

National Biodiversity Network Trust

Board of Trustees

MINUTES: 28th February 2018

11am – 3.00pm

Darwin Centre 8th floor, Natural History Museum, London



Present:

Professor Michael Hassell (Chair)
Jo Judge
Andrew Wood
Ian Owens
Andy Clements
Helen Wilkinson
John Davy Bowker
Jen Ashworth
Mandy Rudd
Belinda Howell
Neil Hodges

Via Teleconference
Paul Rose
Wilma Harper
Liz Proctor

In attendance:

Giselle Sterry (*Minutes*)

1. Apologies for absence

Apologies were received from Alan Stewart, Tim Hill, Tom Webb, Richard Pywell, Mark Diamond, Matt Postles, Roddy Fairley

2. Welcome and Introductions

The new Trustees were welcomed to the meeting.

3. Minutes of the last meeting and matters arising

These were recorded as a true record of the meeting.

Action Points

Actions from 5th July 2017 Meeting

AP2: To ensure that we have adequate insurance to cover us for any liabilities with the consultancy mentioned in the MTFS. **ACTION: JJ/SH**

DISCHARGED – quotes obtained and will be renewed in March 2018

AP3: To have greater detail in the MTFs with regards to grants and which ones we may go for / include timescales / risks and likelihood. **ACTION: JJ**
C’FWD; FMC have been feeding into the strategy and there are some amends required and the further detail will be added when revising

AP4: To develop criteria for what advertising we will accept and from whom. **ACTION: JJ and team**
DISCHARGED – Report submitted to FMC and summary in February 2018 CEO report to Board

AP8: To consider if the NBN need a complaints procedure. This should include involvement from the wider Network and not just down to the Trust. **ACTION: JJ and team**
C’FWD – Trust Complaint process drafted. Feedback process to be developed for the Network.

Actions from 8th November 2017 Meeting

AP1: To look at GBIF scripts for tracking data from the raw data through to papers. **ACTION: JJ**
C’FWD – This is currently being reviewed and JJ will advise the Board when completed

AP2: To compare the average session duration of 276.35 seconds / 4.6 minutes to any other comparable sites such as ALA, BTO and GBIF. **ACTION: JJ**
DISCHARGED – please refer to February 2018 CEO report to Board

AP3: To see the split of members with an income over and below £2 million **ACTION: JJ / GS**
DISCHARGED – please refer to February 2018 CEO report to Board

AP4: To develop the breach of licenses policy further and expand on the appeals procedure. **ACTION: JJ**
DISCHARGED – please refer to policy paper submitted to February 2018 Board Meeting

AP5: To add a rag system to the progress against action plan table which shows if we are on track and what information to home in on. **ACTION: JJ**
DISCHARGED – please refer to Risk Register submitted to February 2018 Board Meeting

AP6: To look at the cost benefit analysis of advertising as there could be some options to progress with this. **ACTION: JJ, GS, FMC**
DISCHARGED – please refer to February 2018 CEO report to Board

AP7: To revise the risk register based on the comments by the Board and take this for review at FMC in January. **ACTION: JJ**
DISCHARGED – please refer to February 2018 CEO report to Board

4. Chairman’s remarks

The Chairman thanked the Trustees for attending despite the adverse weather. The Chairman was pleased to welcome 5 new Trustees to the Board that were recruited following the advert in November 2017.

5. Items of business from the Chief Executive

Chief Executive Report February 2018 (TTE18-01 Paper 1)

Please refer to the paper for the full detail.

5.1. Current Significant Issues

- **Core Funding** – the Joint Nature Conservation Committee Council (JNCC) are liaising with the other agencies - Scottish Natural Heritage (SNH), Natural Resources Wales (NRW) and Natural England (NE)

– to develop an overarching agreement to fund the NBN Atlases. From 2019 – 2021 this will also include their element for membership support.

- A one year Memorandum of Agreement (MoA) will be signed to cover the funding for 2018 – 2019.
- MoA's currently remain outstanding from Natural History Museum (NHM), NE, JNCC and Natural Environment Research Council (NERC)
- The CEO will be focusing her efforts on diversifying funding streams as set out in the Medium Term Financial Strategy (MTFS)
- The Board noted that the NBN is not referred to in the Defra 25 year Environment Plan and this needs to be addressed.

AP1: MH will write to Professor Ian Boyd, Chief Scientific Adviser at Defra

ACTION: MH

AP2: JJ and MH will contact Tim Hill at Natural England. Trustees are asked to approach any contacts they have to request that the NBN is included in the plan

ACTION: JJ /MH / ALL

- **Atlas Funding** – Funding for the NBN Atlas will be divided between 'business as usual' (BAU) funding and development funding. BAU will include costs such as hosting, NBN staffing associated with data uploading, user support, data partner support and some systems development work as well as project management costs.
- Development funding will be restricted to specific development work requested for example by the agencies e.g. improvements to analysing functions
- NBN Atlas Isle of Man is due to launch on 1 April 2018. Work has started on the NBN Atlas Northern Ireland following part payment of monies due.

