

LUTON LEA CATCHMENT PARTNERSHIP

TERMS OF REFERENCE

1. Name

1.1 The name of the association is the Luton Lea Catchment Partnership.

2. Area

2.1 The Catchment Partnership will take an interest in the River Lea from its various sources in Luton & Central Bedfordshire to East Hyde. The Catchment Partnership is cognizant that the River Lea water flow contains inputs from beyond the catchment geography and also forms part of the Thames River Basin.

3. Vision – as identified in the catchment page

3.1 The Upper Lea catchment, within which the Luton Lea sits, is a tapestry of priority chalk rivers, historic canals, navigations and urban rivers, that weave amongst internationally important wetlands, flooded gravel pits and lakes, in both rural and urban settings. Our vision is to see all watercourses flowing year-round where naturally expected with plentiful, quality water that supports its characteristic flora and fauna. Our partnership aims to restore and maintain these ecosystems, both above and below ground, boosting the catchment's natural capital and value for people and wildlife. Through encouraging people to value and learn about their local river, as well as supporting them to manage the catchment more wisely, our partnership aims to engender a sense of stewardship and embed a water-friendly approach within communities across the catchment.

4. Aims and objectives

4.1 The aim of the Catchment Partnership is to bring together relevant organisations, groups and individuals to conserve and improve the health of the water environment of the Luton Lea catchment.

4.2 The agreed themes of the Catchment Partnership are Community engagement & participation; promoting appropriate and sympathetic land management; improving water quality and quantity.

4.3 The Catchment Partnership will provide a forum for discussion of issues and coordination of activity, contributing to the development and delivery of a catchment plan.

4.4 The Catchment Partnership works at the catchment level with key stakeholder organisations and local representation to agree the strategic priorities for the catchment and to support delivery. It will support the Environment Agency in developing an appropriate River Basin Management Plan, required under the Water Framework Directive. It will also support adjacent catchment partnerships through the sharing of information and activity prioritisation wherever possible.

5. Status

5.1 The Catchment Partnership is a voluntary, non-statutory body which is mandated by the Environment Agency.

5.2 The Catchment Partnership is unincorporated and not a legal entity.

5.3 The Catchment Partnership does not hold or expend funds itself. Projects and activities recommended or supported by the Catchment Partnership will be led by organisations best placed to do so.

6. Membership

6.1 Membership of the partnership is conferred to an individual who represents an organisation (public, private, NGO, charity, local community group) or an individual who is active and knowledgeable in the issue locally and supports the aims of the Catchment Partnership and whose goals are synergistic with the objectives set out for the Catchment Partnership.

6.2 Membership shall be conferred by simple discussion by existing members and membership will be regularly reviewed.

6.3 Members who are not active, that is, not participating in Catchment Partnership actions and management processes, will be placed on a 'correspondence only' list. A member who does not participate (either by meeting attendance or contribution in any other way) to achieving the aims of the Catchment Partnership within a twelve -month period, shall be deemed to have resigned from the partnership and be deleted from all communication media.

6.4 The Catchment host shall keep a list of members and data will be handled as per the requirements of the UK General Data Protection Regulation and the Data Protection Act 2018.

6.5 Roles and responsibilities of members:

- To engage fully with the Catchment Partnership via meetings and development and delivery of activity
- To provide timely information of relevant potential and planned activities to enable consideration of the appropriate engagement of the Catchment Partnership thus making full use of the partners skills and knowledge
- To provide information about the organisation's activity in the area to support the annual monitoring and reporting process
- To represent the Catchment Partnership at all opportunities with information flowing two ways: from the Catchment Partnership and back to the group
- To act at all times with dignity and respect for others.

7. Risk

7.1 Liability risk arising from collaborative Catchment Partner activities rest with the relevant member organisation aka 'partner'. Liability risk arising from decisions made at Catchment Partnership meetings are shared among partners, unless risk is agreed to rest with a specific partner.

7.2 Personal liability risk may occur as a result of contractual obligations or through carrying out an activity that could create a legal liability in the name of the Catchment Partnership. To avoid such risk: communications issued in the name of the Catchment Partnership will be approved by all relevant members before being issued and any reference to the Catchment Partnership will be approved by the catchment host.

8. Equality

8.1 The Association will not discriminate against any member of the Partnership on any grounds.

9. Governance & management

9.1 It is intended that the Catchment Partnership be given adequate structure without being burdened by formality. The catchment host will organise, run and minute meetings and report back to funders as required.

9.2 Decisions within the Catchment Partnership will be made following discussion with no formal voting. Where any initiative requires collaborative activity joint working arrangements are left to the discretion of the collaborating members.

9.3 There will be at least four meetings of the Catchment Partnership a year. Meetings should address both governance and management issues and also provide an opportunity for updates on catchment health and environment.

9.4 Working groups may be established to progress discussions around certain themes between whole partnership meetings. Working groups will meet at intervals set by their members and report back to the partnership when necessary at quarterly meetings.

10. Catchment Partnership Functional Requirements

10.1 All catchment partners are to contribute to the identification of activities required to enable the partnership to function, excluding those activities which fall wholly within the remit of member organisations. Such activities are to be reviewed at least annually.

10.2 Manpower and other resource required to deliver such activities are to be identified and the Catchment Partnership to consider and agree priorities.

11. Devolved Authority

11.1 The Catchment Host can represent the Catchment Partnership with regard to:

- a) submission of inputs to statutory consultations,
- b) representing Luton Lea Catchment Partnership at CaBA conferences,
- c) meeting with other organisations which share interests with the Luton Lea Catchment Partnership, such as LNPs etc.

12. Updating Terms of Reference

12.1 These terms of reference will be revised and agreed every 12 months. Old versions will be kept and version numbers recorded below.

VERSION CONTROL

V1 - Initial Draft	Shared with working group.	9 September 2022
V2 - Final draft	Shared with Catchment Partnership	15 December 2022
V3 - Updated	Updated and shared with Catchment Partnership	14 December 2023
V4 - Final	Shared with catchment partnership	18 December 2024

V5	Reratified December 25	11 December 2025
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