

# Appendix A

## Storms Impact Working Group – Proposed Terms of Reference

### Formation

1. The Storms Impact Working Group will be formed in accordance with the requirements set out in Part 4 of the Council's Constitution.
2. These Terms of Reference will be agreed by the Flood and Water Management Scrutiny Committee.

### Purpose and Remit

3. This Working Group will:
  - (a) consider the impact of Storm Babet and Storm Henk in late 2023 and early 2024 including the responses from partner organisations in relation to floods and incidents in Lincolnshire.
  - (b) submit a report to the Flood and Water Management Scrutiny Committee by October 2024 on the Working Group's findings, considering good practice, lessons learned and future action to be taken, including (but not limited to) possible recommendations both to partner agencies and Lincolnshire County Council.
  - (c) aim to be satisfied by its conclusion that all findings have been considered, including the work completed by the Flood and Water Management Scrutiny Committee on Section 19 report findings, whilst taking into account any financial implications that may arise out of any actions.
  - (d) consider addressing the concerns raised by the public and stakeholders around information available to communities.

### Membership

4. The Storms Impact Working Group will be comprised of the entire Flood and Water Management Scrutiny Committee as agreed by exception due to the wide reaching and public nature of the Working Group's remit.
5. Substitution Members are not accepted.

### Roles and Responsibilities

6. The Working Group will be managed and facilitated by a Scrutiny Officer and supported by the Lead Officers within the Flood and Water Team. Partners and Stakeholders such as the Environment Agency, Anglian Water and Local Resilience Forum and are invited to attend and also to submit paperwork for consideration.
7. Members of the Working Group have due regard to the level of officer support and other resources required and will work closely with the teams to produce outcomes.

## **Meetings**

8. Due to the wide-ranging remit of this working group, the Storms Impact Working Group will meet up to six times within its set timeframe for completion. Should additional meetings be required, the Overview and Scrutiny Management Board will be requested to approve an extension and any necessary additional resources.
9. Meetings to take place within the schedule agreed on formation and will be held in the Council Chamber at County Offices, Lincoln.
10. Meetings will be chaired by the Chairman of the Flood and Water Management Scrutiny Committee, or (in their absence) the Vice Chairman.
11. The minimum attendance will be three Members. Should this not be met, the quorum rules within the Council's Constitution will be applied.
12. At each meeting the Scrutiny Officer will introduce the actions log from previous meetings.
13. Members of the Working Group that may not be able to attend a meeting should notify Democratic Services in accordance with normal absence procedures.

## **Working Etiquette**

14. Members of the Working Group will exchange views and opinions and conduct their affairs in accordance with the Code of Conduct and the Member- Officer Protocol.
15. Agenda and papers and/or presentations will be shared with Members of the Working Group at least five working days in advance of the meeting.
16. All reports considered by the Working Group will be taken as read permitting time for brief introduction.
17. An action log will be taken and managed by the Scrutiny Officer and all assigned tasks will be monitored by the Working Group.
18. Democratic Services Officer will produce a set of notes capturing key points raised in debate and populate the action log.

## **Members' Interests**

19. Members will declare at the beginning of each meeting any personal/professional interests which may or may not have informed their Pecuniary Interests Forms which are relevant to the items of business to be discussed.

## **Reports**

20. All LCC reports including the final report (summarising the Working Group's outputs and recommendations to the parent cttee) to be produced in collaboration between Leading Officers and the Scrutiny Officer.
21. Evidence reports will be produced by stakeholders and cleared by Leading Officers prior to Working Group submission.

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