



## **DONCASTER EAST IDB**

### **Thorne Moors Water Level Management Plan (WLMP) Steering Group**

#### **TERMS OF REFERENCE**

##### **Background**

The aim of the Thorne Moors WLMP is to restore the lowland raised mire habitat of Thorne Crowle & Goole Moors by achieving water levels conducive to the growth of peat forming vegetation. The project will be delivered throughout the period 2011-2017 in accordance with the Scope of Works identified in the Project Appraisal Report 2010, identified at Appendix A.

Project delivery will be overseen by a Steering Group whose primary role is to ensure the WLMP Implementation is delivered in line with funding guidelines, detailed Appendix B, financial constraints and to steer the project when issues are encountered affecting that implementation.

##### **Members of the Group**

The Steering Group shall comprise 8 members being nominated by their respective organisations as follows:

Member Body	Number of Members
Doncaster East Internal Drainage Board (IDB) – primary fund holder	2
Natural England – primary land owner	2
North Lincolnshire Wildlife Trust – secondary landowner	1
Collective Representative of local IDBs	1
Environment Agency – primary funder	1
Other stakeholder to be agreed by the above	1

##### **Responsibilities of the Steering Group**

To ensure delivery of the WLMP implementation in accordance with the aims and objectives set out in the WLMP Investigative Studies Report May 2010 and the scope of the Environmental Impact Assessment June 2011. Delivery of the plan will be achieved by the grant end date. The Steering Group will ensure that Project Management monthly progress reports are issued to Steering Group members, made available on the Project website and to Doncaster East IDB Finance Officer and Engineer. The steering will be responsible for ensuring that progress updates include relevant detail and evidence of how the plan is being delivered to date and how this correlates with project expenditure. Any unplanned expenditure, costs or project drift should be challenged with an appropriate action plan formulated to support delivery to budget within agreed timescales.

This will provide evidence of good governance, openness and transparency in the use of public money.

## **DONCASTER EAST IDB**

### **GOVERNANCE**

#### **Standing Orders**

##### **Regulations as to proceedings**

1. The term of office for Chair and Vice Chair shall be one year
2. For the initial year only following formation, the Group will appoint a representative of Natural England as Chair and a Vice Chair shall be elected from the Group.
3. Meetings shall be held at a minimum quarterly on a date agreed before the close of the previous meeting. Ideally meeting should be programmed for the lifetime of the project
4. For each meeting other than one arranged as an emergency, Members will receive an Agenda and full meeting papers electronically at least 14 days before the meeting.
5. In the case of an emergency meeting, not less than 7 days' notice.
6. For emergency meetings attendance may be by teleconference.
7. All resolutions and proposals shall be decided by a majority of votes of the members present by a show of hands with numbers for, against and abstentions being recorded in the Minutes. The Chair will have a casting vote in the event of a tie.
8. Meetings will be quorate with 5 members which must include a representative each of Doncaster East IDB and Natural England. If departures reduce the number below this the Chair will terminate the meeting.
9. No business shall be transacted other than that which appears on the Agenda unless 75% of members present agree to any such additional issue being discussed.
10. Minutes will be made of all meetings recorded in an appropriate form by the Project Manager to cover subject discussion, points of view, decisions taken and actions agreed. Draft minutes will be issued to Group members for comment within 14 days of the meeting.
11. Approved Minutes of meetings will appear on the Project website
12. Declarations of interest will be made by Steering Group Members if the subject matter relates to the organization being represented.
13. All meetings shall be held at the offices of the Shire Group of IDBs, Epsom House, Malton Way, Adwick le Street, Doncaster DN6 7FE

##### **Register of Interests**

It is important that Steering Group members discharge themselves professionally at all times and support the implementation of the plan without seeking to further personal views or interests. It is also expected that members extol the virtues of the 'Nolan principles', which are the basis of the ethical standards expected of public office holders

Each member of the Steering Group is required to complete a Register of Member Interests which will be available for public scrutiny on the Project website together with contact details of the organization they represent.

##### **Steering Group Meetings**

Will be held quarterly with a standing agenda of:

- Activity progress updates
- Up to date spend profile and future spend
- Implementation issues and overall risks
- Looking ahead

## **DONCASTER EAST IDB**

### **APPENDIX A: Scope of works**

- Scrub clearance to reduce evapotranspiration on southern part of site;
- Ditch blocking to retain water on southern part of site;
- Weir construction on Angle Drain, Southern Boundary Drain and North West Rand;
- Pumping station construction;
- Sheet piling (both plastic and steel);
- Reprofiling on Crowle Moors (Ribbon Row);
- Creation of lagg fen on SSSI boundary.
- Environmental Impact Assessment

## DONCASTER EAST IDB

### APPENDIX B: Funding Guidelines

<b>Type of Expenditure</b>	<b>£</b>
Design & appraisal & project management	£514,480.00
Construction Works	£2,276,939.00
Environmental Impact Assessment	£90,000.00
<b>TOTAL Scheme Cost</b>	<b>£2,881,419.00</b>