5.2. Breach of Licence Conditions

Please refer to the paper for the full detail. (TTE18-01 P02)

The aim of the policy is to provide confidence to data providers that the licence scheme works and so build the reputation of the NBN Atlas. The policy has been developed with the Association of Local Environmental Record Centres (ALERC). It was noted that the resolution refers to action through the County Court. This only applies in England and Wales. A resolution process for Scotland is still required.

The policy will be in place in conjunction with increased notification on the NBN Atlas via warning notices and tick boxes that data is subject to licence conditions.

The policy provides that NBN will only take action on behalf of NBN members who have a turnover of less than £2 million as it is assumed members with a higher turnover are better resourced to follow through action themselves.

The policy needs to show where income recovered will be used and how the charges are made up and be clearer on reasons why the NBN may chose not to intervene. The Board agreed that a test case would be needed to assess the policy's effectiveness.

AP3: JJ to check with members who would not be eligible for their views and revise the policy to reflect comments of the Board.

ACTION: JJ

5.3. Employee Recognition Awards Policy

Please refer to the paper for the full detail. (TTE18-01 P03)

Details of a reward scheme were previously discussed at FMC in January 2018. It was agreed that the policy would be introduced.

5.4. Strategic Action Plan Implementation

Please refer to the paper for the full detail. (TTE18-01 P04)

The action plan will be revised for 2018 – 2019 and a suggestion was made to include for trends indicated by up / down arrows for example.

It was noted that the Sensitive Species list has now been completed and a systems developer is now in post as from 1st December 2017. Due to the time taken to recruit this has led to a delay in development of some of the infrastructure on the NBN Atlas.

AP4: Revised Action Plan for 2018 -2019 to be submitted to the Board

ACTION: JJ

5.5 NBN Atlas Usage Statistics

Please refer to the paper for the full detail. (TTE18-01 P05)

The Board are asked to confirm the type of data that they would wish to see. A dashboard will be added to the NBN Atlas and will include statistics on number of licences, data resolution, users.

AP5: Trustees to advise JJ on metrics to be included on the NBN Atlas dashboard

ACTION: ALL

5.6 Risk Register

Please refer to the paper for the full detail. (TTE18-01 P06)

It was agreed that due to the increased risk relating to financial security the CEO and Treasurer will meet at more regular intervals between Board and FMC meetings. Priorities will include securing MoA's with the agencies and reviewing the MTFs.

A suggestion was made to include temporal information on the risk register to indicate for example how long a risk has been at amber.

AP6: Risk Register to be updated to include temporal information

ACTION: JJ

AP7: CEO and Treasurer to arrange a meeting to discuss financial strategy prior to next FMC

ACTION: JJ / AW

6. Finance and Management Issues

Please refer to the paper **Financial Position Update (TTE18-01 P08)**

Board were asked to note the report.

Andrew Wood, Treasurer, explained the role of the Finance and Management Committee (FMC) and asked for interested Trustees to contact him as there are 2 – 3 positions now vacant on the committee. Roddy Fairley has agreed to remain on FMC.

AP8: Trustees interested in joining FMC to contact AW or JJ

ACTION: ALL

Draft Budget 2018-19 (TTE18-01 P08)

The budget has been set to be a balance budget as it is recognised that we are slowly running down the reserves. The aim is not to decrease these any further. In addition there is an amount set aside of equivalent of 3 months running costs should the charity be required to be dissolved.

The Board approved the budget as this stands.

7. Information Items

Communications (TTE18-01 P12)

NBN Conference

This will be held in Nottingham on Wednesday 21 and Thursday 22 November 2018. Sponsorship will be sought. A menu of sponsorship options will be available on the website and in the Trustee Resource Center via Office 365.

AP9: Trustees to advise NBN Secretariat of potential sponsors with contact details where possible **ACTION: ALL**

8. AOB

MH thanked the retiring trustees and asked that they all reflected on their time. Letters from Trustees unable to attend were read to the Board.

An induction day for new and remaining Trustees will take place on Wednesday 18 April 2018 at the NBN offices in Nottingham.

9. Mark papers as confidential

The following papers will be marked as confidential

- TTE18-01 P02 Breach of Licence Conditions
- TTE18-01 P03 Employee Recognition Scheme
- TTE18-01 P06/6a Risk Register
- TTE18-01 P08 Finance Position Update
- TTE18-01 P09 Draft budget for 2018-2019
- TTE18-01 P14 Annual Health, Safety and Wellbeing Report

6. Date of next meeting;

- 18th July 2018, 7th November 2018 – Natural History Museum
- 21st November 2018 – AGM at NBN Conference, Nottingham

Signed:

Chair _____

Date: _____

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AP3: JJ to check with members who would not be eligible for their views and revise the policy to reflect comments of the Board. **ACTION: JJ**

- AP4:** Revised Action Plan for 2018 -2019 to be submitted to the Board **ACTION: JJ**
- AP5:** Trustees to advise JJ on metrics to be included on the NBN Atlas dashboard **ACTION: ALL**
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- AP7:** CEO and Treasurer to arrange a meeting to discuss financial strategy prior to next FMC **ACTION: JJ / AW**
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