



14.00-16.00, 10<sup>th</sup> November 2014, Hatfield Moors NNR Office, Unit 1a, Green Tree Warehousing, Tudworth Road, Hatfield, DN7 6HD

Attendees: Ken Knight, Jeff Bloor, Paul Duncan, Helen Kirk, Melissa Massarella, David Hinchliffe, Tim Allen, Matthew Blissett

Apologies: Caroline Steel

## 1. Minutes of Last Meeting and Matters Arising

The minutes of the last meeting held on 6<sup>th</sup> October were agreed as a true and accurate record.

### Actions from last meeting:

1. Achieved. PD handed out copies of the LIFE bid on CD
- 2-4. On the agenda.
5. Darren was unable to attend the meeting but Sue will invite him again to the next one.
- 6-9. On the agenda.
10. Carried forward.
11. Achieved
12. Some equipment can be leased but would need to meet safety standards.

## 2. Terms of Reference

A few minor amendments were suggested to the document but Ken had still to supply Sue with the Thorne WLMP Terms of Reference so that she could incorporate some of this into the LIFE document. **Action 1** Sue to finalise the Terms of Reference document. **Action 2.** Ken to supply Sue with Thorne WLMP Terms of Reference to use as text.

## 3. PR Launch – Feedback

All agreed that the launch event held on 17<sup>th</sup> October had been a great success. It had been a good opportunity to meet politicians and the LIFE+ Monitor, Lynne Barratt. The Tourism Manager from Doncaster MBC was impressed and had not known the site previously. As a result, Janet Canning will give him a tour of the NNR later in the year.

It was suggested that a short report about the event should be produced but be clear and specific. A feature could appear in the LIFE newsletter and Hatfield Herald, local newspaper. Once the LIFE website is running, local Councils could include links to it. **Action 3.** Sue to write an article for the local papers and reply to invitees who want to be kept updated.

## 4. Progress Update:

### a. Recruitment

Sue had explained to the LIFE monitor (Lynne) that recruitment had fallen behind by 3 months as Natural England is now bound by strict Cabinet Office rules which



means that recruitment goes through several internal stages before it can advertise jobs externally. Lynne agreed that this was acceptable provided the reasons are clearly explained in the inception report.

All of the Estate Worker posts have recently been offered to the successful candidates but acceptances are awaited and the Habitat Foremen posts have been offered with one acceptance received. Thirteen applications have been received for the Monitoring Officer post. A practical test has to be devised. Tim Kohler, Helen and Julian will sit on the interview panel. Four candidates for the Project Manager post will be interviewed on 20<sup>th</sup> November by Paul, Julian, Ken and Sue. The closing date for the Admin Officer post is 21<sup>st</sup> November.

**b. Key Milestones**

A paper showing the key milestones to be achieved between now and June 2017 had been circulated. In the section about hectares of scrub to be cleared, it was suggested that a better alternative would have been to measure scrub clearance by area and pay contractors to cover areas rather than have employees and pay them per hour. In order to meet the deadlines outlined in the key milestones table, it is essential that the Estate workers start as soon as possible.

It was agreed that when Sue, Ken and Jeff meet the monitor on 18<sup>th</sup> November that they discuss a revised deadline for milestones that are falling behind e.g. recruitment, newsletter, Partnership Agreement and Website. There was some doubt as to whether all the milestones from the bid were included on the list. **Action 4** Sue to make sure there are no omissions from the Key Milestones list by checking the bid.

**c. Operational Activities**

Julian joined the meeting to present a Gantt chart/timeline of operational activities which could be used as a reporting tool at future meetings. It is anticipated that some of the scrub clearance may fall behind if there are delays to the Estate workers starting with NE. This is because employer's checks/references can take a few weeks.

**5. Meeting with the Monitor**

Sue, Julian, Ken and Jeff are meeting Lynne on 18<sup>th</sup> November to find out more about administrative requirements and to discuss a revision of deadlines for some of the key milestones. **Action 5** Sue to speak to Lynn beforehand to find out what Lynne needs to know and draft an Agenda.

**6. AOB:**

**a. Thorne WLMP**

Ken mentioned that the Thorne WLMP would soon be audited.

**b. Cumbria LIFE Steering Group Meeting**



In the interests of sharing best practice Sue attended the other NE-led LIFE+ project in Cumbria. They were facing similar recruitment issues in terms of length of time. The steering group was large as it consisted of a wide range of organisations, but they will also have a small focus group. The steering group was very strategic and would only be meeting twice a year, whereas the focus group would meet more regularly.

**7. Date of Next Meeting**

12<sup>th</sup> January 2015, 14.00-16.00, Hatfield NNR office.