Broadland Catchment Partnership Terms of Reference

Context

In June 2013, Defra launched a Policy Framework to aid wider adoption of the Catchment Based Approach (CaBA). The CaBA approach advocates local collaboration and more transparent decision-making when both planning and delivering activities to improve the water environment.

The policy sets out the high-level objectives for the approach, to establish catchment partnerships in every catchment in England where there is an interest to:

i. Deliver positive and sustained outcomes for the water environment by promoting a better understanding of the environment at a local level; and
ii. Encourage a more transparent form of decision making, in support of local collaboration or partnership working, for both planning and delivery.

The Broads Authority and Norfolk Rivers Trust co-host the Broadland Catchment Partnership. The Partnership is committed to collaborative working to improve the water environment across the whole Broadland Rivers catchment area.

BCP Partners will work according to the principles of the catchment-based approach (CaBA) as set out in Appendix 1.

Objectives

The principal objective is 'the collaborative working of all parties involved in the use and management of water in the catchment area with a view to protecting and enhancing the quality of water in the catchment area for the longer-term benefit of the communities and environment'.

Due to the critical importance of addressing the issues to the water environment the co-hosts and partners have formed the Broadland Catchment Partnership to ensure that issues that affect the water environment are understood and appropriate measures put in place, including to:

a) Provide a clear understanding of the issues in the catchment and enable better access and sharing of information about the water environment in the Broadland catchment
b) Promote liaison and encourage collaborative working between existing organisations, interest groups and projects in the Broadland catchment to deliver environmental benefits and avoid duplication of effort
c) To enable communities to influence and engage in decision-making that will have a direct impact on the area
d) Work out priorities for action and seeking to deliver integrated actions that address local issues in a cost effective way and protect local resources through both existing and new delivery groups
e) To develop a Broadland Catchment Plan outlining action plans and strategic objective

f) To understand barriers and system restraints and work together to deliver solutions to catchment pressures
g) Identify, participate in and seek additional resources for the management of the Broadland catchment
h) Influence how resources are used and targeted
i) Contribute to the development and planning of key environmental policies (e.g. River Basin Management Plans)

Operating Principles

a) The Broadland Catchment Partnership is established by the co-host organisations (the Broads Authority and Norfolk Rivers Trust).
b) The Broadland Catchment Partnership is administered by the Broads Authority.
c) The Steering Group is co-ordinated and supported by the Broadland Catchment Partnership Officer and the Broads Authority administrative officer.
d) The Broadland Catchment Partnership is Chaired by an individual appointed by the Steering Group.
e) Steering Group meetings will follow the BCP Code of Conduct as outlined in Appendix 2 to foster a positive collaborative environment
f) Representatives from other organisations may be invited to attend and/or participate in meetings, in respect of a particular matter or generally, by the hosts, Chair or the Partnership Officer.

Membership of the Steering Group

Membership of the Broadland Catchment Partnership steering group is not restricted to, but currently includes:

a) Landowner representatives and business stakeholders, including: NFU, Farm Conservation, Anglian Water, Essex & Suffolk Water
b) Public bodies, including: Environment Agency, Natural England, Broads Authority, Norfolk County Council, Water Management Alliance
c) Charities, including: Norfolk Rivers Trust, Norfolk Wildlife Trust, River Waveney Trust, The Rivers Trust, RSPB
d) Academics, including: University of East Anglia.

Wider membership - the Steering Group can invite and receive interest from others to join the group or provide presentations at meetings. The Steering Group will also co-ordinate the organisation or promotion of relevant events for a wider stakeholder group as and when it decides this is required.

Appendix 1

CaBA Principles

The catchment-based approach, also known as CaBA, has certain principles.

CaBA is a strategy for managing water environments, rivers, lakes, groundwater and coastal waters by focusing on natural hydrological catchment areas rather than administrative boundaries, it promotes integrated water management, considering various water needs and land uses, aiming for sustainable and community driven solutions.

Principles of the catchment-based approach:

- Holistic Management looks at the entire catchment area to understand the interconnections between water bodies, land use, biodiversity and human activity, aiming for integrated management of water resources.
- Stakeholder engagement involves local communities, businesses, land owners, government agencies and environmental groups in planning and decision making, ensuring that a wide range of interests and knowledge are considered.
- Collaborative working encourages different organizations to work together, share resources, expertise and data to achieve common goals for water quality, flood management and ecological health.
- Evidence based decisions, uses data and scientific research to inform actions and priorities, ensuring interventions are effective and targeted.
- Sustainability: Focuses on long term environmental and social benefits, promoting practices that protect water resources and ecosystems while supporting economic and social needs.
- Adaptive management embraces flexibility, allowing plans to evolve in response to new information changes in the environment or varying community needs. Including post project planning and assessment of any climate changes. Overall, CaBA aims for more effective and locally tailored water management by integrating, environmental, social and economic perspectives with longer term planning.
- Further details can be found in: Improving the quality of our water environment. A policy framework to encourage the wider adoption of an integrated Catchment Based Approach to improving the quality of our water environment Catchment Based Approach: Improving the quality of our water environment - GOV.UK

Appendix 2

BCP Code of Conduct

In order to foster a positive collaborative environment and to engender a spirit of co-operation, we ask all members to agree to the following:

Meetings

1. We encourage members to stick to the agenda and be concise – and allow time for all to participate.
2. If members have a particular issue that they would like to address, please inform the BA Catchment Officer or the Chair ahead of the meeting so that it can be tabled as an item. The agenda and timing is controlled by the chair.
3. We encourage members to attend all the meetings and prepare by reading the papers.
4. We encourage members to provide updates regarding events, projects, and funding opportunities either at the Steering Group Meetings or in written format to be circulated.
5. If a member is unable to attend, we encourage them to send an apology and inform the BA Catchment Officer or the Chair of the replacement in advance of the meeting.
6. We encourage members to draw attention to any potential conflicts of interest that may arise in the meeting.

Interaction

1. We encourage all members to communicate with each other in a respectful, inclusive and supportive manner without giving offence.
2. We encourage participation and welcome all opinions.
3. We encourage members to contribute positively to the discussions and respect the role of the Chair.
4. We urge members not to dominate the meetings with single issues of their own particular concern.
5. We recognise that there will inevitably be differences of opinion and we encourage members to hear and respect one another's views and to keep an open mind.
6. We encourage members to have in mind the best interests of the Broadland catchment and improvement of the waterbodies at all times.

Breaches of the Code of Conduct

Examples of behaviour that are in breach of this Code of Conduct could include:

- Behaving in an aggressive manner towards other people or in a way where they feel threatened or intimidated
- Shouting or using offensive language
- Conflict between group members that means the group ceases to operate effectively

Process

The process followed will depend on the nature and context of the breach, but could include:

1. If unacceptable behaviour occurs in a meeting, the Partner will be asked to modify their behaviour

2. If the partner refuses, they may be asked to leave
3. A formal written warning may be issued
4. The individual may be suspended or asked to leave the group if the behaviour is severe or repeated