

GLNP Board Meeting

Draft Minutes

Date: 16-05-2019

Time: 09:00 – 11:00

Location: Room 7, The Growth Hub / GFirst LEP, University of Gloucestershire, Oxstalls Campus, Gloucester, GL2 9HW

AGENDA ITEM	
1.	<p><u>Welcome and Apologies</u></p> <p>Present: Jackie Jobes [JJ], Gareth Parry [GP], Doug Hulyer [DH], David Hudson [DaH], Claire Minett [CM], Chris Short [CS], Jonny Loose [JL], Richard Lloyd [RL], Jennifer Taylor [JT], Barry Wyatt [BW], Roger Mortlock [RM].</p> <p>Apologies: David Owen [DO], Henry Robinson [HR], Martin Lane [ML], Russell Ashfield [RA]</p>
2.	<p><u>Minutes of the meeting held on 14th March 2019</u></p> <p><i>The minutes were approved by the Board.</i></p> <p><u>Matters arising / Outstanding Actions from last meeting:</u></p> <ol style="list-style-type: none"> Partners to share ideas for big asks on the LIS – <i>as agenda below</i> Update from DO on progress with Top 100 companies and their sustainability priorities – <i>unable to gain update for this meeting</i> CM to enquire with West Midlands on getting a commitment to Net Gain in the LIS – <i>updated below</i> JJ to budget for 6-month reserve and identify the “end of project costs” – <i>verbal update, awaiting review with GWT Financial Team.</i>
3.	<p><u>Group Report – taken as read</u></p> <ol style="list-style-type: none"> Financial report 2019-20 - <i>approved</i> Work Plan 2019-2020 – <i>approved – to work out a method of reporting to the board.</i> GLNP Strategy Document - <i>approved</i> Green Infrastructure and Placemaking Working Group – <i>no comments</i> Naturally Healthy Working Group – <i>JJ added great news of CCG project commissioning</i> Engagement & Learning Working Group – <i>DH provided update, developing a briefing paper</i> Nature Recovery Working Group – <i>JJ informed will be discussing the NRN methodology</i> <p>Actions:</p> <ol style="list-style-type: none"> RM to link Lorna Fox to Emma Keating-Clark to help facilitated any learnings from Stroud nature-based health activities for the Nature on Prescription programme.
	<p><u>LIS Draft Report – taken as read</u></p> <ol style="list-style-type: none"> Are we hitting all the right target points for the LEP? Are there any missed opportunities? What further research should we focus on? What format should it take?

