



The one hundred and eighth meeting of the Joint Nature Conservation Committee to be held at 0845 on 22 September 2016, at JNCC Office, Monkstone House, City Road, Peterborough, PE1 1JY

This paper is provided to the Joint Committee for decision/discussion or information. Please refer to the minutes of the meeting for Committee's position on the paper.

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Joint Nature Conservation Committee

Matters arising

1. March 2016 meeting

AP06 Professor Bateman to confirm if a report on the role of protected sites in wider landscapes could be circulated to Committee members.

- 1.1. In June, members were informed that the role of protected sites in wider landscapes was part of Defra's 25-year Environment Plan and therefore would be circulated once the plan was available. Defra are currently intending to publish a framework for the Environment Plan later in 2016 and the full plan in 2017.

2. June 2016 meeting

AP05 Mrs Corney to provide the Committee with an anonymised analysis of exit forms to aid their understanding of the reasons why the staff turnover figure is high.

- 2.1. Feedback forms are sent to all leavers, but completion is not mandatory. A review of the feedback received for 2015/16 identified that slightly less than 50% of questionnaires had been completed. The information below therefore only reflects the views of approximately half of those resigning in 2015/16.
- 2.2. Leavers are asked to score certain benefits and arrangements. Results for 2015/16 are as follows:

How do you feel about pay and benefits?				
	Very good	Good	Fair	Poor
Pay		57%	29%	14%
Holidays	57%	43%		
Arrangements for sickness/maternity/ special leave etc	57%	43%		
Pension scheme		86%	14%	
Flexible working arrangements	72%	14%	14%	

How do you feel about other arrangements?				
	Very good	Good	Fair	Poor
Internal communication		71%	29%	
Training/education	14%	86%		
Performance management system		57%	43%	
Health, safety and welfare	43%	57%		
Equal opportunities	29%	71%		
Physical working conditions	14%	86%		
Equipment	29%	71%		
IT services	29%	71%		
Office services	29%	57%	14%	
Personnel services	29%	71%		
Finance services		100%		
Social arrangements	14%	86%		

- 2.3. Feedback forms also include a number of questions.
- 2.4. Answers to 'What did you like least about your job?' included the following:
 - Decision making and direction was not clear enough.
 - Difficulties in balancing the requirements of the job and carrying out professional development in part-time hours.
 - Challenges of working in a different location to most of my other team members.
 - Not pushing back enough on short timescales for responses.
 - Elements of the role could be quite repetitive.
 - Lack of resources to commission research to support advice.
- 2.5. Reasons for leaving JNCC included:
 - Retirement
 - A new position
 - To undertake a PhD
 - Limited opportunities for progression
 - Moving home or partner moving
- 2.6. There were no particular concerns identified with relationships with line managers or colleagues. All but one staff member felt that JNCC had been a good place to work and would recommend it to others.

3. Other business

Move to SharePoint

- 3.1. As part of JNCC's migration to Office 365, the organisation is currently running a project to configure SharePoint as an enterprise collaboration tool. SharePoint will be configured to streamline how the organisation collaborates with its external stakeholders, by offering a selection of features including a basic project management toolset and document management.
- 3.2. The SharePoint platform is part of the Office 365 suite and therefore comes as part and parcel of the software package. Once the SharePoint sites are configured they will be used as an alternative to Huddle, saving JNCC the cost of the Huddle subscriptions. Joint Committee papers and information will all be held securely on a SharePoint site.
- 3.3. Many of JNCC stakeholders are migrating to Office 365 in the next few months and that provides the opportunity to work with a standard toolset that many will be accustomed to.

4. Report on other actions

- 4.1. A report on other actions from the June 2016 and previous meetings is attached at Annex 1.

Annex 1

Action points from Committee meetings

September 2015 meeting

Action	Person responsible	Progress update
10.5 Implementing JNCC's strategy: JNCC's role in relation to natural capital (JNCC 15 27) Professor Georgina Mace to be invited to make the pre-dinner presentation at a future Committee meeting.	Mrs Quince	In hand – to be considered for a future meeting.

November 2015 meeting

Action	Person responsible	Progress update
6.4 Joint Committee effectiveness self-assessment and workshop AP04 A future pre-dinner discussion on Committee effectiveness to be arranged.	Mrs Quince/ Professor Gilligan	In hand – date to be agreed.

March 2016 meeting

Action	Person responsible	Progress update
7.2 (vii) Risk management in JNCC (JNCC 16 05) AP03 Risk appetite to be further refined by a staff task and finish group. Refined statement to be presented to ARAC for comment and then presented to the Committee for approval in June.	Mrs McQueen	In hand. To be presented to the Committee in March 2017.

June 2016 Meeting

Action	Person responsible	Progress update
4.4 Matters arising (JNCC 16 13) AP01 Mrs Quince to circulate skills forms to members for updating.	Mrs Quince	Individual member updates completed, and circulated to the full Committee.
7.7 JNCC review: the role of the Joint Committee (Official-Sensitive) (JNCC 16 15) AP02 Professor Gilligan to draft a	Professor Gilligan	Completed.

written submission to the review team on the future role of the Joint Committee and circulate to members for comment.		
<p>8.2 (ii) Proposed method to inform the assessment of sufficiency of the UK marine SPA suite (official-sensitive) (JNCC 16 21)</p> <p>AP03 Marine Protected Areas (MPA) sub-group to provide clarification of the specific attributes of the SPI and scrutiny of the marine sufficiency work.</p>	MPA Sub-Group (Dr Brown)	Methods and draft outputs scheduled for MPA Sub Group discussion on 16 September.
<p>8.3 Proposed method to inform the assessment of sufficiency of the UK marine SPA suite (official-sensitive) (JNCC 16 21)</p> <p>AP04 Mr Parsons to answer technical issues raised by members via email.</p>	Mr Parsons	Completed
<p>10.2 (iv) End of year performance report 2015/16 (JNCC 16 19) AP05 Mrs Corney to provide the Committee with an anonymised analysis of exit forms to aid their understanding of the reasons why the staff turnover figure is high.</p>	Mrs Corney	Included above.
<p>11.3 (i) Joint Committee self-assessment: draft objectives for the Joint Committee, independent members' appraisals and an update on progress of other actions (JNCC 16 20)</p> <p>AP06 Professor Weeks to provide a 1-2-page brief setting out how members might lead on the priority income areas prior to arranging telephone meetings to discuss the requirements.</p>	Professor Weeks	Included in the paper on income generation for the September meeting.