

Version no.	Date	Author	Key changes
0.1	20/12/13	Sue Thurley	
0.2	07/01/14	Sue Thurley	Appendix 1 added
0.4	17/02/14	NH	
0.5	21/02/14	Sue Thurley	Geographical remit now sits within section 2. (Scope) Appendix 2 added
0.6	19/03/14	Sue Thurley	Additional information in section 6. (Governance) in relation to secretariat. Appendix 3 added (Data sharing)
1.0	21/03/14	Sue Thurley	Final version
	24/09/2014	Sue Thurley / Sarah Johnson	Minor amendments made to point 2

Cumbria Peat Partnership – (CPP)

Terms of Reference

1. Purpose

The Cumbria Peat Partnership will share knowledge, develop best practice and actively support the restoration of all peat habitats in Cumbria.

2. Scope

The CPP is a group of stakeholders with an interest in peatland habitats in Cumbria. Partners will build on the current collaborative working to deliver projects in partnership.

At an operational level the partnership will concentrate on direct delivery of peat restoration which includes:

- Identifying suitable sites for restoration
- Build a collaborative way of working
- Securing appropriate funding
- Seek funding as a Partnership to deliver management/restoration of sites
- Management of capital works
- Liaising with landowners
- Improve/train contractor proficiency and encourage new entrants into the market

Other themes such as the following should be taken into account:

- Biodiversity
- Climate change benefits
- Water quality improvement
- Flood risk alleviation
- Recognise the Palaeoarchaeological record
- Archaeology
- Making links and sharing best practice with other partners in Cumbria

At a strategic level the partnership will

- Build a business case: Seek to establish the costs and benefits both financial and environmental of undertaking restoration
- Lobby for funding to be released for peat restoration work

- Facilitate positive partnership working between organisations elsewhere in the country
- Seek to support carbon management approaches within Cumbria

3. Membership:

Representatives from the following stakeholder organisations will form the membership of the partnership:

- Cumbria wildlife Trust (CWT)
- Environment agency (EA)
- Natural England (NE)
- The Forestry Commission (FC)
- The National Trust (NT)
- United Utilities (UU)
- Lake District National Park Authority (LDNPA)
- Cumbria Farmers Network
- National Farmers Union (NFU)
- Royal Society for the Protection of Birds (RSPB)
- Nurture Lakeland
- Cumbria Woodlands
- Friends of the Lake District
- Moorland Association

Each membership organisation will nominate a representative to sit on meetings and inform the group when there is a change of representation. This representative will be the lead contact for all communication.

4. Responsibilities

- Please see Appendix 2 for the Charter of Partner responsibilities

5. Review

- The terms of reference will be reviewed as required, as identified by developments within the partnership.
- The partnership will constantly review the outputs associated with delivery projects against the agreed and stated objectives. i.e. The Project key objectives.
- Continual review that the partnership is working to Current policies and best practice.

6. Governance

- The Cumbria Peat Partnership will sit as a thematic sub group of the Local Nature Partnership and report to the LNP on a regular basis.
- Other sub groups will be reported to see appendix 1
- Meetings will be held a minimum of twice a year and where possible include site visits
- Meetings will be organised by a nominated officer of Cumbria Wildlife Trust.

- Topics for the agenda will be generated by the partnership members. All members will be given the opportunity to add items to the meeting agendas prior to meetings being held to ensure all stake holders contribute effectively.
- Minutes from meetings will be emailed to members 2 weeks after each meeting.
- Non-members may be invited to meetings i.e. those with specialist knowledge or newly identified stakeholders in Peat.
- Secretariat will be provided by Cumbria Wildlife Trust. The Secretariat are generally free to take such decisions on their own authority as are necessary for day-to-day operation of the CPP.

Exceptions are:

