



## Partneriaeth Natur Ceredigion Nature Partnership

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### 1. Purpose

The purpose of this document is to set out a definition of Natur Ceredigion / Ceredigion Local Nature Partnership and to describe who we are, what we do and how we do it.

It should be read in conjunction with the Terms of Reference for the Local Places for Nature Grant Panel, as adopted by Ceredigion County Council on (date).

### 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 diversity of ecosystems; the resilience of ecosystems; the services they provide to society and the ways in which humans interact with nature.
2. **Local Nature Partnership** - The Welsh Government term for a Nature Partnership, commonly abbreviated to LNP. Every Local Planning Authority (County Council and National Park) has one.
3. **Partneriaeth Natur Ceredigion Nature Partnership** - Our full name. A useful bilingual shorthand (and natural hashtag) is **Natur Ceredigion** #NaturCeredigion
4. **Local Nature Partnerships Cymru** is a network which is currently supported by Welsh Government funding via the Local Places for Nature programme administered by WCVA. Under this arrangement, Natur Ceredigion is hosted by Ceredigion County Council, who nominate a Chair, employ the partnership's Coordinator and other staff and provide a conduit for funding of nature recovery

activity, both within and beyond the Local Authority. Should this arrangement vary in future, these Terms of Reference will be reviewed accordingly.

### 3. Aims

Ceredigion Nature Partnership will:

1. Bring together interested parties to develop a nature recovery network and Ceredigion Nature Recovery Action Plan (NRAP).
2. Work in partnership to reconnect 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.
3. Identify, promote, co-ordinate and record existing and new actions to restore, conserve, promote and enhance nature in Ceredigion, taking account of local and national priorities and keeping to the terms of reference set out below.

### 4. Approach

Natur Ceredigion will seek to achieve its aims by:

1. Coordinating nature recovery activity across the county and providing strategic guidance to any staff or volunteers who may from time to time be appointed or hosted by partners of Natur Ceredigion to enable and facilitate fulfilment of these aims.
2. Promoting partnership working between key organisations and individuals in activity to protect, enhance and restore nature in Ceredigion. This will include networking and sharing best practice to promote efficient and effective delivery of actions across partner organisations.
3. Gathering, sharing, distributing and disseminating information relevant to the conservation of species and habitats in Ceredigion.
4. Developing local plans for nature recovery and conservation, primarily the Ceredigion Nature Recovery Action Plan (NRAP), based on available evidence and national and local priorities identified in policies such as:
  - a. Nature Recovery Action Plan (NRAP) for Wales
  - b. Wales State of Nature
  - c. State of Natural Resources Report
  - d. Mid Wales Area Statement
5. Involving members, partners, stakeholders and the wider public in developing and implementing the NRAP, for example through establishing working groups.
6. Identifying methods for monitoring the delivery of nature recovery actions, evaluating progress towards implementation of local plans and revising them as necessary.
7. Integrating nature conservation and recovery into all relevant policy areas, plans and projects throughout the county, for example through participating with Ceredigion Public Services Board, and so on.

8. Seeking opportunities to reduce the risk of harm to, and enhance the potential for, biodiversity by use of land or sea owned or managed by members, partners or third parties and cultural practices, such as forestry, agriculture, mineral extraction, industry, fishing, tourism and recreation, etc.
9. Supporting emergence, development and delivery of new and existing projects, by organisations and individuals, which contribute to Natur Ceredigion's aims and address local priorities.
10. Encouraging and supporting members, partners, stakeholders and the wider public to deliver actions identified in the Ceredigion NRAP, for example by running a grants scheme.
11. Ensuring widespread involvement from the public, including businesses, schools, landowners, farmers, organisations and community groups, in developing and implementing the work of Natur Ceredigion
  - 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.

## 5. Status

1. Natur Ceredigion is a collaborative forum and has no standing as a legal entity.
2. Each member or partner is equally empowered to establish and implement actions to deliver Natur Ceredigion's aims singly, or jointly with others.
3. Natur Ceredigion will have no authority over any of the actions of members or functions, duties or responsibilities of partner organisations.
4. Notwithstanding any of the points under item 3 above, Natur Ceredigion members and staff or volunteers must comply with the relevant policies of the host organisation.
5. All Members will act in accordance with, and all Partners will exercise their functions so as to secure compliance with the requirements of all relevant legislation and policy, including but not limited to: 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).

