

**RIVER NENE REGIONAL PARK  
Community Interest Company**

**Stakeholder Steering Group  
Terms of Reference**

November 2009



**RIVER NENE REGIONAL PARK  
INSPIRED SPACES**

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## **TERMS OF REFERENCE**

### **1.0 Rationale and Purpose of the RNRP CIC**

The River Nene Regional Park Community Interest Company (RNRP):

- Champions the provision and promotes the concept of Green Infrastructure – a network of multi-functional green spaces;
- Secures funding, enabling partners to deliver innovative projects that contribute to and enhance the Green Infrastructure network;
- Co-ordinates the delivery of Green Infrastructure through partnership collaboration, ensuring that there is a strategic and joined up approach among partner organisations involved in delivering Green Infrastructure.

The Memorandum and articles of Association of the River Nene Regional Park Community Interest Company may be viewed at [www.rnrp.org](http://www.rnrp.org)

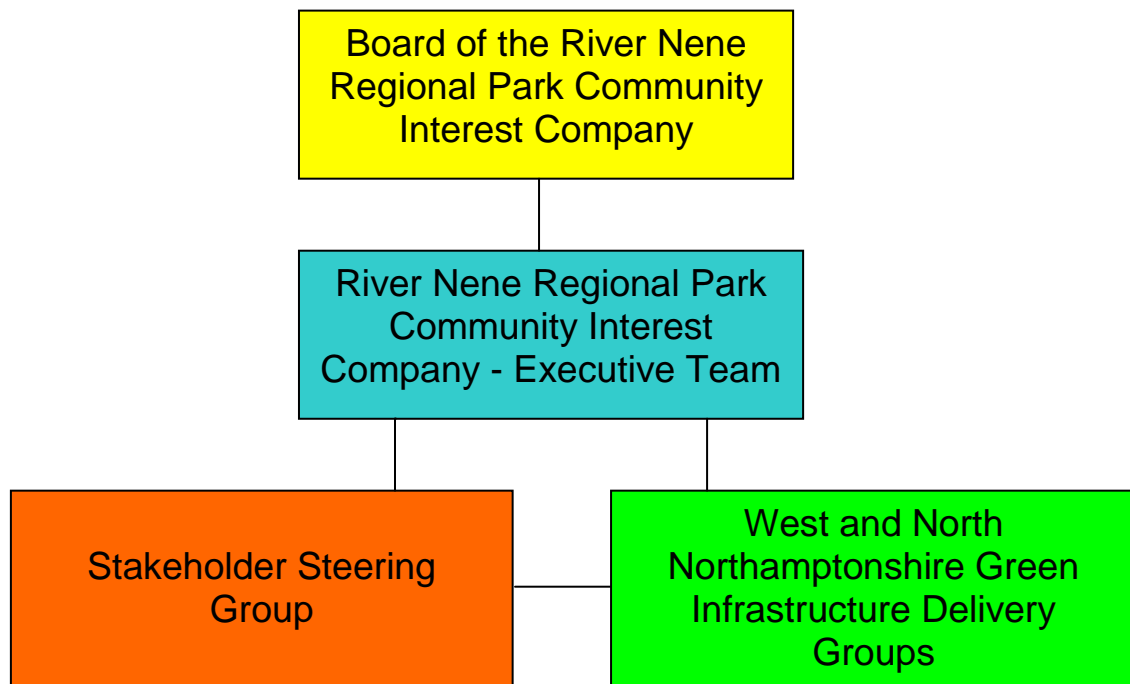
### **2.0 Objectives and Accountabilities**

#### **2.1 Objectives**

- Promote the North and West Northamptonshire Strategic Green Infrastructure Frameworks for the RNRP investment area;
- Develop the vision of the RNRP and ensure its delivery with the active participation of stakeholders;
- Enable a co-ordinated mechanism through which funding is secured and delivered;
- Drive the integration of environmental, social, and economic aspirations through the mechanism of Green Infrastructure in the RNRP investment area in line with the Milton Keynes South Midlands Sub-Regional Strategy;
- Consult on key policy and influence decision making organisations within the region;
- Act as a source of expert advice, providing support and leadership on sustainable environmental development projects;
- Support and complement the integration of policies, strategies and actions relating to the management and enhancement of existing and developing environmental assets within those of stakeholder organisations;
- Liaise with and collaborate with other organisations from the private, social, economic and environmental sectors;
- Actively work to promote the diversification of habitats and opportunities for biodiversity within the RNRP area in support of national and local Biodiversity Action Plans;
- Act as the principle forum for an environmental planning framework linking Green Infrastructure initiatives.

## 2.2 Accountabilities

The RNRP CEO is accountable to the Board of Directors.  
The Stakeholder Steering Group will act as a sounding board to the Board, the Green Infrastructure Delivery Groups and to the RNRP Executive Team.



