

# SOUTH CHILTERNS CATCHMENT PARTNERSHIP



## TERMS OF REFERENCE

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

### 1.0 - Purpose

The South Chilterns Catchment Partnership is a focused group of local stakeholders, who are working together through a Catchment Based Approach (CaBA) to improve the rivers across the catchment and bring direct on-the-ground benefit to rivers, communities and wildlife.

### 2.0 - Objectives

The South Chilterns 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 to collaborate with partners to form a co-ordinated catchment approach to advocate for the partnership and raise the profile of the catchment.
- 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.
- Engage and empower local communities in understanding, maintaining and valuing their rivers.
- Contribute to the development and planning of key environmental policies and plans.

### 3.0 - 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 hosts, stating their role and reasons for wishing to join.

The catchment partnership hosts will review the membership of the partnership annually. For instance, if a partner does not attend four consecutive meetings, the catchment hosts 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 hosts.

### 4.0 - Operations

Catchment partnership meetings will be held three times per annum or as otherwise agreed.

The partnership may also operate through working groups to address specific issues/projects or cover specific geographical areas.

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 membership will constitute a quorum.

### 5.0 - Roles and Responsibilities

#### 5.1 - Catchment Partnership (as a whole, including hosts, catchment co-ordinators and partners):

- a) Comprise representatives from a wide variety of organisations, willing to collaboratively work alongside other partners and promote the catchment partnership.
- b) Be knowledgeable about the wider sector that they are representing (e.g., angling, nature conservation and/or community interests).
- c) Attend and actively contribute towards catchment partnership meetings.
- d) Arrive prepared to meetings, having read any necessary documents previously, such as the agenda and actions from the previous meeting.
- e) Contribute towards delivering and reviewing catchment priorities, the catchment action plan, a collaborative programme of project delivery and the objectives of the partnership.

- f) Share information on projects, case studies and funding opportunities and contribute towards the catchment map of aspirational, completed and ongoing projects.
- g) Share experiences, skills and lessons learnt with the partnership.
- h) Contribute towards decision making within the catchment partnership.
- i) Include the catchment host in any communications relating to the catchment partnership.
- j) To provide suitable content for the partnership's social media.
- k) Be a respectful member of the catchment partnership, willing to listen and communicate effectively with other members.

**5.2 - Catchment Hosts:**

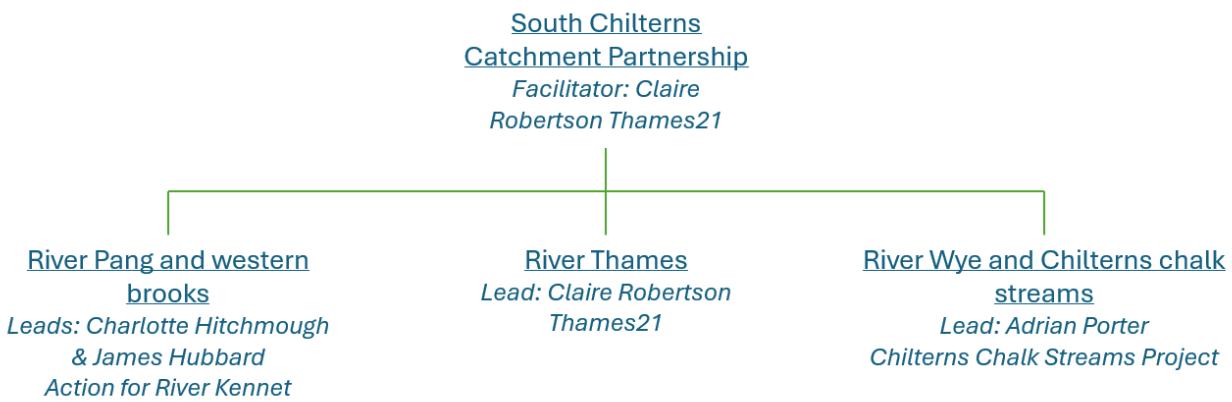
- a) Organise and chair the catchment partnership meetings, including the distribution of all associated admin and the resulting set of actions.
- b) Maintain and update the catchment action plan, partnership's evidence base, terms of reference, working group documents and any social media.
- c) Disseminate information and expertise between partners and aid the facilitation of sharing skills and data.
- d) Continue to engage with a wide range of stakeholders and incorporate them into the partnership where appropriate.
- e) Facilitate the development of partnership projects and communicate funding opportunities.
- f) 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.
- i) Foster co-operation between partners to aid the delivery of the partnership's objectives.

**5.3 - Environment Agency Catchment Co-ordinator:**

- a) Act as the lead contact for the Environment Agency.
- b) Advise on a range of matters, providing guidance on policy and regulatory resources where relevant.

**5.4 - Working Groups:**

- a) Each co-host to facilitate a working group, based off the geographical split of the catchment (see below).



- b) Attend and input into working group meetings, the frequency of which is to be set by each group.
- c) Update the catchment partnership at regular intervals at whole partnership meetings.

**6.0 - Communications**

The catchment action plan created by the partnership will be displayed through the online ArcGIS StoryMap, hosted on the co-host's websites.

A separate social media strategy will be created, which will define the tone of voice and content type of any partnership social media. When referring to partnership working, partners should reference the relevant partnership social media account/hashtag/logo. Each partner has a responsibility to share information through their own organisation or group as appropriate.

A shared cloud storage system will be established to act as an online space to hold information of relevance.

#### ***7.0 – Finances***

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

#### ***8.0 - GDPR & Data Sharing***

Upon acknowledging this document, partners can consent 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.