## 6. Membership

1. Membership of Natur Ceredigion is open to individuals and organisations who are committed to our aims and will be secured by signing up to these Terms of Reference and providing contact details.
2. These terms of reference will be made publicly available via the Natur Ceredigion Website and a copy or link will be sent to all those requesting membership.

3. Members' details will be held securely and kept confidential, according to GDPR.
4. Organisations, agencies and groups, whether constituted or informal (bodies) may each nominate one named person as their representative member of Natur Ceredigion, to attend meetings and act as a point of contact.
  - a. Other staff, volunteers or members of such bodies, are welcome to attend meetings and contribute to discussions but should not unduly influence decision making.
  - b. Each member shall have only one vote, regardless of whether they are an individual or representative of a larger body.
5. Membership or Partnership of Natur Ceredigion may be terminated by writing to the Chair or Coordinator.

## 7. Partnership

1. Members wishing to play a more prominent role in Natur Ceredigion will be known as Partners.
2. Partnership, like membership, is open to any individual, group or organisation from any sector including businesses, public bodies and voluntary and community groups.
3. Partnership is open to all members, regardless of whether they are funded through Natur Ceredigion or independently. All those who receive Natur Ceredigion funding will be encouraged to become members and partners.
4. Partners are expected to share information publicly about their contribution to Natur Ceredigion, including their contact details, and may do so by providing details to the Chair or Coordinator.
5. Partners' logos and other details may be displayed on the Natur Ceredigion website, and partners are expected to provide reciprocal links to enable the free flow of information.
6. Partnership carries the same rights and responsibilities as ordinary members, the only difference being the degree of transparency about nature recovery activity.

## 8. Structure and Responsibilities

1. **Host Body** - As noted under 2.4 above Natur Ceredigion is currently hosted by Ceredigion County Council. Should this arrangement change in future, these Terms of Reference will be reviewed. The responsibility of the host body is to nominate a Chair, and where appropriate to employ staff and administer funds.
2. **The Biodiversity Champion**, nominated by Ceredigion County Council from among their elected members, acts as Chair for all purposes, or nominates a deputy to assume that responsibility – usually the Coordinator.
3. **Responsibilities of the Chair and Deputy** - The Chair will:
  - a. Serve as a strategic link between Natur Ceredigion and the Host Body to ensure the legitimacy of the Partnership.
  - b. Attend and lead all meetings of Natur Ceredigion, fostering collaboration between members and ensuring good governance and timekeeping, appropriate conduct and effective decision making.

- c. Work with Natur Ceredigion members to set the strategic direction within our geographical remit through effective prioritisation and monitoring of delivery.
- d. Act as signatory for Natur Ceredigion where appropriate.
- e. Act as an ambassador for Natur Ceredigion, raising awareness of our work and advocating for nature recovery and ensuring positive relationships are developed and maintained with key stakeholders.
- f. Review these Terms of Reference at intervals or as necessary.

#### **4. Responsibilities of Members**

- a. Participate regularly in Natur Ceredigion activities, including attendance at meetings and events and communication via agreed channels.
- b. Deliver effective action, in keeping with Natur Ceredigion's Aims and Approach as set out above, to restore, conserve, promote and enhance nature in Ceredigion, making best use of available resources through collaborative action.
- c. Promote, implement and report on actions contributing to the aims of local plans.
- d. Further the aims of Natur Ceredigion as a whole, and not just the aims of individual members or partners.
- e. Identify potential projects which members may undertake or contribute to in pursuit of these aims and disseminate this information through Natur Ceredigion channels.
- f. Identify resources (financial or in-kind) which members can contribute to assist in delivering core administration of Natur Ceredigion or specific nature recovery initiatives.
- g. Wherever possible, to respond to consultations on relevant policies, strategies and plans, either singly or collectively.
- h. Where there is sufficient staff or volunteer capacity, members may delegate certain of these responsibilities to staff or volunteers, by negotiation. As a minimum, members should ensure that there is always a staff member or volunteer in the position of Coordinator, to fulfill any functions of that role referred to elsewhere in these Terms of Reference.

#### **5. Responsibilities of the Coordinator**

- a. To fulfill the following duties or recruit, manage and supervise a member or team of staff or volunteers to do so.
- b. Make practical arrangements for Natur Ceredigion meetings, including booking venues, drafting and circulating agendas and minutes.
- c. Provide advice to members on matters relevant to Natur Ceredigion's aims, as their expertise permits, or where necessary signpost them to the required information, knowledge or expertise.
- d. Make day-to-day decisions to ensure the smooth running of Natur Ceredigion in all its functions.