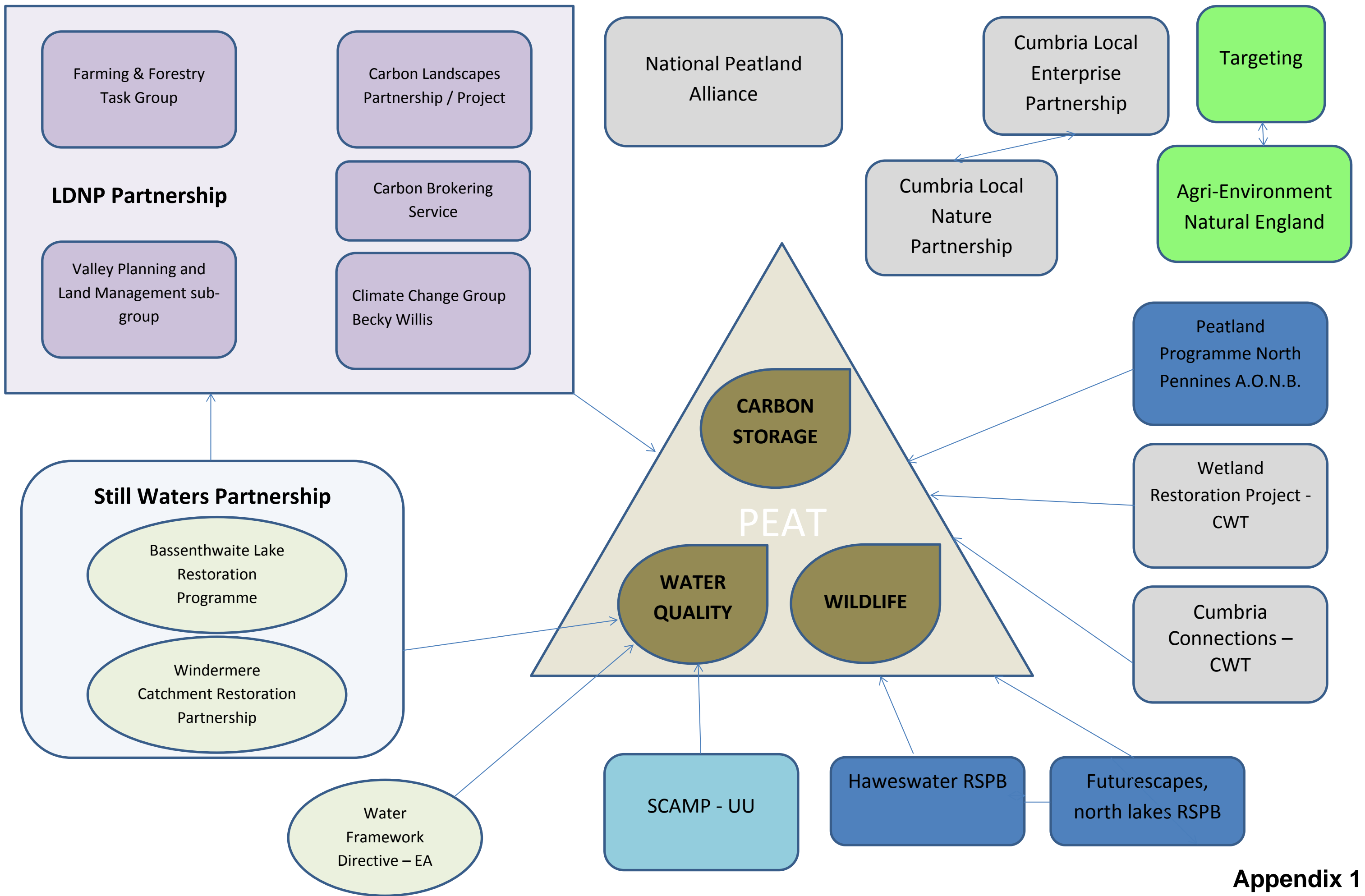
- Application for funding from external bodies
- Receipt of monies from external bodies
- Any action which they judge could possibly jeopardise the standing or reputation of the CPP
- Any request to confer endorsement or support of the CPP on any other organisation or individual.

Suitable records and accounts should be kept by officers of the Secretariat to allow adequate reporting to the Partnership; and to meet any legal audit requirements.

Record-keeping and reporting is the responsibility of the Secretariat; the Secretariat is accountable for this. Overall accountability for financial reporting and probity is the accountability of the Partnership

7. Sharing of information and resources

See Appendix 3 – Data sharing



Appendix 1

Cumbria Peat Partnership
Charter of Partner Responsibilities

This is an agreement to participate in the Cumbria Peat Partnership. It sets out the role of the Partnership and the commitment of each Partner. The work of the Partnership is set out in Terms of Reference.

Responsibility

The Partnership will be responsible for the delivery of tasks and goals agreed by the Partners and will report to the Partners on progress and success criteria.

Governance

Each Partner shall have a representative on the Partnership who has authority to agree the actions of the Partnership. Decisions by the Partners will be by agreement and must have the consent of all Partners affected by Partnership actions or the whole Partnership where no local partner exists (in the spirit of “loco parentis”).

Partner Responsibility

Each Partner will have responsibility for the Partnership only as follows:

- To make reasonable endeavours to support the work of the partnership within their individual terms of reference.
- To provide help to the Partnership and other Partners within their constraints for mutual benefit.
- To consider all Partners’ best interests when agreeing actions for the Partnership
- To represent the Partnership fairly to their own stakeholders and within their own partnership and to report on the Partnership's progress against targets.

(Please indicate if you would be happy to participate in the Cumbria Peat Partnership on the basis laid out above)

Cumbria Peat Partnership DATA SHARING & USE POLICY

Introduction

This document sets out our policy on sharing and use of the data we hold. The policy helps us achieve a rational and consistent approach towards the management of data availability and use. It is intended to help our data providers and users better understand our aims and intentions. We want those that provide us with data to understand how they will be used and made available to others. We want those that use the data we hold to understand the rationale behind any constraints we place on the availability of data.

