

## RODING, BEAM AND INGREBOURNE CATCHMENT PARTNERSHIP (RBICP)

### TERMS OF REFERENCE

Agreed:

Review due:

**\*\*Please note, this document has no formal legal status\*\***

#### Version control

Version	Changes	Date
V1	First draft shared with partnership	31/01/23
V2	Amendments made based on partner feedback	13/02/23

### 1. Purpose and scope

1.1. The purpose of the partnership will be to encourage a collaborative approach to improving the rivers of the Roding, Beam and Ingrebourne catchment. The Partnership will act as a steering group for work streams. It will seek to coordinate activities or projects (work streams) that will help to deliver the Vision and desired outcomes.

1.2. The RBI Catchment Partnership area:



## **2. Vision**

2.1. The Roding, Beam and Ingrebourne Catchment Partnership's vision is to:

‘Bring positive change to people, wildlife and the environment through better management of land and water in the Roding, Beam and Ingrebourne catchment’

## **3. Approach**

3.1. The Roding, Beam and Ingrebourne Catchment Partnership will:

- Work in partnership to protect, improve and enhance local watercourses and surrounding environments within the catchment.
- Enable the identification of challenges/issues and opportunities, collaborating with partners to form a coordinated approach.
- Involve a wide range of stakeholders in a transparent decision-making process.
- Identify and pursue additional resources and funding for catchment management.
- Learn and benefit from previous experience and skills across organisations and other catchment partnerships to ensure sharing of expertise and best practice.
- Share data and knowledge to maximise resources and improve the local evidence base to support river restoration.
- Create a more powerful and influential voice to advocate and increase awareness for the catchment and local communities.
- Engage and empower local communities in understanding, maintaining, and valuing their rivers for their both their ecological and cultural value.
- Contribute to the development and planning of key environmental policies and plans.
- Work towards the delivery of targets as set out in the Roding, Beam and Ingrebourne Catchment Action Plan.

## **4. Catchment Partnership Steering Group**

4.1. The Catchment Partnership Steering Group is the decision-making body for the partnership. It will make decisions about the partnership's governance, strategy/catchment action plan, priorities, funds, communications, and other related matters.

4.2. The Steering Group will appoint a hosting organisation(s) (currently Thames Chase Trust and Thames21) whose role is to support

partners in implementing the decisions of the Steering Group, champion a collaborative partnership approach, energise stakeholders, act as a project manager and facilitate contributions. The host will organise steering group meetings and other meetings as necessary and will support the Steering Group in delivering agreed actions.

4.3. The members of the Steering Group are the signatories to the Terms of Reference:

- Thames Chase Trust (Co-host)
- Thames21 (Co-host)
- Environment Agency
- Thames Water
- Essex & Suffolk Water
- Natural England
- Essex Wildlife Trust
- Essex County Council
- London Borough of Redbridge / Vision Redbridge Culture and Leisure
- London Borough of Havering
- London Borough of Barking and Dagenham
- Epping Forest District Council
- City of London (Epping Forest)
- Havering Wildlife Project
- River Roding Trust
- Groundwork East
- A representative for the catchment's rivers (individual to be confirmed)

4.4. Each member organisation will nominate one or more representatives who will attend Steering Group meetings, represent the views of the organisation as a whole, and have delegated authority to make decisions regarding the RBICP on the organisation's behalf. They will represent the RBICP to their organisation and will seek input from relevant colleagues and departments as necessary and appropriate.

4.5. The Steering Group will seek to make decisions by consensus whenever possible. Any issue not resolvable by consensus may be taken to a simple majority vote at the request of any two members. Each member organisation will have a single vote.

4.6. A third of the membership will constitute a quorum.

4.7. New members wishing to join the Steering Group will need to contact the catchment partnership host(s), stating their role and reasons for wishing to join.

4.8. By signing this strategic agreement, members of the Steering Group agree to have their names and contact details shared with other members of the Steering Group.

4.9. A member organisation may resign by sending an email to the catchment partnership host(s).

## **5. Stakeholder group**

5.1. The Steering Group recognises the importance and benefits of planning, communicating and working collaboratively with wider stakeholders in the Roding, Beam and Ingrebourne catchment. Wider stakeholders are other organisations, community groups or individuals operating in the Roding, Beam and Ingrebourne catchment that have an interest in contributing to the partnership's vision or an interest in the health of the rivers within the Roding, Beam and Ingrebourne catchment.

5.2. The Steering Group will seek to identify and establish a wider stakeholder group.

5.3. The views of the stakeholder group will be considered by the Steering Group but are not bound to them.

## **6. Sub-groups**

6.1. The partnership may work through subgroups to address specific issues, tasks, projects or geographic locations. Subgroups will include a member of the Steering Group who will report back to the Steering Group. Subgroup members may be drawn from the group of wider stakeholders or the steering group. The frequency, format and focus of these sub-group meetings will be decided by the sub-group itself.

## **7. Meetings**

7.1. Steering Group meetings will be held at least three times a year and announced two months in advance. Any Steering Group member failing to attend four consecutive meetings without sending apologies will be deemed to have resigned from the partnership. Meetings will be held primarily online, with at least one in-person meeting held per year.

7.2. Smaller working groups made up of members of the wider Stakeholder Group will hold additional meetings to these, in order to focus on specific issues/rivers within the catchment.

7.3. Catchment Partnership hosts and members of the Steering Group are at liberty to invite guests to individual Steering Group meetings should the topics of discussion be of relevance (this may include the invitation of guest speakers). Catchment Partnership hosts should be notified of invitees in advance of meetings via email.

7.4. Wider stakeholder group meetings will be held on request from the Steering Group.

## **8. Communications**

8.1. The use of the Roding, Beam and Ingrebourne Catchment Partnership's name and logo in press releases or other publications must be agreed by the catchment hosts and relevant members of the Steering Group.

8.2. A shared cloud storage system will be established with access restricted to members of the Steering Group. This will act as an online space to hold information of relevance to the Steering Group.

8.3. Minutes of the Steering Group, wider stakeholder group, and subgroups will be saved to the shared cloud storage space within a reasonable time with viewing of these restricted to Steering Group members.

8.4. The catchment partnership Twitter account (@RBICP) and any future social media accounts will be run by the catchment partnership hosts and used to promote the activities of the partnership and individual members of the steering group. Terms of use for catchment partnership social media account(s) will be set out in a separate RBICP social media strategy document.

## **9. Finances**

9.1. The RBI CP is not a separate legal entity and does not hold funds.

9.2. The Steering Group will agree the terms on which the host organisations hold and use funds on behalf of the partnership.

## **10. Amendments**

10.1 Amendments to these Terms of Reference may be proposed by any two members in reasonable time in advance of a meeting.

10.2 The catchment action plan will be removed in December of each year, with proposed amendments put to the catchment partnership at the following whole partnership meeting.