ITEM 5

Appendix Four – Officer Groups Terms of Reference

Terms of Reference – SRA Management Group

The SRA Management Group is a key part of the SRA structure providing a useful forum for consultation and information sharing between partners and the SRA Senior Manager about SRA progress and the business of the SRA Board. Members of the group are drawn from senior officers of each of the SRA partners and Farming and Wildlife Advisory Group, South West. The Group also oversees the delivery of SRA funded activities and the outstanding actions of the Somerset Flood Action Plan.

There are 5 programmes of work that the Group are involved in:

1. The SRA 5 Year Enhanced Programme. This is a rolling 5 Year Programme comprising the flood risk management works identified by the SRA as being needed over and above the flood risk management work already funded from the existing budgets and funding streams of Somerset's Flood Risk Management Authorities and other local partners.
2. The SRA *current year* Enhanced Programme. This comprises the flood risk management works for which funding has been agreed by the SRA Board.
3. The outstanding Actions of the Somerset Flood Action Plan that are not included in 1. and 2. above.
4. The outstanding works of the 2015/16 Enhanced Maintenance Programme

The Group will:

- With regard to the delivery of all the SRA funded programmes
    - hold the SRA Technical Group to account by monitoring overall progress and exploring in more detail where delivery/progress is flagged red (using a RAG status)
    - review key risks and issues and identify additional actions where these are insufficiently mitigated
- Monitor, update and review the framework for the SRA 5 Year Programme and prioritisation criteria, advise the SRA Board and direct the Technical Group accordingly.
- Review all proposals for change to the agreed SRA Programmes that are outside the SRA scheme of delegation and provide a recommendation to the SRA Board.
- Review and comment on all the other work of the SRA Board
- Review, comment and share information on all matters relating to the work of the SRA.
- Review the individual Flood Action Plan work streams – overall content and progress

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Membership

Members of the Group are senior officers as follows:

- Paula Hewitt (Chair), Somerset County Council
- Doug Bamsey, Sedgemoor District Council
- Brendan Cleere, Taunton Deane District Council and West Somerset Council
- Stuart Brown, Mendip District Council
- Vega Sturgess, South Somerset District Council
- Ben Thorne, Farming and Wildlife Advisory Group, South West
- David Whelon, Natural England
- Nick Stevens, Somerset Consortium of Drainage Boards
- Rachel Burden, Environment Agency
- Sarah Diacono, Somerset Rivers Authority

The Group will meet as required, but no more than monthly. A meeting quorum is a minimum of 6 members (or nominated substitutes) including the accountable body and two other funding organisations.

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Terms of Reference – SRA Officer Technical Group

The Technical Group is a key part of the SRA structure providing technical support and advice to the SRA Board. Members of the group are drawn from all the partners in the SRA, include all the Somerset Flood Action Plan work stream leads, and representation from Somerset's other Flood Risk Management Authority (Wessex Water) and from environmental NGOs. They are also accountable to the SRA Management Group for delivery of SRA funded activities and the outstanding actions of the Somerset Flood Action Plan.
There are 5 programmes of work that the Group are involved in:

5. The SRA 5 Year Enhanced Programme. This is a rolling 5 Year Programme comprising the flood risk management works identified by the SRA as being needed over and above the flood risk management work already funded from the existing budgets and funding streams of Somerset's Flood Risk Management Authorities and other local partners.
6. The SRA *current year* Enhanced Programme. This comprises the flood risk management works for which funding has been agreed by the SRA Board.
7. The outstanding Actions of the Somerset Flood Action Plan that are not included in 1. and 2. above.
8. The outstanding works of the 2015/16 Enhanced Maintenance Programme
9. The *current year* Somerset Common Works Programme (CWP). This comprises all the flood risk management works funded from the existing budgets and funding streams of Somerset's Flood Risk Management Authorities and other local partners.

The Group will:

- With reference to the SRA 5 Year Enhanced Programme, including the SRA *current year* Enhanced Programme:
    - Identify potential schemes for funding, based on the SRA's adopted criteria for funding and investment;
    - Investigate and appraise the viability of the schemes put forward, with respect to:
        - Benefits, taking account of sustainability in the medium to long term, including predictions regarding climate change and sea level rise
        - Costs, including the implications of future maintenance costs
        - Environmental impacts, including the opportunities for environmental enhancements
        - Alternative solutions
        - Deliverability, including legal compliance and any on-going obligations [eg. regarding monitoring or mitigation measures]

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        - Operational matters as a consequence of the proposed scheme

    - Prepare a consolidated prioritised programme from partners for approval by the SRA Board, taking demonstrable account of funding criteria and identifying a delivery partner;
    - Following scheme appraisal and the decision to invest, provide a technical challenge (procurement strategy, flood risk management, project management) to both the implementation plan and performance;
    - Identify proposed changes to the Programme, and put forward recommendations for a decision in accordance with the SRA's scheme of delegation.
    - Prepare a monthly progress and performance report on delivery

- Identify the schemes and programmes of flood risk management work that are funded from their own organisations' budgets. These are then combined and together comprise the Somerset Common Works Programme (CWP)
- Work together to identify opportunities for cost saving within the CWP and the SRA 5 Year/*current year* Enhanced Programme through joining up activities from partner organisations and considering joint/alternative delivery approaches.
- Identify opportunities for schemes with multiple benefits that a single organisation may not be able to justify in isolation, for inclusion in either the SRA 5 Year/*current year* Enhanced Programme (if to be funded by the SRA) or the CWP.
- Be accountable to the Management Group for the delivery of the *current year* SRA Enhanced Programme, the outstanding 2015/16 Enhanced Maintenance Programme and the outstanding Actions in the Somerset Flood Action Plan
- Discuss and resolve issues of mutual interest in flood risk management with a view to improving practices and service delivery in Somerset.
- Monitor, and report every six months on, the delivery and performance of the outstanding actions set out in the Somerset Flood Action Plan.

As part of its work helping to pull together the CWP and the SRA 5 Year Enhanced Programme, the Group has a "critical friend" role and as such officers from other

organisations can take part in this Group to maximise the value it brings to the process.
In addition to the roles above the Group can also make comment or recommendations on other activities such as consultation requirements for particular schemes, etc.

Membership
The Group will consist of a balanced mix of officers, including those from the following organisations:

- The Environment Agency
- Somerset Drainage Boards Consortium
- The County Council – (Lead Local Flood Authority and Highways)
- Somerset's District Councils
- Wessex Water
- FWAG (with RSPB as deputy)
- Natural England

The Group is chaired by the Somerset Rivers Authority Senior Manager and will meet as required, but no more than monthly.

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