



Jersey Coastal National Park

Role of CNP Group & Interim Working Group

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1 Introduction

To fit with the ethos that the Coastal National Park (CNP) is a shared endeavour a new CNP Group is to be formed. This will be external to government but include government, NGO's, community representatives and business.

The group's primary functions will be to:

- Oversee and guide shared implementation of the CNP Management Plan and delivery of agreed Action Plan
- Promote the CNP
- Co-ordinate action

This document sets out the role, function and membership of this group based on the views of stakeholders during the CNP 'Making a Difference' process held in the first half of 2014.

Stakeholders recognise that this is a new kind of group and in sharing responsibility and influence between government, NGO, community and business, a new way of doing things. There are no existing or current models that can be readily copied. There is not even a clear name for it yet, with suggestions including: Co-ordinating Group, Steering Group, Management Group, Committee, Board, or Authority. For the purpose of this document it is simply referred to as the "CNP Group".

Prior to the long term "CNP Group" (CNPG) being formed an Interim Working Group (IWG) will be needed to maintain momentum and help establish the CNP to ensure this remains a shared endeavour.

2 Guiding Principles

The CNPG and IWG Group will:

- Continue the ethos of the CNP being a shared endeavour and continue to foster participation and co-production
- Work on behalf of all stakeholders
- Work to the visions set out in the Management Plan for:
 - the CNP,
 - stakeholders to work together in an equitable way
 - each theme in the plan
- Follow the principles and ethos set out in the Management Plan
- Foster integration and sustainable balance between the environment, recreation and business interests
- As a group maintain a balanced and impartial/neutral perspective and work to maintain a consensus approach

3 Roles and responsibilities

3.1 Initial responsibilities of the Interim Working Group

In the first six to twelve months a Working Group will carry out a number of tasks to establish the CNP:

- Work on behalf of and report back to all stakeholders in the 'Making a Difference' process
- Maintain stakeholder involvement and widen and deepen this over time
- Until the management plan is finished, take their mandate from what has been said and agreed to in workshops and written in the action plan and this governance document

Short term tasks:

- Establish a CNP brand image
- Awareness raising
- Finalisation of the Management Plan and Action Plan

- Launch of the CNP and plans

Longer term:

- Transition between the initial delivery by staff in the DoE to new day-to-day CNP project officer/team arrangement
- Establish the CNP Group, develop this document into Terms of Reference in consultation with the stakeholders
- Ensure a smooth transition between the Interim Working Group and the CNP Group
- Secure resources for the CNP and ongoing management

3.2 Ongoing roles and responsibilities of the CNP group

(PLEASE NOTE: these are based on the governance discussion that took place at Workshop 2 Report)

The ongoing roles and responsibilities of the CNP group are:

Promotion:

- Provide an identity and face of the CNP
- Champion and promote the CNP

Management

- Oversee and guide implementation of the agreed Management Plan Actions
- Co-ordinate between organisations and interests to :
 - Encourage efficiencies and avoid duplication
 - Share data
 - Play to the strengths of each
- Review progress including monitoring:
 - implementation of the Action Plan
 - the condition of the CNP
 - hold progress review meetings with stakeholders every xxx months
- Provide Advice
- Commission research and reports as necessary
- Resolve CNP management issues

Communication

- Report progress to stakeholders
- Keep stakeholders involved and informed
- Liaise with States Departments, business, community and NGO
- Communicate with the wider community including new and established immigrant communities

Resources

- Establish and coordinate resources including finances and in-kind contributions

4 Members

4.1 Skill Set

- Be able to inspire, engender and drive forward change
- Have the ability to develop and maintain consensus
- Have a good understanding of the CNP and the idea of it being delivered as a shared endeavour (co-production)
- As part of a group, behave in a way that is clearly in the interests of the CNP but impartial towards any particular perspective
- Ability to apply a range of skills to help achieve initial responsibilities and objectives.

