

Hackney Biodiversity Partnership

Terms of Reference

Aims

To co-ordinate, communicate and deliver biodiversity enhancement in Hackney, particularly in relation to the delivery of the Hackney Biodiversity Action Plan (BAP).

To protect, maintain and enhance priority habitats and species in Hackney to meet national, regional and local BAP targets.

Background

The Hackney Biodiversity Partnership ('the partnership') is a forum of organisations and individuals originally established in 2009 with the aim of encouraging the conservation, maintenance and enhancement of biodiversity within the London Borough of Hackney and to act as a link between Hackney Council and representatives from the community and the voluntary sector. The initial catalyst for the formation of the partnership was to support Hackney Council in reporting on the former National Indicator (NI) 197 (now known as Single Data List 160-00). Following considerable work by the partnership to draft the Hackney BAP, the plan was adopted by Hackney Council in March 2012.

Objectives

- Facilitate the implementation and review of the Hackney BAP.
- Agree biodiversity projects to deliver BAP targets.
- Identify funding streams to enable BAP delivery and general biodiversity enhancement and prioritise its allocation.
- Share biodiversity knowledge and best practice.
- Assist Hackney Council in reporting on the Biodiversity element of Single Data List 160-00 (formally National Indicator NI 197).

Membership

Membership of the partnership and attendance at partnership meetings is open to all. The partnership will invite additional key partners/stakeholders to join the partnership or attend specific meetings, whenever necessary, in order to resolve key issues, deliver BAP targets and/or achieve general biodiversity enhancement.

Where a vote is necessary, each organisation represented on the partnership and each individual member not representing an organisation will have one vote each. A list of organisations represented on the partnership is provided on the Hackney Council biodiversity web page.

Accountability

The partnership will operate within the guiding principles of The Hackney Compact. Each partnership meeting will be considered quorate when no less than 5 voting members are present.

Where a vote is tied, the Chair has the casting vote.

Administration

- Forum meetings will be chaired by the Hackney Council Biodiversity Officer or Vice Chair.
- The Vice Chair can be voted in at any partnership meeting and reviewed annually.
- The Biodiversity Officer or delegated Hackney Council Officer is responsible for organising the booking of venues for partnership meetings.
- The partnership membership database will be stored on Hackney Council's document management system and maintained and updated by the Biodiversity Officer or delegated council officer.
- Meeting agendas will be drafted by the Biodiversity Officer and distributed electronically to all partnership members at least ten days before the meeting.
- Minutes will be taken at each meeting by an appointed individual and distributed electronically to all members of the partnership and made available on the Hackney Biodiversity Partnership page of the Council's web site.
- These terms of reference will be reviewed annually or as and when substantive changes occur in the partnership.

Frequency of Meetings

The partnership will meet approximately every two months. Additional meetings will be arranged as and when required.

[November 2012)