Terms of Reference

Flood Hydrology Roadmap Governance Board

1. Background of the Flood Hydrology Roadmap

The flood hydrology roadmap (the "Roadmap") sets out a 25-year vision for food hydrology in the UK which has been developed by and for the UK flood hydrology community. This vision will be realised through 31 actions grouped into 4 thematic work areas covering:

a) ways of working;
b) data;
c) methods; and
d) scientific understanding.

The vision for UK flood hydrology is that during the next 25-years society will have improved hydrological information and understanding to manage flood hazard more effectively in a changing world; and flood hydrology and whole-system process understanding will be underpinned by excellent evidence with quantified uncertainty. Leadership and collaboration are key to achievement of this vision.

Through development of the Roadmap, the project has consulted hundreds of professionals across the UK including representatives from academia, industry and government to define the vision and set out the programme of work required to achieve it.

The Roadmap Programme is designed to accelerate the process from initiation of flood hydrology research to implementation by the end user, which is especially valuable in the context of climate change.

The Flood Hydrology Roadmap Governance Board (the "Board") will own the Roadmap, be responsible for its delivery and remain in place for the lifetime of the Roadmap (circa 25 years).

2. Roles and Responsibilities of the Board

The Board will:

- Approve the Roadmap programme and sign off any changes to it to ensure the ongoing alignment of the Roadmap Programme with the partners and stakeholders involved in it.
- Seek and agree funding and other resource contributions through a costed business plan for the ongoing operation of the Board, including secretariat arrangements to support effective function of the Board
- Maintain an overview of programme activities, expenditure, outputs, outcomes and benefits.
- Track in-kind and cash contributions to the Roadmap Programme
- Prepare regular (annual) progress reviews of the flood hydrology Roadmap delivery plan, with a formal published report on progress at least once every 3-years resulting in a refresh of the Roadmap and delivery plan actions at appropriate intervals
- Approve Project governance for each Project identified within the Roadmap Programme, who will commission, manage and deliver the Project to the satisfaction of the Board
- Monitor and manage any risks and issues arising from implementation of the Roadmap Programme and its individual Projects
- Resolve any strategic and directional issues between Projects (where the input and agreement of senior stakeholders is needed)
- Develop and maintain a Communications and Engagement Plan to encourage participation and investment in the Roadmap Programme, and to report on progress on delivery of the Roadmap to the wider community

- Support the Scientific and Technical Advisory Group (STAG) to facilitate dissemination of knowledge exchange activities for the Roadmap Programme, e.g. website hosting, where appropriate

3. Membership of the Board

The Board shall be comprised of:

- One representative of British Hydrological Society
- One representative of Department for Infrastructure, Northern Ireland
- One representative of Environment Agency
- One representative of Natural Resources Wales
- One representative of Scottish Environment Protection Agency
- One representative of UK Research and Innovation

The above representative members should be at an appropriate level and should be able to make decisions on behalf of the organisation they represent.

Initial Board membership will be for a minimum period of 1 year. Any future nominations process for the duration of the programme will be undertaken by the established Board.

The membership of the Board will be expanded as appropriate (for example to guide and advise the delivery of scientific actions in the Roadmap). Any changes to the required balance of member representation of the Board to meet the Roadmap Programme outcomes shall be identified and the Terms of Reference updated as required.

4. Role of Individual Board Members

The role of the individual members of the Board is to commit to:

- Proposing issues for collective action on behalf of their organisations
- Authorising their organisation's leadership of, or participation in, actions
- Participating in at least 6 meetings per year
- Actively contributing to the Board's work both during and between meetings

The Board members will elect officers at the first meeting for Chair and Secretary. These appointments shall be for a period of a minimum of 1 year and re-election will take place within future Annual General Meetings.

5. Role of Chair

The Chair is responsible for facilitating the Board to achieve its Terms of Reference, including:

- Acting as a Roadmap advocate responsible for ongoing promotion of its vision, actions and outcomes
- Approving meeting agenda
- Ensuring that the time in meetings is used effectively and that discussion on agenda items in Board meetings is focussed, succinct and evidence-based
- Facilitating open and constructive communications amongst Board members and encourage their contribution in or out of session

- Facilitating meetings to achieve consensus wherever possible, where consensus means encouraging Board members to develop, and agree to support, a position on advice in the best interest of the delivery of the Programme
- Guiding and summarising Board discussions, rather than participate in the detail of those discussions
- Where due to unforeseen circumstances the Chair is unavailable an alternative chair from the Board members will be identified and given sufficient notice to enable Chair of meetings and other responsibilities to be deputised.
- In order for the Chair to remain neutral, where required, an additional representative from their organisation may be included as a board member in order to make decisions on behalf of the organisation they represent.

6. Role of Secretary

The Secretary will support the Board in terms of:

- Liaising with the Chair on the preparation of meeting agenda
- Preparing and distributing meeting agenda papers to the Board members at least five working days prior to the scheduled meeting
- Arranging meeting venues and associated logistics
- Recording meeting outcomes and providing minutes and action items to Board members no later than five working days after the meeting
- Monitoring programme activities, risks, expenditure, outputs, outcomes and benefits
- Maintaining an updated Communications and Engagement Plan
- Maintaining a register of funding opportunities to help deliver the Roadmap
- Preparing regular (annual) progress reviews
- Sharing of outcomes between the STAG and the Board

7. Meetings

- Meetings will be 6 times a year including an Annual General Meeting, with any further interim meetings as agreed by all members
- All meetings will be conducted according to an agenda approved by the Chair
- Board members may request that items relevant to the Board's Terms of Reference be placed on the agenda. Such requests must be forwarded to the Secretary at least 10 days prior to a scheduled meeting
- The Chair shall approve the agenda at least five working days prior to a scheduled meeting
- The decision of the Chair on the agenda will be final
- A quorum will be 4 members

8. Ways of Working

The Board shall be responsible in its approach to meetings. It shall seek to promote equality, diversity and inclusion (EDI) ensuring all members have equal opportunity to input. For example, the Board will provide papers in alternative formats where required and take a flexible approach to meetings e.g. to accommodate childcare requirements.

The Board will also seek to minimise environmental harm including though, but not limited to, the use of virtual meetings, minimising the use of printed materials and encouraging public transport where meetings are required in person.

Through effective collaboration the Board has the opportunity to enhance the natural environment and promote EDI across their respective organisations.