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Local Authority
Flood Risk Management
Capacity Building Advisory Group
Terms of Reference

July 2013

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1. Purpose and context of these terms of reference

Purpose

The purpose of this document is to set out the purpose, roles and responsibilities of the Local Authority Flood Risk Management Capacity Building Advisory Group (here on referred to as “the Advisory Group”). These Terms of Reference are owned by the Chair of the Advisory Group.

Context

The Advisory Group was formed in June 2013 by merging the LANDF \blacklozenge RM Strategic Advisory Group and the Defra-led Capacity Building Programme Board for the purpose of continuing with a programme of support to Lead Local Flood Authorities (LLFAs) and where appropriate other Risk Management Authorities (RMAs) in building knowledge, skills and understanding of responsibilities in managing local flood risk.

In 2010 a Capacity Building Programme began in response to the *Defra Strategy for Skills and Capacity Building in Local Authorities for Local Flood Risk Management*. Since this time, the **Capacity Building Programme** has been essential in helping local authorities build their knowledge and skills and to share their experiences in managing flood risk and coastal erosion, and encouraged local partnerships with other RMAs.

The programme of nationally co-ordinated workshops, the further education programme, the Flood portal and e-learning material will continue to be delivered during 2013/14 as ‘Phase 4’ of the Capacity Building Programme. Thereafter, the Advisory Group will determine the ongoing needs of LLFAs and how these are best supported. National support to LLFAs should continue to be provided through LANDF \blacklozenge RM, where LLFAs identify a key need for coming together around common issues.

LANDF \blacklozenge RM (The Local Authority Network on Drainage Flood Risk Management was scoped in 2006 and began disseminating good practice and delivering seminars in 2007. The network was formed on the basis of dissemination and seminar programmes on LFRM being driven by local authorities for the benefit of local authorities.

The network primarily provides a vehicle for LA officers to discuss and share experiences and good practice on the delivery of LFRM. It has also provided a forum for LA staff to express their views on consultations and/or national policy.

The network has delivered over a dozen events ranging from dissemination seminars, conferences, design workshops and facilitated consultation workshops (for Defra). Synergies have been established with central government, local government, institutions as well as the Capacity Building Programme.

2. Responsibilities of the Local Authority FRM Capacity Building Advisory Group

2.1 Aims and objectives

The aim of the Capacity Building Programme is to support local government authorities [Lead Local Flood Authorities (LLFAs)] in building their skills and knowledge in local flood risk management and to share best practice.

A primary objective for the Advisory Group is to ensure LLFAs understand their responsibilities under the Flood and Water Management Act 2010 and Flood Risk Regulations 2009 as well as general duties laid out in the National Flood and Coastal Erosion Risk Management Strategy.

The Advisory Group aim is to improve the understanding among local authority officers on the principles, challenges and opportunities surrounding local flood risk management and sustainable drainage. Through the Capacity building programme, the Advisory Group will ensure there is a means for local authority officers and elected members to develop skills, share knowledge and experiences on flood risk management and sustainable drainage matters.

The Advisory Group provides a forum for local authority staff to express their views to policy/decision makers and operators at a strategic and national level.

Specific objectives for the Advisory Group are:

1. To develop the capability and capacity across the FCERM sector and in particular, within Lead Local Flood Authorities using a blended approach to learning;
2. To create opportunities and a means for a network of practitioners to share knowledge and experience through seminars, workshops, and providing access to conferences and other media channels such as the Flood Portal and FlowNet.
3. To promote a local authority-led programme where LLFAs take the lead in subject matters and sharing expertise, enabling focused communication between key stakeholders¹.
4. To promote and support the growth of technical skills in LLFAs through the further education programme² and by making resources available such as e-learning material.
5. To disseminate information on good practice from practical research and other information that supports the practical implementation of flood risk management and sustainable drainage with a particular emphasis on the benefits of partnership working.
6. To ensure local authorities are kept updated on developments in policy and research and consider/evolve their wider role within the sustainable management of surface water and flood risk.

¹ Events will enable non-LA key stakeholders (e.g. regulators, sewerage undertakers, developers, coastal groups) to liaise with LAs on technical, policy and management issues relating to sustainable drainage and flood risk management.

² Managed by the Environment Agency.

7. To help clarify roles and responsibilities of local authorities in relation to flood risk management and sustainable drainage and any potential overlaps or gaps with the responsibilities of other key stakeholders.

2.2 Core Functions

The Advisory Group exists to:

1. represent the wider community of LLFA officers in order to meet the aims and objectives above;
2. advise Defra, Welsh Government and the Environment Agency on skills, capability and capacity matters in local government in relation to flood and coastal erosion risk management.
3. Ensure the products³ arising from the work of the Capacity Building Programme are fit for purpose and meet the needs of LLFAs.

