



TVNP Governance Group

10am 26th January 2021

Zoom

Invited	Chair of each of the working groups*: Graeme Hull Environment Agency (Strategic Projects); Jeremy Garside Tees Valley Wildlife Trust (Natural Assets); Paul Clarke Middlesbrough Borough Council (Engagement); Rachel Murtagh TVNP Manager
Apologies	
Chair	Timothy Crawshaw Chair of Tees Valley Nature Partnership
Secretariat	Louise Richards Tees Valley Nature Partnership

Agenda Item	Notes	Action
GG/01.01.21	<p>Welcome and Purpose of This Group</p> <p>To oversee and ensure accountability for THEME 4: STRATEGIC LEADERSHIP AND MANAGEMENT Ensuring the Partnerships Future Success</p> <ul style="list-style-type: none"> • Objective 7: Ensure Sustainability of TVNP • Objective 8: Secure Partner Engagement and Ownership <p>It has become more and more apparent that we need something additional to the steering group to whom we are accountable, to oversee items, and to report back to the steering group.</p> <p>It's also possible that we will be working with additional funding and the added exposure that comes with this so, although this is something, we should be doing anyway but the possibility of added funding makes this even more crucial.</p>	
GG/02.01.21	<p>Risk register 2021-2022</p> <ul style="list-style-type: none"> • COVID is an obvious ongoing risk, although we have adapted to this as much as possible and will continue to adjust, we need to be mindful of the ongoing effects. • Funding beyond 2022 is something we need to start seriously considering as it becomes a more pressing risk. • Over reliance on individuals (Tim, Rachel, Louise, etc.) is something that has come up in the past and something that needs to be addressed. • Damage to reputation is something we need to consider when involved in larger projects and how this reflects on member groups/organisation. 	<ul style="list-style-type: none"> • Need to make sure Community work and other deliverables aren't side-tracked due to COVID restrictions. • Need to ensure that the 'need to do' is still delivered • Need to change net risk to mitigated risk • RM & LR to create a shared drive to have all documents in one place

¹ TVNP is hosted by, and accountable to Tees Valley Wildlife Trust registered charity # 511068 and as such any financial transactions are regulated by the Charity Commission

	<p>Discussion on Risk register</p> <ul style="list-style-type: none"> • Have DEFRA been updated on this recently? It would be good to get Adam involved. • Group don't think reputational damage will be as serious a risk from large projects. • COVID – we have become more efficient and environmentally friendly in many ways with not travelling to meetings. However, we need to focus on areas that are difficult to deliver such a community work. • Would be better to have a numerical system instead of a traffic light system • Need to show current and future mitigations and to keep track of performance against mitigation actions. • Need an actions log from risk register to be updated at each meeting 	
GG/03.01.21	<p>Terms of Reference</p> <ul style="list-style-type: none"> • Group will meet quarterly • Need to be clear that this group is solely looking at TVNP structure and workings of TVNP but not the products: • Provide assessment of risks to the partnership and recommended mitigation measures. • Overseeing management and administration • Horizon scanning – having a forward look at where we want to be in 10 years time? • Group agreed amended Terms of Reference 	RM & LR to move working groups forward and then have governance group in between the working groups and steering group
GG/04.01.21	<p>Partnership Agreements</p> <ul style="list-style-type: none"> • How do we ensure member engagement without being overly strict? • Need to be clear what members are getting out of it. • What would non-attending partners like? • Could co-opt those not in the sector to add to skills • 	<ul style="list-style-type: none"> • LR to change name to Memorandum of understanding • LR to update wording to be more understanding • LR to add something about engagement and championing role
GG/05.01.21	<p>Overseeing delivery of business plan</p> <ul style="list-style-type: none"> • This group oversees theme 4 – delegate themes to other working groups • Need to start thinking about legacy • Should look at innovative and alternative ways for funding and adapting to change 	
GG/06.01.21	<p>TVNP/NLCF Evaluation & Reporting</p> <ul style="list-style-type: none"> • At what stage do we build in an evaluation framework? 	RM to look at what's expected from us and we can work from there
GG/07.01.21	<p>TVNP Finance. Spreadsheet attached</p> <p>Expenditure exceeds income in 2022</p>	RM to edit budget for 2022 so that expenditure marches budget.
AOB	<ul style="list-style-type: none"> • TC gave update on green innovation hub – take a step back with this • RM gave an update on Festival UK 2022 work 	
Next meeting		