- e. Undertake activities, and support members with coordination to enable them to take part in activities which advance the implementation of Natur Ceredigion's strategic decisions and plans.
- f. Represent Natur Ceredigion at LNP Cymru meetings; identify opportunities for joint working with neighbouring LNPs and where appropriate, help to develop, manage, deliver, monitor and report back on such projects.
- g. Develop and apply fair and transparent procedures for the equitable allocation of any resources intended for the pursuit of Natur Ceredigion's aims.
- h. Review progress against strategic goals and report back to Natur Ceredigion meetings.

## 9. Meetings and decision making

1. Natur Ceredigion shall hold a minimum of 4 meetings per year in equitable locations and accessible venues around Ceredigion, including online / hybrid options wherever possible.
2. A quorum shall be achieved when at least four members are present, whether in person at the venue or online.
3. 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 while this matter is being discussed.
4. Decision making shall be by consensus as far as possible. Where necessary, voting shall be on a one-member-one-vote basis (see 6.4 above) and decisions carried by simple majority of those present. In the event of a tied decision, the Chair may use a casting vote.
5. An agenda for each meeting shall be drafted by the Coordinator and circulated by email at least three weeks before each meeting, via the newsletter.
6. The Chair shall be responsible for agreeing meeting agendas and minutes before circulation.
7. The Coordinator shall draft and where necessary amend minutes of all formal meetings of the Partnership and send them out within two weeks of the meeting date.
8. Natur Ceredigion meetings shall be held in public and open to any individual or representative of any organisation to attend, regardless of whether they are members. Only those having become members in advance of the meeting shall have voting rights.
9. If sensitive information is discussed at meetings (for example regarding protected species) it will only be passed on to members on a 'need to know' basis and regarded as strictly confidential. Any such sensitive information shall be disclosed in private to the relevant parties.
10. Dissolution – Natur Ceredigion shall be dissolved if a two-thirds majority of members agree at a special meeting convened for that purpose with at least three weeks' notice to all members. Natur Ceredigion may also agree to suspend its operations for a period as required, using the same mechanism.

## 10. Administration

1. Ceredigion County Council will act as the host body and will take responsibility for employment of any staff and the administration of any assets or core funds on behalf of Natur Ceredigion.
2. If Ceredigion is no longer able or willing for whatever reason to act as the Host Body, members shall be responsible for reviewing these Terms of Reference and ideally, nominating an alternative Host Body.
3. If Natur Ceredigion terminates and there are funds or assets in our name these will be transferred to a member for continuing the project or returned to the original funders.

## 11. Policies

1. Equal Opportunities
  - a. Natur Ceredigion does not and will not tolerate any bullying, harassment or discrimination. All Partners and members will be treated equally, regardless of age, sex, gender, sexual orientation, marital status, pregnancy, disability, ethnicity, religion, language preference or other personal characteristics.
  - b. All plans or activities proposed by Natur Ceredigion members and stakeholders to contribute to our aims will be assessed solely on their merits in relation to nature recovery, without regard to the personal characteristics of any members, staff or volunteers involved in their development or delivery.
  - c. We will recognise and respond to any inappropriate behaviour, providing reasonable adjustments to enable equitable participation in all Natur Ceredigion activities.
2. Communications Policy - The principal channels for communication among members of Natur Ceredigion and between us and our, stakeholders and the public will be via:
  - a. Our website
  - b. Meetings (detailed above)
  - c. Newsletter, delivered by email at intervals to be determined according to demand and available resources.
  - d. Our mailing list is held in accordance with GDPR. Anyone can join the mailing list by emailing their request to the staff team at [biodiversity@ceredigion.gov.uk](mailto:biodiversity@ceredigion.gov.uk)
3. Language Policy
  - a. Natur Ceredigion is a bilingual partnership which recognises both Welsh and English as the official languages of Wales and upholds the rights of all its members and partners to communicate in the language of their choice, without fear of discrimination or expectation of favouritism.
  - b. All our communications, be they oral, written or electronic will be made available in both Welsh and English and any correspondence will be in the language of the customer's choice.

#### 4. Data Protection

- d. Natur Ceredigion shall comply with all relevant legislation, including that relating to data protection, privacy and GDPR.
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