

## Ravensbourne Catchment Improvement Group (RCIG)

### Terms of Reference (ToR)

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

Version	Editor	Notes	Date
V1	Philippa Nicholls	First draft shared with partnership (based on previous RCIG ToR)	02/11/2022
V2	Philippa Nicholls	Second version shared with partnership after amendments were made based on member feedback and a discussion at an RCIG meeting	27/03/2023
V3	Philippa Nicholls	Two small amendments (addition of informal members and a brief annual review)	11/08/2023
V4	Sarah Thornley	Edited to reduce length, make clearer and easier to read	31/10/2025

### 1. Purpose

The RCIG is an invited panel of stakeholders, representing groups and organisations that have a direct relationship with the Ravensbourne Catchment and its issues, who are working collaboratively through a Catchment Based Approach (CaBA) to deliver on-the-ground benefits to the catchment and local communities.

### 2. Objectives

The Ravensbourne Catchment Improvement Group will:

- Identify key challenges and opportunities to form a coordinated, holistic, catchment-wide approach to delivering improvements to the Ravensbourne Catchment.
- Advocate for the Ravensbourne Catchment, raise the profile of the catchment partnership and enable more locally focused decision-making processes.
- Work in partnership to develop and deliver projects contributing to the delivery of the catchment action plan.
- Identify and pursue additional resources to increase the capacity and resources within the partnership.
- Identify, pursue and support fundraising efforts for catchment improvement projects.
- Learn and benefit from previous experience and skills across organisations and other catchment partnerships to ensure sharing of expertise and best practice.
- Engage, upskill and empower local communities to protect and advocate for their rivers.
- Contribute to the development and planning of key environmental policies and plans.

### 3. Roles and Responsibilities

#### 3.1. RCIG Partners

- Attend and actively contribute towards catchment partnership meetings, arriving prepared for meetings, having read any necessary documents previously, such as the minutes and actions from the previous meeting.
- Contribute to delivering and monitoring the catchment action plan.
- Share information on projects, case studies and funding opportunities.
- Share data and evidence, knowledge, skills and lessons learnt with the partnership.
- Contribute towards decision making within the catchment partnership.
- Include the catchment host in any communication relating to the catchment partnership.
- Be a respectful member of the RCIG, willing to listen and communicate effectively with other partners.

#### 3.2. Catchment Host

- Organise and chair the catchment partnership meetings, including the distribution of all associated admin and the resulting set of actions.

- Coordinate updates to the catchment action plan, partnership's evidence base, terms of reference, working group documents and any social media.
- Disseminate information and expertise between partners and aid the facilitation of sharing skills and data.
- Continue to engage with a wide range of stakeholders and incorporate them into the partnership where appropriate.
- Facilitate the development of partnership projects and communicate funding opportunities.
- Co-ordinate any working groups set up within the catchment partnership.
- Complete any reporting requirements for the partnership.
- Facilitate the catchment partnership response/input into policies and consultations.
- Foster co-operation between partners to aid the delivery of the partnership's objectives.

### *3.3. Environment Agency Catchment Coordinator*

- Act as the lead contact for the Environment Agency and enable liaison with specific teams or personnel when appropriate.
- Advise on a range of matters, providing guidance on policy and regulatory resources.
- Exercise the Environment Agency statutory duties and powers, providing access to regulatory resources when relevant.

### *3.4. Working Groups*

- Attend and input into working group meetings, the frequency of which is to be set by each group.
- Feed into the wider RCIG via regular updates at whole partnership meetings.

## **4. Operations**

RCIG meetings will be held on a quarterly basis, or as otherwise agreed.

The partnership may also operate through working groups to address specific themes or areas. As of 2025, there are two working groups operating under the RCIG – water quality and engagement.

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, where each organisation will have a single vote. A third of the partnership will constitute a quorum.

## **5. Membership**

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. Those wishing to join the partnership will need to contact the catchment partnership host, stating their role/organisation and reasons for wishing to join.

The catchment partnership host will review the membership of the partnership annually. For instance, if a partner does not attend four consecutive meetings, the catchment host will be in contact to inquire if they still want to continue their involvement.

A member may resign from the partnership by sending an email to the catchment host.

## **6. Communications**

When referring to partnership working, partners should reference the RCIG logo and hashtag (#RCIG).

Partners will notify the host and any other relevant partners in advance of any intention to communicate widely about the RCIG's initiatives or projects, so that communication opportunities can be coordinated and maximised. Any sensitive information should not be shared without the consent of the RCIG.

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

A shared cloud storage system can be accessed by partners as an online space to hold information of relevance.

## **7. Finances**

The partnership is not a legal entity and does not hold funds. Funding will be held by the most appropriate partner organisation/s.

## **8. GDPR & Data Sharing**

Upon acknowledging this document, partners can consent to sharing their contact details internally within the catchment partnership.

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

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