

London Lea Catchment Partnership

Terms of Reference



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

Purpose

Under the Catchment Based Approach (CaBA), the London Lea Catchment Partnership (LLCP) will work to engage and co-ordinate partners to develop common priorities and deliver a strategic and collaborative catchment action plan. Throughout which, the partnership will encourage knowledge sharing, contribute towards evidence building, raise funds for projects and advocate the work of the partners.

Objective of the partnership

The London Lea Catchment Partnership will:

- Promote a catchment-based approach to flood risk reduction and river enhancement.
- Collaborate with community groups and other stakeholders to create a coherent, locally led and holistic vision for improving the water environment.
- Inspire by sharing lessons, experiences and develop best practice in a way of working that is catchment wide, cross boundary with multiple organisations. This includes increasing awareness and understanding of water issues and nature-based solutions within our own, partner organisations and the community.
- Empower communities to champion and protect their catchment and local rivers.
- Fundraise for river, flood mitigation, and catchment improvement projects.
- Identify and support funding applications by partner organisations.
- Improve our catchment through delivery of integrated and sustainable projects which mitigate flooding and improve the water environment.

Membership

Steering Group

The Steering Group is the decision making body for the partnership. It will make decisions about the partnership's governance, strategy, priorities, funds, communications, and other related matters.

The steering group is made up of funding partners, local authorities, and collaborative project delivery partners whose scope covers a large proportion of the London Lea Catchment. A list of steering group member organisations can be found in Appendix 1.

The Steering Group will appoint a hosting organisation (currently 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.

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 LLCP on the organisation's behalf. They will represent the LLCP to their organisation and will seek input from relevant colleagues and departments as necessary and appropriate.

Organisations wishing to join the steering group will be reviewed by the steering group.

Stakeholder Group

Wider stakeholders are other organisations, community groups or individuals operating in the London Lea Catchment that have an interest in contributing to the partnership's vision.

Membership is open to any organisation, group or individual that has an interest in the purpose of the partnership, either across the whole of the catchment, or part of it. Organisations wishing to join will need to contact the Partnership Host.

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

Operations

London Lea Steering Group meetings will be held quarterly or as otherwise agreed. One of these meetings annually will also be open to the wider Stakeholder Group to provide a platform for sharing experiences, meeting new people and celebrating success.

The partnership may also operate through working groups to address specific issues/projects or cover specific geographical areas. Working groups will update the wider catchment partnership on a regular basis during catchment partnership meetings. These groups can consist of members from both the Steering Group and Stakeholder Group, as well as additional input from other organisations where relevant.

It is understood that the partnership is not just the quarterly meetings, but the regular channels of communication with partners. If partners wish to communicate with the partnership at other times, this is done through the catchment host.

Specific project meetings are held to progress projects as part of the Catchment Action Plan. These happen in addition to the quarterly steering group and stakeholder group meetings.

Decision making within the partnership will be transparent, fair and reached by consensus wherever possible. Any issue not resolvable by consensus may be taken to a simple majority vote. On matters concerning governance, strategy, priorities, funds, communications, and other related matters, decisions will be made by the Steering Group. On wider Catchment Partnership issues, a meeting will be set up to consult the Stakeholder Group.

Roles and Responsibilities

Steering Group:

- a) Decide partnership strategic priorities.
- b) Monitor progress and evaluate partnership success.
- c) Discuss membership.
- d) Keep full partnership updated.

- e) Share information and discuss project ideas and delivery.
- f) Keep Catchment Action Plan up to date.
- g) Review Catchment Partnership website annually.
Discuss Funding Opportunities.

Wider Catchment Partnership (as a whole including Steering Group & Stakeholder Group):

- a) Provide project ideas for discussion.
- b) Input into funding bids and catchment plans.
- c) Share information with wider community.
- d) Provide a platform for sharing experiences, meeting new people and celebrating success.

Catchment Host/s:

- a) Organise and chair the catchment partnership meetings, including the distribution of all associated admin and the resulting set of actions.
- b) Maintain and update the catchment action plan, partnership's evidence base, terms of reference and working group documents.
- c) Disseminate information and expertise between partners and aid the facilitation of sharing skills and data.
- d) Continue to engage with a wide range of stakeholders.
- e) Facilitate the development of partnership projects and funding opportunities.
- f) Help co-ordinate any working groups set up within the catchment partnership.
- g) Complete any reporting requirements for the partnership.
- h) Facilitate the catchment partnership response/input into policies and consultations.

Working Groups:

- a) Attend and input into relevant working group meetings, the frequency of which is to be set by each working group.
- b) Aim to create projects to help deliver the Catchment Action Plan.
- c) Update the catchment partnership at regular intervals at whole partnership meetings.

Communications

The catchment action plan created by the partnership will be displayed through the online ArcGIS StoryMap, hosted on the Thames21 website.

A separate social media strategy will be created, which will define the tone of voice and content type and will be shared through the partnership's Twitter account. When referring to partnership working, partners should reference the partnership's social media account.

Each partner has a responsibility to share information through their own organisation or group as appropriate.

