

# **Esk and Coastal Streams Catchment Partnership**

## **Terms of Reference**

### **1. Introduction**

The Catchment Based Approach (CaBA) Partnership for the Esk and Coastal Streams (herein referred to as the Partnership) is jointly hosted by the Yorkshire Esk Rivers Trust (YERT) and the North York Moors National Park Authority (NYMNPA).

The vision of the Partnership is 'to create a healthy and wildlife rich water environment within the Esk and Coastal Streams that will bring both social and economic benefits to all.'

The objectives of the Partnership are to:

- \* Conserve, protect and improve the water quality and biodiversity within the Esk and Coastal Streams.
- \* Advance the awareness and understanding of the public, local communities, associations, voluntary organisations, government agencies and companies in the importance of, and the need for, conservation and protection measures and actions.

A Memorandum of Understanding has been agreed between YERT and NYMNPA. This document sets out the role that each organisation fulfils in leading and hosting the Partnership and how it relates to the Steering Group.

It is recognised that for the CaBA to operate effectively and to be sustainable for the future there needs to be ongoing engagement with stakeholders and it is believed that this is best achieved through the formation of a CaBA Steering Group for the Esk and Coastal Streams.

The terms of reference for the Steering Group are as follows.

### **2. Constitution and appointed roles**

There will be a Chairman and Secretary of the Steering Group; it is recommended that these two positions are occupied by YERT/ NYMNPA representatives. Angus Oughtred will occupy the position of Chairman, and the Catchment Partnership Officer will occupy the position of Secretary.

There will be a maximum of 12 positions on the Steering Group. It is anticipated that persons occupying these roles will be from a varied and diverse range of backgrounds, share a common interest and passion for the future of the Esk and Coastal Streams and be prepared to serve on the steering group for 3 years. Representation on the Steering Group should include individuals from the following themes: Education/ Farming/ Angling/ Wildlife and Conservation/ Local Authorities/ Utility Providers/ Catchment Sensitive Farming/ Land Owners/Managers/ Government Organisations - EA/ DEFRA/ Natural England).

The role of the Chair person

- \* Chair CaBA Steering Group Meetings.
- \* Collate an appropriate agenda for the CaBA Steering Group Meetings.
- \* Liaise with the Trustees of YERT and officers of NYMNPA on any decisions or proposed actions.
- \* Maintain a relationship with members of the CaBA Steering Group and encourage their participation and judgement in matters relating to the Catchment Partnership.

The role of the Catchment Partnership Officer (along with other support staff) is to:

- \* Coordinate the timings and venues for meetings of the CaBA Steering Group.
- \* Issue the agenda for CaBA Steering Group Meetings, to take the minutes and to subsequently issue these following approval with the Chair person.
- \* Keep up to date with the latest information on relevant activities and use the CaBA Hub on [www.yorkshireskriverstrust.org](http://www.yorkshireskriverstrust.org) to disseminate information.
- \* Be the principle coordinator with key stakeholders and members of the Steering Group on all projects to be undertaken as set out within the 3 year Esk Catchment Plan.
- \* Ensure that costs incurred by the Partnership are within budget and are coded to the correct project plan.

The Role of CaBA Steering Group Members is to:

- \* Attend meetings of the CaBA Steering Group and to participate in discussions.
- \* Use their knowledge and influence within their specialist field to bring about positive outcomes for the Esk Catchment as a whole.
- \* Raise awareness and support the work of the Catchment Partnership in their organisation and, wherever possible, identify and take forward opportunities to further the objectives of the Partnership.

### **3. Strategy and Framework**

A short overarching 'Esk and Coastal Streams Strategy' will set out the vision and objectives for the Partnership. Along with the MoU for the joint Partnership hosts these terms of reference form an appendix to this document.

To support the Strategy a 3 year rolling 'Esk and Coastal Streams Catchment Delivery Plan' will be drafted by YERT and NYMNPA. This will consist of prioritised practical projects to be undertaken within the catchment, which will be evidence-based together with effective measures in relation to communicating and engaging with key stakeholders.