	<p><u>Discussion:</u></p> <ul style="list-style-type: none"> - It has been stated that Natural Capital is being considered as a priority by the GFirst LEP so we may be pushing on an open door which is promising and hopeful. - A number of amendments and tweaks were suggested to JJ with the top-line amendments to be: <ul style="list-style-type: none"> o Consider adding a “How” heading under each section to demonstrate how this can be achieved rather than just want we want the LEP to deliver. o Add case studies to each section – group to put suggestions forward to JJ. o Sharpen up our data to try to link more to Gloucestershire – JJ to connect with Kate Martin. o Divide opportunities and research o Need to have a firmer ask in order to hold the LIS to account o Amend the core asks – risk of misinterpretation. Reordering also needed for priority. o To meet 2030 Climate Emergency Net Zero targets along with districts that have signed. o Build on the core being the “Biodiversity” of Gloucestershire – fundamental to all o Pull ‘killer’ stats up to the frontpage introduction to grab attention o Add ANGSt guidelines – Thesis study. o Discuss the Natural Asset Framework with GP <p>Actions:</p> <ol style="list-style-type: none"> 1. JT to connect JJ with Kate Martin from GCC to see if she can help link up more Gloucestershire data/initiatives for LIS 2. JJ to prepare final draft of LIS evidence for review by Board – to issue AM Tuesday 28th May 3. Board to prepare time to review the next LIS evidence draft on 28th May and return to JJ by AM Wednesday 29th May. 4. JJ, GP and RM to review LIS draft as smaller group meeting 5. JJ to issue LIS draft to all partners before end of week (done) 6. JJ to discuss the Natural Asset Framework with GP with regard to the LIS
4.	<p><u>Annual Review Draft Report – taken as read</u></p> <ul style="list-style-type: none"> - Missing summary of final accounts - JJ to confirm final accounts through GWT next week and will update the board accordingly - Need to have where have we <i>led</i> first, then <i>supported</i> after. Better use of word is ‘facilitated’ or ‘convened’. - To add key case studies: <ul style="list-style-type: none"> o GI Symposium o Cheltenham City Centre ERDF o Board to suggest others - JJ to send report with invoices to help showcase our value - Additional feedback from board needed by first week of June. <p>Actions:</p> <ol style="list-style-type: none"> 1. JJ to confirm final 18-19 accounts with GWT finance and GP 2. Board to make other suggestions for case studies for annual review 3. Additional feedback on annual review from board needed by Tuesday 4th June.
5.	<p><u>Update on IEMT and financial ask:</u></p> <ol style="list-style-type: none"> 1. Kate Smith will be joining the team today to lead on the GIS development of the tool. This will be through CCRI as a Research Assistant at a rate of £210/day. This equates to 18 days work within the approved £4000 budget (from 18-19 spend) from GLNP = 9 weeks at 2 days a week. Therefore we are likely to have her on the project until the end of the July. 2. REQUEST: JJ made a request to the board to approve funds for a new laptop for Kate as CCRI unable to provide one = c£1,200 laptop. APPROVED from ‘project’ budget. 3. Discussion around sourcing other funds to extend Kate to at least the end of September, with a view to showcase the tool in September and try to source further funding to develop the project into Phase 2. Agreed that the board would rather pool collectively adding more to the pot than needed

	<p>than generate direct funding from other sources for the GLNP, potentially being in competition with other partners.</p> <ol style="list-style-type: none"> Request made for Kate to deliver presentation to board & partnership once she has something shaped up – prior to launch. JJ to continue to work closely with John Baker. Keep reminding John that we are doing work to help him and support him. Seek to try to tie in with Building with Nature. Having a clear benchmark of what good looks like. <p>Actions:</p> <ol style="list-style-type: none"> JJ to make order for Kate's laptop. JJ to continue to work closely with John Baker and continue to remind him of our help/support.
6.	<p><u>Board & Partnership</u></p> <p>What does the Board want from the partnership and how does the Board engage with the Partnership better? Is there a specific or broader role for the Partnership?</p> <ul style="list-style-type: none"> Agreed to cancel the partnership meetings and no longer host them directly after the board meetings. JJ to rearrange when we have a host/theme appropriate. To get a survey out to all partners to get their thoughts on the way the current Partnership is being run and lead and what would make them more engaged in the meetings and with the GLNP in general. Hopefully this will generate a list of workshop ideas. The wider partnership meetings should ideally be driven by the board or the working groups rather than fixed dates that may not suit with current topics. The idea to get the working groups to lead on the meetings was a favourable idea and one to be added to all next meeting agendas to be discussed with the groups. Aspiration to get all the partnership organisations represented within the working groups and planning some powerful sessions. General updates typically at the start of each meeting proposed to now go into the comms emails and removed from the partnership meetings. GP to send a briefing of thoughts on the remit of the partnership. To make the Board agenda and minutes available to the partnership. Suggested to add groups and initiatives to the mapping project. What's going on in Gloucestershire groups to ensure that we are tapped in somehow – however, these are not necessarily location-based so needs thought on how we add this to a map. <p><u>Actions:</u></p> <ol style="list-style-type: none"> JJ to issue out survey to all Partners on mailing list. GP to send a briefing of thoughts on the remit of the partnership JJ to make the Board agenda and minutes available to the partnership on the website JJ to explore the project mapping to have 'groups' as well.
7.	<p><u>GLNP Financial Planning for 3 years beyond current contract</u></p> <p>There is need to ensure we start to consider to how generate a more secure future for the GLNP in terms of funding. Ideally, we would like the GLNP to become part of the core costs for councils and other organisations.</p> <p>This is particularly important as JJ announces that she is pregnant and therefore likely to be away on Maternity Leave during the important window of time to focus on this. JJ likely to be going on Maternity Leave at the beginning of October 2019. The Board congratulate JJ on her news.</p> <p>Board needs to agree a recruitment strategy for cover – like-for-like, or not? A secondment is a possible option from a partner currently engaged with the GLNP. A decision to be made by the Board at the next meeting in July.</p>

