

Background and Partnership Status

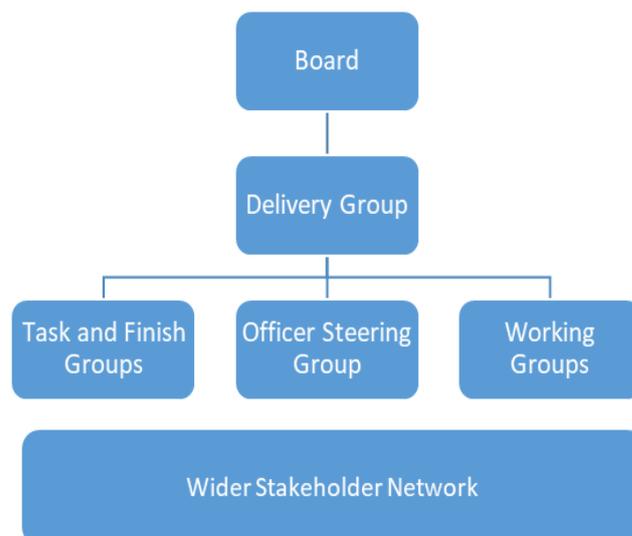
The Yorkshire Derwent is the largest single river catchment in Yorkshire, covering 2,026 square kilometres. It is an area of strategic importance, particularly for its high density of sites protected under national and international law for nature conservation and its role as a vital source of drinking water for more than two million people in North, South and East Yorkshire. It provides a base for a strong rural economy, and includes the market towns of Helmsley, Pickering, Malton, Norton, Kirkbymoorside, Pocklington, Stamford Bridge as well as Scarborough.

The primary purposes of the Yorkshire Derwent Catchment Partnership, drawing on Defra's initial objectives when setting up the Catchment Based Approach (CaBA), are:

- to deliver positive and sustained outcomes for the water environment, economy and communities by promoting a better understanding of the environment at a local level; and;
- to encourage local collaboration and more transparent decision-making when delivering activities to improve water quality and ecology; habitats and species; enjoyment and education; water level management and economy.

The Yorkshire Derwent Catchment Partnership is an unincorporated stakeholder partnership and has no legal status. Any budget for Partnership activities is held by the Accountable Body for the Partnership, North Yorkshire County Council, the Partnership Host, or, in the case of individual Partnership projects, by the lead organisation/applicant for a project. The Partnership will seek to develop strategic projects to which all partners can sign up, while recognising that individual partners also have their own priorities. Partners seek to work on a collaborative basis in the pursuit of the Partnership's shared objectives and will seek to avoid competition for resources. The Partnership will use its resources to pursue agreed partnership priorities, whilst in principle should support any work by any partner improving the environment across the catchment in line with its objectives.

The structure of the Partnership is outlined below;



1. Remit of the Delivery Group

The Delivery Group comprises representatives of organisations responsible for;

- operating on the basis of a shared commitment to deliver the Partnership's aims and objectives;
- resourcing of the Partnership;
- advocating CaBA within their organisation;
- implementation of the Catchment Action Plan and Delivery Plan

2. Membership

The Delivery Group shall comprise one member nominated by their respective organisation except where a need is demonstrated for more than one (see Annex 1).

If the nominated representative for an organisation cannot attend a meeting, a replacement from the organisation can be nominated to attend in their place.

New organisations can apply to join the Partnership or be nominated by an existing member. Applications will be discussed via the Chair at Delivery Group meetings. The potential new member will provide a brief written summary of what they would bring to the group and why they wish to be involved. Their involvement should be in the best interests of the remit of the partnership and in the event of an equality of votes over their proposed inclusion in the group, the Chair will have the casting vote. Other individuals and organisations may be invited to attend meetings as regular or occasional attendees, to be agreed by the Chair in advance.

3. Standing Orders

- i. The Delivery Group will consist of no more than 18 members drawn from partner organisations and interests. Other than for the Chair and Vice Chair, there will be no fixed term of office, although the Delivery Group can review its membership at any time. Members will seek to attend all Delivery Group meetings but may nominate substitutes, with the agreement of the Chair.
- ii. The Chair and Vice Chair shall serve for two years, with an election taking place at the last meeting of each two year period. The existing Chair and Vice-Chair will be eligible for re-election, but there is an expectation that when the Chair stands down, the Vice-Chair would normally take on the role of Chair, and a new Vice-Chair be elected. Any member of the Delivery Group may stand for election as Chair or Vice-Chair or may nominate any other person to do so. The election will take place by secret ballot.
- iii. Amendments to membership to be supported by a minimum of 8 votes, made in person or in writing.
- iv. The quorum shall comprise 8 members.
- v. Only one member from each organisation shall have voting rights.

- vi. Voting shall be by show of hands, with the numbers for and against being recorded in the minutes.
- vii. Proxy voting is not permitted and any situation not covered by this governance note shall be decided by the Chair of the meeting.
- viii. The Chair shall have the casting vote provided a vote was cast in the first round.
- ix.. Meetings shall be determined by the Delivery Group with a minimum of four in each calendar year.
- x. Agendas and meeting papers will be circulated at least seven days prior to meeting.
- xi. The Agenda shall be determined by the Chair and Vice Chair.
- xii. All Agendas will include the disclosure of member's interests.
- xiii. Draft minutes will be circulated to members no later than 14 days after the meeting. At the following meeting they will be signed off and accepted as a true record by the Chair.
- xiv. Minutes and notice of meetings shall be circulated by the Secretariat via electronic mail.