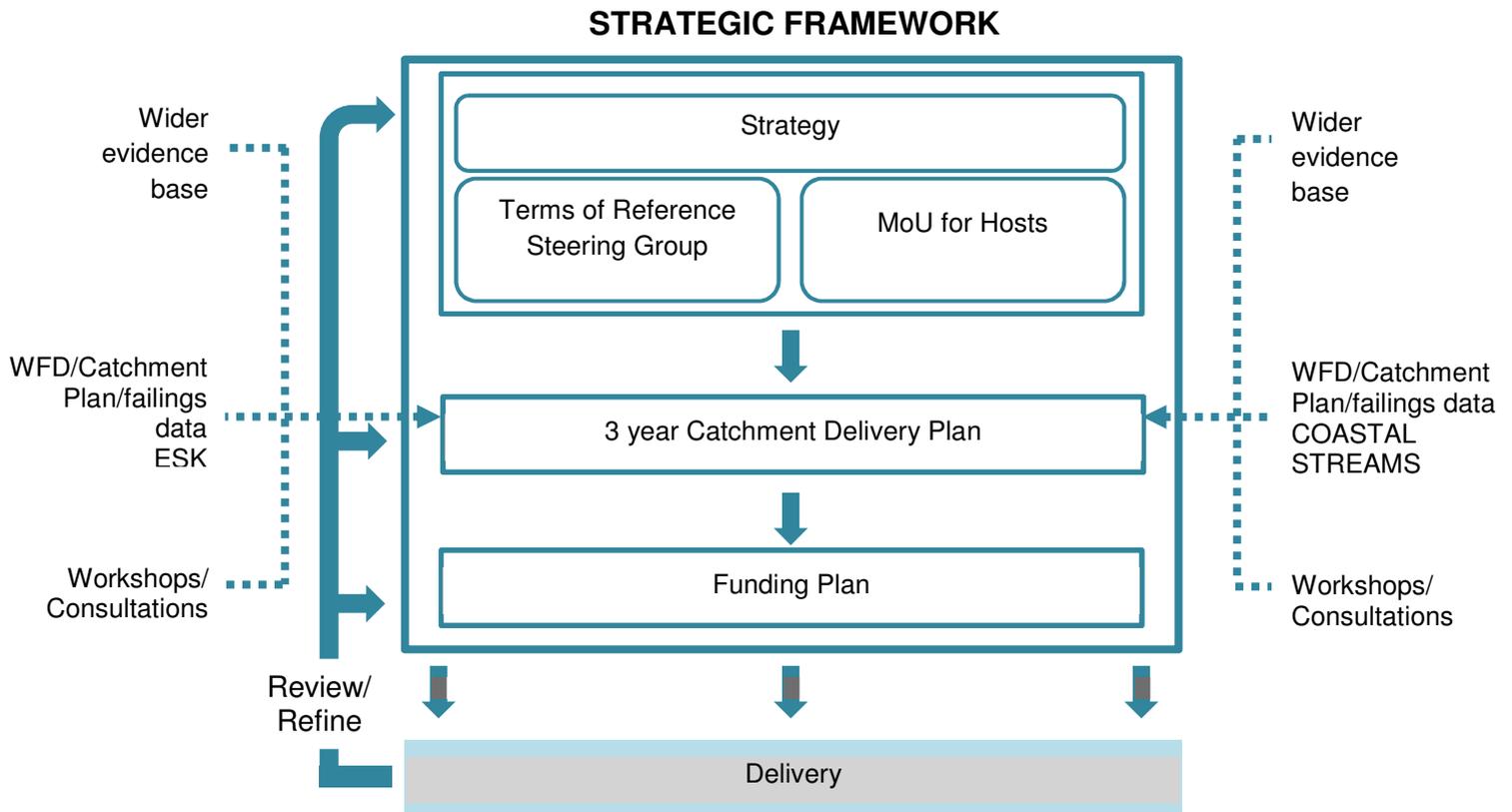
The basis of the Plan will be the outputs and learning following the CaBA workshop on 31st March 14.

The Steering Group will be responsible for overseeing the delivery of the Plan and helping to address any blockages or agreeing how elements may be resourced into the future.

The Steering Group, may need to review priorities and timings of projects contained within the 3 year plan in line with delivering the Partnership's objectives.

The Partnership hosts will produce a funding plan to support the implementation of the Delivery Plan.

The diagram below sets out how the Strategic Framework will be structured reflecting the above.



#### 4. Meeting Schedule.

It is proposed that the Steering Group as a whole will meet initially quarterly (to be reviewed once established), meetings will be fully minuted and there will be monthly updates on more general activities on the CaBA hub on [www.yorkshireeskriverstrust.org](http://www.yorkshireeskriverstrust.org).

#### 5. Organisational Roles

The Partnership Hosts (YERT and NYMNPA) will:

- \* Draft the strategic framework for the Partnership based on partner input
- \* Ensure there are proper financial controls and reporting
- \* Develop and guide external funding strategy
- \* Provide general administrative support
- \* Lead on stakeholder engagement and advocacy
- \* Communicate with EA/DEFRA
- \* Manage and maintain the Partnership's evidence base

The CaBA Steering Group will:

- \* Input to the development of the Partnership's strategic framework
- \* Steer and direct the priorities for on the ground delivery
- \* Input into future strategic plans and delivery mechanisms
- \* Lead on elements of on the ground project delivery as appropriate
- \* Input and share information and evidence
- \* Communicate with the wider group of interests and stakeholders

The Partnership Staffing Support will:

- \* Lead the delivery of the Partnership's vision and objectives
- \* Lead on the ground project delivery

- \* Provide technical and other support for the Partnership
- \* Be the first point of contact for stakeholders and the general public with the Partnership
- \* Provide technical input to and writing of funding bids
- \* Support the Partnership and manage the programme of meetings
- \* Lead on post project monitoring and analysis in consultation with the Steering Group

## **6. Review**

These terms of reference will be reviewed on an annual basis by the Partnership Steering Group.

Version 3, Date: September 2014