Our Aims and Objectives

The CPP is a group of stakeholders with an interest in peat land habitats in Cumbria. Partners will build on the current collaborative working to deliver projects in partnership.

At an operational level the partnership will concentrate on direct delivery of peat restoration which include:

- Identifying suitable sites for restoration
- Build a collaborative way of working
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The CPP aims to collect data on the extent and condition of the peat land resource in Cumbria and to make that data available as a information resource to support peat restoration and better stewardship of our peat land environment both within Cumbria itself and nationally.

Data Sources

The CPP aims to collect data and images collected (or collated) by a variety of public and private organizations who undertake peat land surveys. All the data collected will be used to refine The Cumbria Wildlife Trust Cumbria Peat Mapping Report (May 2013) with the aim of increasing the data on all peat land sites in Cumbria. In particular the CPP aims to compile data collected by officers employed on behalf of the CPP.

It is hoped that, funding permitting, the Cumbria Biodiversity Data Centre (CBDC) will hold data and images from both volunteer and professional surveyors in this regard.

The survey types held vary from one-off surveys, to long-term time series, and monitoring programme data, including remote data. Species data includes records of fauna and flora, while habitat data include community data as well as peat depth and erosion features. Data collection will, where possible, fit within agreed national protocols to aid the sharing of data nationally.

Data Use

When data or images are received they undergo a process of quality control prior to archive storage.

- All data and image resources and its associated metadata undergo quality assurance undertaken by the Project Officers employed on behalf of the CPP. The checks differ depending on the type of data or images.
- All data and image resources will be sent to CBDC to be archived electronically on secure systems to ensure that a copy of the original data remains available for use by future generations.
- CPP may copy data / image files to different formats to ensure present accessibility and as hardware or software changes in the future.

Data Sharing

CPP is committed to promoting the use of the data held within the archive. The CPP believes that the data resources held should be available for use in not-for-profit decision making, research, education and other public-benefit purposes. To this end, CPP makes peat survey data and its associated metadata freely available, in order to contribute to the national resource of peat land environmental data. However, there may be some circumstances in which CPP, as a responsible data custodian, may need to restrict access to all or part of some data resources. Whenever restrictions are applied the justification and rationale behind the decision are documented and made available.

Reasons why CPP might restrict access to data holding are listed below.

- If the release of certain data is likely to increase the risk of environmental damage or put particularly sensitive species at risk. Making the data resources we hold available is designed to improve environmental stewardship.
- If the release of data is likely to jeopardise the supply of data and collation of future data resources. Data providers support our data sharing and use policy but are under no obligation to share their data with you through us.
- If the Data provider has requested that certain data or information is withheld. For example where data may be commercially sensitive, or where the data is under preparation prior to publication. The restriction may be permanent or temporary depending on the restrictions agreed with the Data Provider.
- If the data contains personal information. Information within CPP is managed in accordance with the Data Protection Act 1998. Personal information may be removed from the data resources that we make available.

Those wishing to access data should in the first instance contact the CPP secretariat to confirm conditions of use and any associated charges.

Terms and Conditions

CPP may hold datasets provided by a variety of public and private bodies, and individual researchers. Data providers retain the copyright of the original data or images at all times. Data providers have given CPP their permission to hold a copy of their data/image(s) within the data archive.

All our data and image holdings are made available for use under the CPP Terms and Conditions. The Terms and Conditions are important and protect the copyright of our data and image providers. Users are permitted to use the data holdings that we make available on-line for their own private use or for use in the ordinary course of your business, provided that such use is in accordance with our Terms and Conditions. Users are permitted to use the images available on-line for their own private use, provided that such use is in accordance with the relevant section of our Terms and Conditions.

Anyone wishing to use data or images for commercial purposes will require additional permission from the Data (or image) provider (or Copyright holder if different). Similarly, additional permission will be required for the use of images for wide dissemination, including use on Web sites, leaflets or in promotional brochures. Any use of data or images that is not addressed in the Terms and Conditions will require permission from the Data provider (or Copyright holder if different).

Charges

CPP data and image resources are made available for use in not-for-profit decision making, research, education and other public-benefit purposes, free of charge. However, where permission is required under our Terms and Conditions, the Data Provider may make a charge for use of their data.

Access to material not readily accessible through the CPP will require CPP or CBDC staff time. Any analysis, in-house queries or collation, of the data will also require CPP or CBDC staff time and a nominal charge may be made.

Further Information, Advice and interpretive services

It is the intention of the Cumbria Peat Partnership to use the data collection skills of the CBDC. Attempts will be made to build the costs of 'data collation, archiving and analysis' into all future funding bids.