

North Merseyside Local Sites Partnership - Terms of Reference



1. GENERAL These terms of reference set out the membership, remit responsibilities and reporting arrangements of the Local Sites Partnership.

2. PURPOSE

2.1 As set out in [Defra's Local Sites Guidelines](#) the group's purpose is as follows:

- agree the basis for site selection;
- co-ordinate site selection procedures including survey and identification of candidate sites;
- actively promote and support site management;
- co-ordinate funding provision and/or identify and promote the taking up of funding opportunities;
- promote educational use where appropriate;
- establish a process for monitoring the condition of the selected sites;
- report annually on monitoring including Defra's single data list indicator 'Local Sites in Positive Conservation Management';
- review the operation of the Local Sites system at suitable intervals;
- promote the role and importance of Local Sites at a strategic level (for example in delivering BAP targets, targeting of agri-environmental schemes); and
- promote the enhancement of sites through buffering and increasing connectivity.

3. RESPONSIBILITIES

3.1 Merseyside Environmental Advisory Service and Merseyside BioBank are responsible for co-ordinating all areas of work as set out in section 2.1 above.

4. MEMBERSHIP

4.1 The group comprises Merseyside Environmental Advisory Service, Merseyside BioBank, Local Authorities, conservation organisations, statutory bodies and local nature experts.

4.2 The minutes of the meeting will normally be taken by Merseyside Environmental Advisory Service.

5. ATTENDANCE

5.1 Other individuals will be invited to attend when the group is discussing specific issues pertinent to said individual's area of specialism.

5.2 Guest speakers will be invited when specific challenges or items of interest are being discussed.

6. FREQUENCY OF MEETINGS

6.1 The Group will meet at least four times a year. The chair (Merseyside Environmental Advisory Service) may call additional meetings as necessary.

6.2 If a designated member is unable to attend, they should endeavour to send a representative in their place and notify the chair accordingly.

6.3 Members may be contacted via the Chair and/or Merseyside Environmental Advisory Service in-between the formal meetings, if there are urgent matters to discuss.

6.4 Meetings to be interactive and generally last no longer than two hours.

6.5 Meetings will be held on Microsoft Teams platform until further notice.

7. REPORTING

7.1 The Partnership will report to Defra annually to submit single data list returns. The annual monitoring report will be shared with Local Planning Authorities, Nature Connected and other key partners. This will typically take place at the end of the financial year.

8. GROUND RULES

8.1 Requests for agenda items should be sent to the Chair a minimum of 1 week in advance of the next meeting. The Chair will decide when and if items can be added, depending on relevance to the LSP's purpose.

8.2 An approved agenda and papers will be circulated by email to all members five working days in advance of meetings taking place.

8.3 Minutes from the previous meeting will be circulated to all members no later than 15 working days after the meeting.

8.4 From time to time it may be necessary for the Chair to make an urgent decision at short notice. Members will be advised of this at the next available meeting, or by other means, such as email.

8.5 Membership is on the understanding that this Partnership is not the mechanism to raise or deal with individual complaints or to lobby in relation to organisational specific issues. Complaints or concerns of any nature should be directed to the Chair.

8.6 To ensure that meetings run smoothly and effectively, members will be expected to adhere to the following rules:

- Members will read circulated reports and other materials in advance of meetings;
- Discussions should follow planned agendas;
- Show respect by listening to others and not interrupting;
- Operate on a consensus; seek general agreements;
- Identify actions that result from discussions and commit to following through those actions;
- Address items through the Chair of the meeting;
- Talk one at time; wait to be recognised by the Chair;
- Turn mobile phones off, to silent or on vibrate; and
- Be respectful of other members ideas, views and cultures.

9. CONFIDENTIALITY

9.1 Documents circulated by the group and the notes from the meetings, can be shared externally e.g. on a website unless expressly stated as confidential or in draft form.

9.2 Members are required to respect confidentiality of specific topics discussed at the meeting as requested by other members or guest speakers.

10. REVIEW DATE. Membership and chairing arrangements will be reviewed annually.