Where possible the Steering Group will make decisions based on consensus and agreement.

- The Steering Group may invite observers and / or expert contributors to attend and / or speak at meetings, under the guidance of the Chairperson. However, meetings will not be conducted in public.
- In line with the principles of public life, it is important that there is transparency around the operation of the Steering Group. The Steering Group will work with the secretariat in publishing information on the Steering Group and its decision-making processes, via the Derbyshire County Council LNRS webpage.
- This information will include:
 - Profiles of Steering Group Members will be published after the inaugural Steering Group meeting.
 - All Steering Group meeting papers, to be published 5 working days in advance of the meeting.
 - Draft minutes, to be published within 10 working days following the meeting.
 - Final minutes, to be published within 5 working days following approval by the Steering Group.
 - Any conflicts of interest reported, to be formally noted within the published minutes.
 - The default position should be that all Steering Group papers are published. Where there is a need to keep a report private, the Steering Group will use Derbyshire County Council's governance and finance arrangements when considering what constitutes justification for this.

12) Data Protection and GDPR

- The Steering Group will accord with the Privacy Policy of Derbyshire County Council.
[Privacy policy - Our Derbyshire](#)

13) Secretariat

- The secretariat function to the Steering Group will be provided by the Derbyshire County Council LNRS Officer Group.

Date approved: 14 March 2024

Appendix A: LNRS governance arrangements