The Advisory Group does not have a direct decision making function over the allocation of resources provided by contributing organisations, unless such organisations agree for this function to operate.

The Advisory group will:

1. Advise on the strategic objectives of the capacity building programme and the related delivery plan to make sure they accurately reflect the needs of local authorities,
2. provide early input and advice to the programme manager on activity and topics to be delivered through the delivery plan, paying particular attention to the immediate and future skills and capacity needs of LLFAs,
3. consider the resource demands to implement the activity set out in the delivery plan and advise on possible sources of funding and how they might be obtained,
4. monitor progress against the delivery plan through reports prepared by the programme manager and provide advice on risks to delivery, issues, changes, dependencies and opportunities that may potentially impact on the objectives of the programme and the network,
5. review feedback from events and services and identify to the programme manager linkages and dependencies to other skills development initiatives focused around LLFAs,
6. advise CIRIA on the contribution that LANDFARM could make to improving flood risk management and sustainable drainage within local authorities in England and Wales and the means by which that contribution might be delivered,
7. contribute to events by chairing and/or speaking as needed/appropriate,

To support item 4 above, the Programme manager will provide the Advisory Group with a quarterly programme update report showing progress against key milestones in the delivery plan.

2.3 Resources

The Environment Agency, Defra or the Welsh Government may make resources

³ Capacity building workshops, self-help e-learning material, the flood portal, Flownet and other on-line forums such as the Susdrain community.

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available for planning and delivery of the Capacity building programme where funding is available to do so, and where it is supported by an annual business case. The Advisory Group will make recommendations on priority activities so that the contributing organisations can allocate an appropriate level of resources to deliver the benefits and outcomes.

The Programme manager will ensure that the advice provided by the Advisory Group is used to shape the draft delivery plan for the Capacity building programme. It is the responsibility of the Programme manager to present to the Advisory Group a finalised annual delivery plan that has the necessary funding approvals in place.

3. Membership

Membership of the group will normally be for one year, but that duration can be varied to enable balance and continuity to be maintained. The Advisory Group will be independently chaired by a local authority representative. A subset of the Advisory Group may be convened as required to deal with specific matters on behalf of the Advisory group. CIRIA will work with the Programme manager to provide a secretariat function.

The following are standing members of the Local Authority Flood Risk Management Capacity Building Advisory Group. The chair, in agreement with standing members, may change the membership of the group at any stage:

Name	Organisation
Tony Poole	Bradford District Metropolitan Council
Lee Stevens	Buckinghamshire County Council
Paul Shaffer	CIRIA
Roger Orpin	Defra
Jonathan Hunter	Environment Agency
Rachel Jones	Environment Agency
Steve Wragg (Chair)	Hull City Council
Helen Miller	Leeds City Council
Jo Allchurch	Local Government Association
Owen Davies	London Borough of Lambeth
Martin Osborne	Mouchel
Hannah O'Callaghan	Nottinghamshire County Council / CIWEM / RCG
Fola Ogunyoye	Royal Haskoning DHV
Steve Hollins	Telford and Wrekin Council
Louise Walker	University of Leeds
Richard Ashley	University of Sheffield/Ecofutures
Paul Critchley	Welsh Government
Brian Rodgers	Wycombe District Council/ ICE

The following are corresponding members of the Advisory group

Name	Organisation
Liz Pridgeon	LANTRA
Meyrick Brentnall	Gloucester City Council
Bava Sathyan	Surrey County Council

The following EA programme manager will attend meetings

Name	Organisation
Colin Berghouse	Environment Agency

4. Meetings and reporting

The Advisory Group will meet quarterly as a minimum to 'plan, check and review'. The group will meet as appropriate to align with the general annual business planning and reporting cycle of the agencies involved.

Meetings will comprise of a minimum of five members, which must include the Chair, the EA programme manager, two LLFA representatives and a LANDFORM Network representative. Without these roles or nominated decision making deputies, an Advisory Group meeting will be rescheduled.

Those present at an Advisory Group meeting are there to provide expert opinion and to represent the interests of stakeholder organisations. Additional attendees may be invited as required.

A note of the meeting and actions determined by each meeting will be recorded and circulated to all members within two weeks of the meeting being held. Decision making will not generally be a function of the Advisory Group, see section 2.2 on core functions above.

The Programme Manager will maintain contact with members of the Advisory Group as needed in between meetings to ensure stability in delivery of the programme and adequate management of matters affecting the programme and the network.

The Programme Manager will submit a quarterly update and progress report and relevant papers to the Advisory Group five working days prior to a meeting, together with an agenda and any other supporting material as required for the meeting.

5. Communications

The Programme Manager will maintain an oversight of communications and will coordinate communications across activity in the programme together with CIRIA as secretariat.