	<p>Agreed that there will need to be some kind of overlap to ensure training of cover as best as possible. JJ also able to offer 10 “contact days” during maternity to be agreed with the Board and GP as Line Manager when this may be best to do.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. In the first instance, JJ, RM and GP to look into the maternity leave provision, discuss with DH, then come back to the board with recommendations. 2. Board to then agree a recruitment strategy for maternity cover at July’s Board meeting 3. Board to consider best ways to embed GLNP as a core cost to their business for the future security of the GLNP.
8.	<p><u>Board Member Updates</u></p> <p>We were short on time to cover all member’s updates.</p> <ol style="list-style-type: none"> 1. CM updated us on the West Midlands getting net gain into their LIS. To share the NE response which could be used within the Glos. LIS evidence response. JJ to review. 2. JT has strongly fed back into the HWB about not referencing place within the strategy. Whilst this wasn’t amended, she is working closely with Cllr Roger Wilson, chair of board, to ensure that Place is considered very carefully within the other priorities. JT also confirmed that there will be a case study from Wye Valley AONB within the HWB on their Mindscape programme. Highlighting the nature-health link. <p>Actions:</p> <ol style="list-style-type: none"> 1. JJ to share NE West Midlands net gain LIS response.
9.	<p><u>AOB</u></p> <ul style="list-style-type: none"> - RM - GWT Manifesto - Costwold and Mike at Tewkesbury returned comments. LIS using it as strong evidence, which was not the intention but very happy for it to be used as such. - GH raised the development of the NRN Principles created by the SW LNPs. JJ to share. <p>Actions:</p> <ol style="list-style-type: none"> 1. JJ to send over the principles of NRN for the SW.
	<p><u>Date of Next Board Meeting</u></p> <p>Date of next Board Meeting:</p> <p>Thursday 11th July 2019, 09.00 am – 11:00 am</p> <p>Committee Room, Stroud District Council, Ebley Mill, Westward Road, Ebley, Stroud, GL5 4UB</p>
	<p><u>Summary of Actions</u></p> <ol style="list-style-type: none"> 1. RM to link Lorna Fox to Emma Keating-Clark to help facilitated any learnings from Stroud nature-based health activities for the Nature on Prescription programme. 2. JT to connect JJ with Kate Martin from GCC to see if she can help link up more Gloucestershire data/initiatives for LIS 3. JJ to prepare final draft of LIS evidence for review by Board – to issue AM Tuesday 28th May 4. Board to prepare time to review the next LIS evidence draft on 28th May and return to JJ by AM Wednesday 29th May. 5. JJ, GP and RM to review LIS draft as smaller group meeting 6. JJ to issue LIS draft to all partners before end of week (done) 7. JJ to discuss the Natural Asset Framework with GP with regard to the LIS 8. JJ to confirm final 18-19 accounts with GWT finance and GP 9. Board to make other suggestions for case studies for annual review 10. Board to provide additional feedback on the annual review by Tuesday 4th June. 11. JJ to make order for Kate’s laptop.

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| | <ul style="list-style-type: none">12. JJ to continue to work closely with John Baker and continue to remind him of our help/support.13. JJ to issue out survey to all Partners on mailing list.(done)14. GP to send a briefing of thoughts on the remit of the partnership15. JJ to make the Board agenda and minutes available to the partnership on the website16. JJ to explore the project mapping to have 'groups' as well.17. Board to agree a recruitment strategy for maternity cover at July's Board meeting18. Board to consider best ways to embed GLNP as a core cost to their business for the future security of the GLNP.19. JJ to share NE West Midlands not gain LIS response.(done)20. JJ to send over the principles of NRN for the SW (done). |
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