



Herefordshire Biodiversity Partnership

A guide for HAP or SAP Plan Partners

(Taken from guidelines written by Shropshire Biodiversity Partnership)

Who should lead a plan?

A HAP or SAP Plan Lead should be someone with an active interest in the given habitat or species and ideally seen as an authority on the habitat or species in Herefordshire. They should know or be able to find out who is carrying out work towards the habitat or species.

Who does what

Role	Responsibilities for plans
Biodiversity Partnership Co-ordinator	<ul style="list-style-type: none"> ○ Coordinate & facilitate the delivery of the Herefordshire LBAP ○ Provides guidance & training to partners on BAP issues ○ Helps standardise plans and ensure links with the regional strategy, the UK BAP and neighbouring LBAPs. ○ Reports on overall LBAP progress on BARS and reports to partnership
Project Management Group	<ul style="list-style-type: none"> ○ Delivers overarching actions through the LBAP delivery plan, the communications plan and the funding strategy. ○ Responsible for the sign-up of new plans or changes to existing plans. ○ Consist of funding partners, immediate line managers and key partners in the overall delivery of the LBAP including Herefordshire Nature Trust, Forestry Commission.
Plan Lead	<ul style="list-style-type: none"> ○ Reports on progress towards the targets of a habitat or species action plan. ○ Provide a brief, annual 'plan overview report' – includes any 'Newsworthy reports' ○ Report, when possible, on the status, trends and losses of the species or habitat with input from Herefordshire Biological Records Centre (HBRC). ○ Ensures that those partners responsible for carrying out specific actions (Action Leads) report any progress made. ○ Ensures the HAP or SAP is updated when necessary through communication with the Action Leads and Biodiversity Partnership Co-ordinator.
Action Lead	<ul style="list-style-type: none"> ○ Ensures the action they are leading on is carried out within the timeframe specified. ○ Reports progress on actions (even if 'no action') on BARS or direct to Lead Partner. ○ If problems with delivery of the action are identified they should report this on BARS or to the Plan Lead or both. Alterations to the action can then be made if necessary.

Action Support

- Supports work towards achieving action(s) and reports progress to the Action Lead. Include all local conservation groups, organisations and those who are committed to being a partner in the LBAP process within Herefordshire.

BARS (Biodiversity Action Reporting System)



www.ukbap-reporting.org.uk

Ideally all reporting should be carried out on BARS. If this considered a particular barrier to reporting training can be provided free of charge or the Biodiversity Co-ordinator can arrange for brief reports to be entered onto BARS on behalf of the Plan Lead or Action Lead. It may be best to book a day aside in early December for biodiversity reporting when the Biodiversity Co-ordinator can visit and assist in the process.

Plan updates

Lead Partners should ensure that their nominated plan is factually correct and the most up to date version is available on BARS. The Biodiversity Co-ordinator will also assist in this.

Another role is to maintain a watching brief over other plans and neighbouring LBAP partnerships to see where links can be made and also to determine what other ongoing work might help achieve targets. This may also help bring in new partners. Details of any new partners should be sent to the Biodiversity Coordinator.

Checking action progress

Every 6 months Plan Leads should check the action progress reports for their plan(s) on BARS (one of the quick standard reports which can be supplied by the Biodiversity Co-ordinator) and request progress reports from Action Leads that have yet to report (reminder emails can be automatically be sent out if required). Plan Leads should highlight to the Project Management Group actions that are falling behind and investigate why this might be so. Action Leads may need chasing!

Plan Leads to check actions on 1st November and 1st May. The deadline for all progress reports to be entered will be 30th November and 31st May giving a month for the Plan Leads to chase Action Leads and also enter their own reports.

Updating target progress

By December 31st Plan Leads should use all the action progress reports to update progress towards targets. Textual reports can be made in the '**Progress reports**' section while numerical 'SMART' targets should be reported under the '**Target goals**' section.

Plan periodic reports

Plan periodic reports should be written when further detail regarding the overall progress of the plan needs reporting. This is where Newsworthy Stories can be highlighted which will then appear in the 'Partnership News' section of BARS.

Status, trends and losses

Plan Leads are responsible for ensuring that the status, trends and losses section for each habitat or species is up to date. Herefordshire Biological Records Centre, Voluntary recording groups, Herefordshire Nature Trust and Herefordshire Council's Landscape & Biodiversity Team should be asked for the relevant species and habitat data.

Modifying plans

As part of each periodic report consideration should be made as to whether modifications or additions are required to targets, actions or the textual part of the plan. Changes to the plan may be required when:

- One or more targets have been met
- Target dates have expired

