

Member Working Group – Flooding and Drainage

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Approved by	Prosperous Communities Committee
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Terms of Reference

These Terms of Reference will remain draft until approved by Prosperous Communities Committee as the Parent 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 Member Working Group, alongside an Officer Working Party, 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 Working Group trying to achieve?

The Working Group will help inform flood and drainage work in operational and strategic areas through the following means;

- Ensuring information from forums including Lincolnshire Flood Risk and Water Management Partnership Strategy Group and Internal Drainage Boards is reported back to the Working Party in order to fully inform the work area.
- Review and comment on updates from work on the Central Lincolnshire Local Plan.
- Review and comment on updates from work on the Humber 2100 Strategy.
- Receive and comment on updates on current enforcement work.
- Receive and comment on updates on operational work.
- Receive and comment on updates on climate and sustainability work.
- Approve twice yearly reports for Overview and scrutiny Committee.

The outputs will help to;

- Inform relevant stakeholders
- Help protect and prepare residents for future flood events
- Influence other Risk Management Authorities

Membership of the Group, Chairmanship and Appointments

The Member Working Group shall comprise **XXX** Members, including the serving Chair of Overview and Scrutiny Committee who will be the Chair of the Working Party.

The remaining Members of the Group shall be appointed by Prosperous Communities Committee, but do not need to serve on that committee

Membership will comprise of Members who have a specific role either on a Flood and Water Management Group or Internal Drainage Board, as a minimum this will include the West Lindsey representative on Lincolnshire Flood Risk and Water Management Group and any Lincolnshire County Council Members who are also serving West Lindsey Councillors.

For continuity purposes the Membership of the Group will be re-constituted annually through Annual Council.

Other elected Members may attend the Working Party, but their level of contribution will be at the discretion of the Chairman. It would be normal practice for elected members who have identified a particular risk relating to flooding or drainage in their constituency to attend the meetings.

From an Officer perspective, the Chair (Director of Commercial and Operational Services) and Vice Chair (Housing and Environmental Enforcement Team Manager) of the Officer Working Party will be core members of the Member Working Group.

Visiting Members will be allowed subject to them raising flooding and drainage issues in their ward, they can address the Working Group at the Chair's discretion.

The Secretariat will be provided by the Corporate PA Team.

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

Meetings

Meetings will be three monthly and before the Officer Working Party. A standard agenda will be used, but isn't exhaustive:

- Review and approve minutes and review actions from previous meetings
- Terms of Reference review (annual)
- Update from Officer 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 Members in attendance.

Reporting Lines, Accountability and Milestones

The Member Working Group Flooding and Drainage is directly responsible to the Overview and Scrutiny Committee via the Officer Working Party.

The Member Working Group has no direct decision-making powers and will make recommendations to the Overview and Scrutiny Committee who may, at their discretion, forward decisions to the parent body, Prosperous Communities Committee.

The Member Working Group will report to the Overview and Scrutiny Committee twice each year via the Officer Working Party in order to give oversight of the work undertaken.

Any policy decisions will need forwarding to the appropriate policy Committee.

Resources

The Member Working Group does not have a supporting budget. If budgets/ additional budgets are required they will be identified on recommendations made to the relevant Policy Committee.

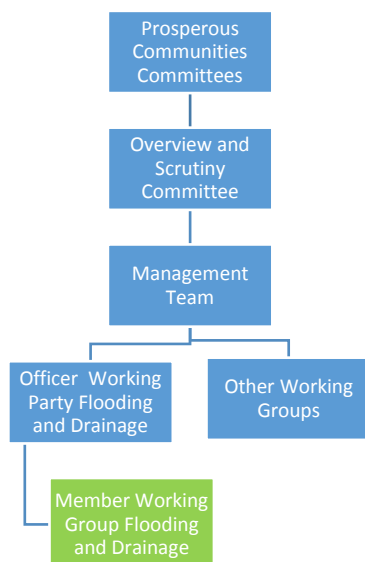
The Chair and Vice Chair of the Officer Working Party will support the Member Working Group and provide advice, information, guidance and logistical support.

Administrative support will be provided by the Corporate PA Team. Agendas will be set for each meeting and notes from each meeting will be retained.

Governance

As demonstrated in Table 1 below, Member Working Group will be part of the flow of information through to Overview and Scrutiny Committee. The Chair of the Officer Flood Working Party will deliver a report highlighting work undertaken by the Group to Overview and Scrutiny Committee (via Management Team) on a biannual basis.

Table 1 Governance Structure



TOR Review

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