- Be trusted and respected
- Have a good network of contacts.
- Be a conduit to provide two way communication between interest groups, organisations, other stakeholders and the Group
- Have the time and interest to participate
- Be of good intent
- Have the intention to take part in all meetings (accepting clashes with holiday or other extenuating reasons why this may not be possible on any particular occasion)

4.2 Composition

It is very important to stakeholders that the Interim Working Group and subsequent CNP Group include a balance.

The Interim Working Group includes the following with the ticks indicating their areas of knowledge and interest.

	Been at workshop	Self nominated	Name	Department of Environment	Natural Environment	Historic Environment	Recreation Sport	Interpretation and Education	Business	Tourism	Agriculture	Parochial/ Parish	Community	Build Environment and Planning	CNP Project Officer
1.	✓	✓	Mike Stentiford		✓								✓		
2.	✓	✓	Bob Tompkins						✓						
3.	✓	✓	David Hambrook								✓				
4.	✓	✓	Nick Aubin		✓										
5.	✓	✓	Jim Hopley						✓		✓		✓		
6.	✓	✓	Andrew Terry		✓										
7.	✓	✓	Ken Thomson		✓		✓	✓							
8.	✓	✓	Dougie Richardson								✓				
9.	✓	✓	Dan Houseago	✓											
			Marc Woodhall												✓

For the CNP Group the consensus amongst stakeholders is that it should comprise the following:

	Interest	Organisation	Name
1.	Department of Environment		
2.	Environment	National Trust or Societe Jersiaise	
3.	Historic Environment	Heritage Group or Societe Jersiaise	
4.	Recreation		
5.	Interpretation and Education	States of Jersey	
6.	Business	Chamber of Commerce	
7.	Tourism	States of Jersey or Rep from the tourism industry	
8.	Agriculture	JFU or RJA & HS	
9.	Parochial/Parish	Rep from Comite des Connetables	
10.	Community	(suggestion of setting up a Friends of the National Park)	
11.	Build environment and planning	Architects Association	
12.		CNP project officer	
13.	Neutral chair/moderator		

Any additional specialism will be co-opted on for a specific purpose and task. Special interest groups may be convened for specific tasks as necessary.

5 Meetings

5.1 Meeting style

Meetings should be:

- Constructive
- Agreeable
- Civil
- Relaxed /informal
- Have clear guidelines established for working effectively together
- Develop and maintain a consensus approach
- Have focused and productive meetings

5.2 Running Meetings

The Interim Working Group will need to resolve the optimum way of ensuring meetings stay on track, are focused and make a difference.

Stakeholders have suggested that:

- This might be through a moderator, meeting coordinator or a traditional neutral chair.
- The person should be a very experienced and trustworthy person, whose professional job has involved this experience and who functions with fairness, respect, credibility and ability to work with multiple interests. The identity of this person may emerge by consensus in the Interim Working Group or may be advertised.
- An alternative is that the members of the group take turns as a rotating chair for fixed periods.

If the CNP Group is set up as an independent entity in law (eg as a Trust or similar), existing or new members will need to take on responsibilities as chair, secretary, and treasurer.

5.3 Frequency of Meeting

It is expected that the Interim Working Group will need to meet monthly to begin with to maintain momentum and establish the CNP but that meetings are likely to be quarterly there after

5.4 Meeting Content

The agenda will be developed by the Group and is likely to include:

- Updates from each interest
- Actions identified including responsibility and timescales
- Frequent review of the Action Plan delivery

5.5 Reporting

CNPG and IWG meetings will be minuted and stakeholders informed as part of ongoing inclusion of stakeholders.

Additional newsletters/updates will also be prepared and disseminated

6 CNP project team

Stakeholders think a small skilled team is needed to manage the CNP project and provide secretariat support to the Group. As a minimum it is suggested this should be:

1 x Fixed Term Equivalent . At the time of writing, how this is resourced and where this post would sit, has not been decided.