4. Meetings

To deliver the aims and objectives of the Partnership, members will undertake the following:

- i. meet on a quarterly basis;
- ii. be chaired by the elected Chair (or in their absence by the elected Vice Chair) and attend Delivery Group meetings;
- iii. in the event that the Chair/Vice Chair are not available, members may nominate a chair at the meeting;
- iv. be representative of all founding bodies and contribute on behalf of all colleagues. They will take account of the views of colleagues at all levels, from all work areas and work patterns. They will achieve this by maintaining regular contact with a cross section of colleagues within their organisation to obtain views and feedback;
- v. consider regional and national issues put forward by members and identify/have the authority to consider any subject which members consider worthwhile and to formulate possible solutions;
- vi. contribute to the achievement of the Partnership's overall aims, objectives and projects as set out in the Yorkshire Derwent Catchment Partnership Action Plan;
- vii. be responsible for disseminating information within their organisation.

5. Responsibilities of the Chair

- i. determine the Agenda in liaison with the Vice Chair and Secretariat;
- ii. chair meetings for the duration of the Chairpersonship;
- iii. ensure that membership of the group is representative and includes non-Governmental organisations, relevant Government Agencies, relevant Local Authorities, Internal Drainage Boards and other interested bodies;
- iv. co-ordinate strategic activities of the Partnership;
- v. together with partners, drive forward the Delivery Plan and action points arising from the Delivery Group meetings;
- vi. engage democratically with a wide range of stakeholders from different organisations;
- vii. liaise with the vice chair and secretariat;
- viii. work in an integrated way with the host partners complementing their role and responsibilities;
- ix. promote the open culture of trust over the lifespan of the Partnership.

6. Responsibilities of the Vice Chair

- i. The Vice Chair will liaise with the Chair and Secretariat to determine the Agenda;
- ii. when the Chair is unavailable, the Vice Chair will undertake the duties of the Chair;
- iii. support the role of the chair.

7. Responsibilities of the Partners

Members of the Delivery Group will report on the implementation and progress of the Partnership aims and objectives as follows;

- i. set a strategic direction through the Catchment Action Plan and agree priorities;
- ii. share knowledge and experience by encouraging joint working between partners;
- iii. ensure integrated delivery by identifying cross-cutting issues and integrated projects which are beneficial to all partner organisations;
- iv. ensure liaison is developed and maintained with key statutory bodies, landowning interests, farming and local community groups, educational institutions, private sector and academic and research organisations;
- v. seek resources to achieve effective implementation of the Partnership Delivery Plan;
- vi. monitor progress against the Catchment Action Plan and Delivery Plan through review at standing item at Delivery Group meetings and an annual workshop/review.

8. Responsibilities of the host partners

The host partners will:

- i. support the Partnership and Secretariat;
- ii. promote a sense of ownership amongst the organisations represented on the Partnership;
- iii. in liaison with the Partners, lead on developing the Delivery Plan and agree priorities;
- iv. in liaison with the Partners, identify resource issues and seek funding opportunities;
- v. co-ordinate and share information between the Partners;
- vi. Ensure papers for meetings are sent out seven working days before a meeting;
- vii. ensure that the Partnership is operated in line with relevant guidance from Defra and the Environment Agency;
- viii. be responsible for financial reporting and present regular income/expenditure statements at Delivery Group meetings.

9. Task and Finish / Working Groups

The Delivery Group may convene time-limited and task-based working groups and nominate individuals, (including non-partners), to be involved and lead those groups to:

- i. jointly deliver projects selected from the Delivery Plan;
- ii. refine and re-prioritise projects where appropriate identified out of the Delivery Plan;
- iii. involve appropriate local stakeholder groups with a direct interest in the Working Group's activities.

Working groups will have a clear brief and outcomes set out at its initiation with clear governance procedures. All milestone decisions will be brought to the Delivery Group by the Chair or a nominated person of the Task and Finish / Working Group. Working Groups will oversee the delivery of discreet pieces of work where these pieces of work cannot be accommodated by either the Delivery Group. This will include overseeing Partnership led projects and funding bids.

10. Project Support and Approval

Projects put forward by Partners for Partnership support or funding will be scrutinised by the Delivery Group using the Partnership's Proforma and associated scoring criteria. The secretariat will provide advice on proforma completion and familiarise themselves with the project prior to scoring. The secretariat will enlist three members of the Delivery Group (including either the Chair or Vice Chair) to score the proforma provided they are not from the partner organisation submitting the proforma. The Secretariat will then forward the proforma to the Board for approval. Where project proposals compete for a finite amount of available funding the proforma score can be used to prioritise the projects.

Annex 1

Member Organisations of the Delivery Group

- East Riding of Yorkshire Council
- East Yorkshire Rivers Trust (co-host)
- Environment Agency
- Forestry Commission
- Howardian Hills Area of Outstanding Natural Beauty
- National Farmers Union
- National Trust
- Natural England
- North York Moors National Park Authority
- North Yorkshire County Council
- Ouse and Humber Drainage Board
- Ryedale District Council
- Scarborough Borough Council
- York and North Yorkshire Local Enterprise Partnership
- Yorkshire Water
- Yorkshire Wildlife Trust (co-host)