Accountabilities within the RNRP CIC Governance Structure

## 3 Stakeholder Roles & Responsibilities

In order to achieve the aims of the Group, contributions will be needed from each of the stakeholder organisations and the network of wider participants in the RNRP initiative.

The required stakeholder contributions are:

- Proactive contribution to the development of the RNRP as a field-leading, high profile organisation;
- Ensuring synergy and cohesion between stakeholders for a joined up approach to Green Infrastructure delivery;
- Establishment of inclusive and representative aims reflecting the aspirations of all stakeholders;
- Parallel development of SSG activities / initiatives with regional funder and strategic stakeholder interests;
- Flexibility and commitment from SSG members to deliver RNRP targets as part of stakeholder core delivery;

- Shared information with members, stakeholders, external groups and organisations supported by a communications strategy;
- Co-ordinated applications for funding and co-ordination of resources in project delivery and target achievement;
- Comprehensive monitoring and evaluation system including feedback implemented.

Key activities that support the aims of the SSG are:

- Secure investment through identifying funding options;
- Deliver identified short and long-term projects;
- Establish and maintain a high profile for the Group and RNRP;
- Promote the addition of new partners;
- Agree publicity and position statements on key issues;
- Co-ordinate representation on other groups.

Three representatives of the SSG (excluding the Local authorities and other RNRP Company Member representatives) will be nominated to be Directors of the RNRP as per the company constitution for a period of 2 years.

## **4 Membership**

The SSG has representation at a strategic management level from the following organisations:

- RNRP CIC Executive Team
- Government and associated bodies:
  - Government Office for the East Midlands
  - East Midlands Development Agency
  - East Midlands Regional Assembly
  - Environment Agency
  - English Heritage
  - Forestry Commission
  - Natural England
  - North Northamptonshire Development Company
  - West Northamptonshire Development Corporation
- Local Authorities:
  - Northamptonshire County Council
  - Borough Council of Wellingborough
  - Corby Borough Council
  - Daventry District Council
  - East Northamptonshire Council
  - Kettering Borough Council
  - Northampton Borough Council
  - South Northamptonshire Council
  - Peterborough City Council

- Other organisations:
  - Northamptonshire Chamber
  - Northamptonshire Enterprise Limited
  - Country Land & Business Association
  - CPRE
  - Peterborough Natural Networks (Peterborough Env City Trust)
  - Fermyn Woods Contemporary Arts Ltd
  - National Farmers Union
  - Northamptonshire ACRE
  - Northamptonshire Sport
  - Rockingham Forest Trust
  - Royal Society for the Protection of Birds
  - The Wildlife Trust
  - University of Northampton
  - Groundwork North Northamptonshire
  - Anglian Water

The group must maintain a balanced and representative membership comprising active organisations operating within the RNRP investment area. All members will be required to participate fully in SSG meetings. The Group must remain functional and accordingly membership may be limited in the future. The SSG will consequently review membership annually. Any potential new members must be presented as nominations to the Board.

All members will be required to develop and maintain specific area networks through which to communicate the activities and outputs of the SSG (as necessary) to enable wider participation and consultation on key issues.

## **5 Meetings**

Full meetings of the SSG will take place as required, with a minimum of 2 meetings per year. Meeting times and venues will be advised on a 12-month advance notice schedule. Initial meeting schedules will be developed in conjunction with all stakeholders to accommodate the needs of groups and individuals where possible. At each meeting the date of each subsequent meeting will be confirmed.

## **6 Appointment and Decision Mechanisms**

### **6.1 Appointments**

Appointments to the SSG will be via nominations to the Board of Directors.

The SSG will appoint a nominated chair and vice-chair, which will be reviewed every two-years. The expectation will be that one of these posts will be taken by a local authority representative, and one by a non-local authority representative.

Within the SSG there is no formal appointment mechanism, though it may be necessary in certain circumstances to elect key individuals for roles within the SSG, or as representatives from the SSG to other committees or organisations.

The SSG works through majority voting in these instances. The quorum attendance is 50% of SSG members and proxy voting will be enabled to allow group members not in attendance to vote as desired / required.

## 6.2 Decisions

As needed, SSG decisions are taken by consensus vote. Disclosed voting will be adopted.

The SSG works through majority voting in these instances. The quorum attendance is 50% of SSG members and proxy voting will be enabled to allow group members not in attendance to vote as desired / required.

## 7 Operational Roles

The SSG will appoint a nominated Chair and Vice-Chair, which will be reviewed every two-years. The expectation will be that one of these posts will be taken by a local authority representative, and one by a non-local authority representative.

The following appointed positions comprise the operational roles within the RNRP SSG:

Chair: Nick Hammond (Wildlife Trusts)  
Vice Chair: Karen Britton (East Northamptonshire Council)  
RNRP Chief Executive Officer: Michel Kerrou

These Terms of Reference will be reviewed every second year in line with the appointment of a new chair.