

Flooding and Drainage Officer Working Party

Document owner	Ady Selby
Approved by	Prosperous Communities Committee
Approval date	
Review date	July 2023

Terms of Reference

These Terms of Reference will remain draft until approved by Prosperous Communities Committee

Background

National statistics indicate one in six properties in England are at risk of flooding from rivers, sea and surface water, with many others susceptible to various sources of flooding. This number is only set to increase due to climate change, increasing the need and urgency for Councils and other Flood Risk Management bodies to put in place proportionate arrangements to deal with the increasing demand.

Much work takes place in various areas of the Council, however there is no corporate oversight or synergy to this work. The introduction of this Officer Working Party, alongside a Member Working Group, will bring together work undertaken in this area and ensure it is reported through to Overview and Scrutiny Committee. This Committee may choose to make policy recommendations and/or changes to the Terms of Reference or Member Working Group to the parent body, Prosperous Communities Committee.

What is the Flood and Drainage Party trying to achieve?

This new Officer Flood and Drainage Party will be formed which will co-ordinate and gain oversight of all work undertaken in the following areas;

- Lincolnshire Flood Risk and Water Management Partnership Strategy Group, sub-groups and Internal Drainage Boards
- Central Lincolnshire Local Plan.
- Humber 2100 Strategy.
- Enforcement work.
- Operational work.
- Climate and Sustainability work.

Gaining this oversight will enable the party to;

- Inform relevant stakeholders
- Help protect and prepare residents for future flood events

- Influence other Risk Management Authorities
- Report to Overview and scrutiny Committee.

Group Members, Roles and Responsibilities

The Working Party will be made up of officers working in the relevant service areas, the roles and responsibilities of each officer are laid out in Table 1 below;

Table 1 Group Membership, Roles and Responsibilities

Name	Role	Responsibility
Ady Selby	Chair	Overview, engagement with Member Working Group, link with Management Team and Overview and Scrutiny Committee
Andy Gray	Vice Chair and Enforcement Lead	Deputise for Chair, delivery of data and comments from Enforcement Team
Steve Leary	Link to Environment and Sustainability Strategy	Advise Group on environmental impact of issues and proposals
Russell Clarkson	Development Management Lead	Delivery of data and comments from Development Management Team
Simon Smoothey	Operational Services Rep	Delivery of data and comments from the Operational Services Team
Rachael Hughes	Humber 2100+ Strategy Rep	Actions and input from Humber 2100 Group
Sally Grindrod Smith	CLLP Rep	Actions and input from Central Lincolnshire Local Plan
Julie Heath	Communications	Formulation and distribution of appropriate comms messages
Corporate PA Team	Secretariat	Minutes and Agendas, meeting planning

Attendees are able to send substitutes if deemed appropriate/delegated responsibility is granted.

Meetings

Meetings will be three monthly and after the Flood and Drainage Member Working Group. An agenda will be used with standard items specified below, this can be amended at the discretion of the Chair;

- Review and approve minutes and review actions from previous meetings
- Terms of Reference review (annual)
- Update from Flood Member Working Group
- Update from meetings with Lead Local Flood Authority
- Enforcement issues
- Development Management issues
- Operational issues
- Central Lincolnshire Local Plan update
- Humber 2100 update
- Environment Plan update
- AOB

Meetings will be called with at least 30 days' notice. Meetings will be quorate with a minimum of three officers in attendance.

Reporting Lines and Accountability

The Working Party will have no decision-making powers, any formal decisions would have to be made by the appropriate policy Committee.

The Working Party reports to Overview and Scrutiny Committee via Management Team and should prepare twice yearly reports regarding oversight of the work of the Working Party. Any policy recommendations or changes to the Terms of Reference will be managed by the parent body, Prosperous Communities Committee.

Governance

As demonstrated in Table 2 below, The Officer Flooding and Drainage Working Party will be fed information not only from it's own membership, but also from the Member Working Group. The Chair of the Officer Working Party will deliver a report highlighting work undertaken by the Party to Overview and Scrutiny Committee (via Management Team) on a biannual basis.

Table 2 Governance Structure



Dependencies

- Member Flooding and Drainage Working Group
- Management Team
- Overview and Scrutiny Committee – Key decisions will often be required to report up to relevant committees, for committee decision or general updates/provision of information
- Sustainability, Climate Change and Environment Strategy
- Policy Committees

Financial Implications

The Officer Flood and Drainage Party has no responsibility for budgets. Any work which would potentially impact on the financial resources of the organisation would have to be considered by Corporate Policy and Resources Committee, via Management Team

TOR Review

Following approval these Terms Of Reference will be reviewed as minimum every year if the Officer Working Party is still operating.