GDPR & Data Sharing

Upon reading and signing this document, partners are consenting to sharing their contact details internally within the catchment partnership. Members should not share contact details outside the group without first gaining permission from the individual.

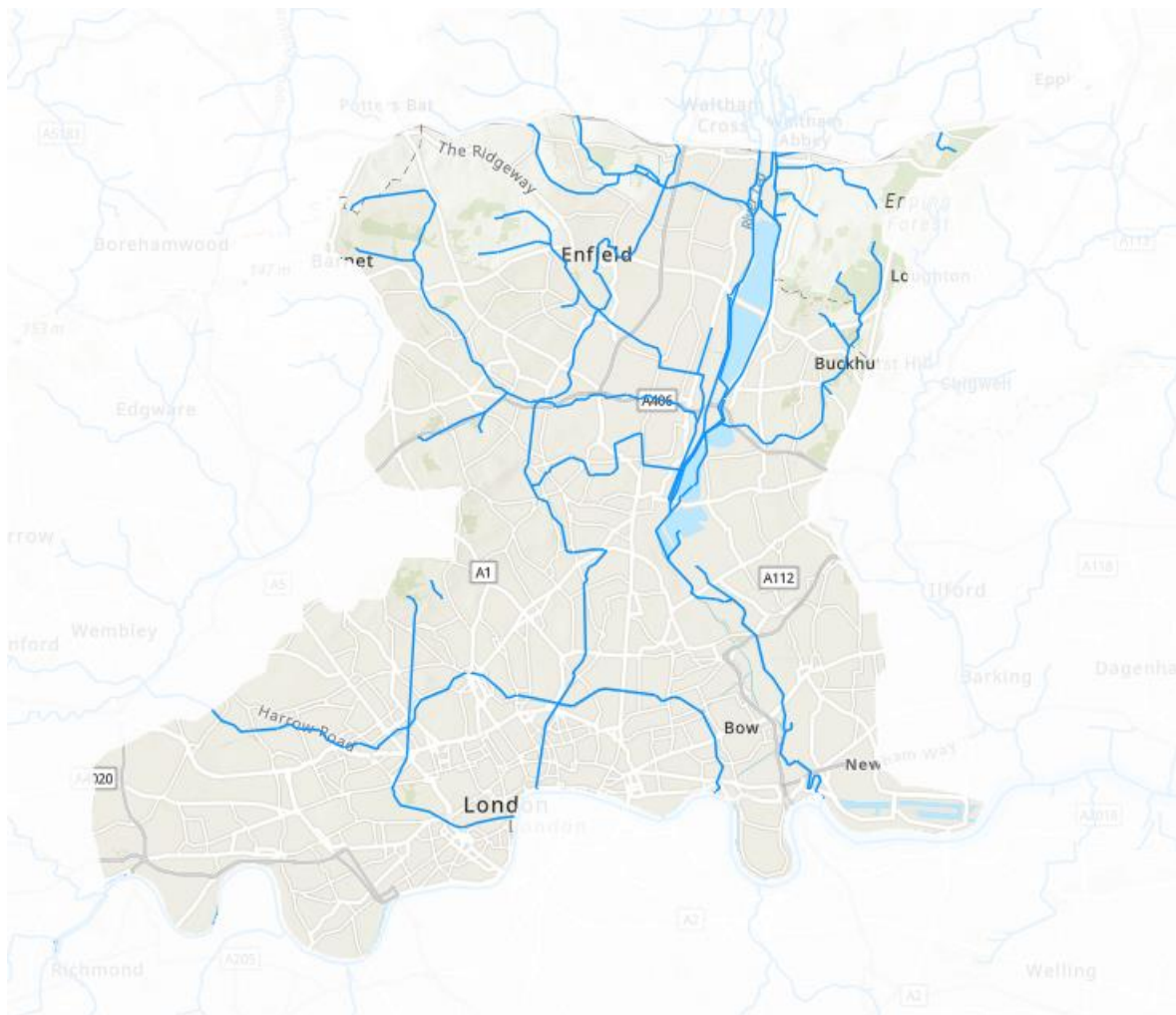
If partners no longer wish to be a part of the catchment partnership, their details will no longer be stored.

Partners will respect the confidentiality of data or information shared within the partnership.

Appendix 1: Catchment Partnership Steering Group members

- Thames21 (host)
- London Borough of Enfield
- London Borough of Haringey
- London Borough of Hackney
- London Borough of Waltham Forest
- London Borough of Newham
- Environment Agency
- Thames Water
- Lee Valley Regional Park Authority (LVRPA)
- London Wildlife Trust
- Zoological Society of London (ZSL)
- Canal and River Trust
- Thames Rivers Trust

Appendix 3: Map of waterways in the London Lea Catchment (ArcGIS)



Appendix 4: Additional Reading

CaBA	https://catchmentbasedapproach.org/
Catchment Action Plan	https://storymaps.arcgis.com/collections/ed2ac601d4a648718b8959e72d85325a
Project Tracking Form	https://survey123.arcgis.com/share/fdee1f61f2ae445b8f58a1ed26ef7883