# West Yorkshire Flood Innovation Programme (WY FLIP)

# Terms of Reference

# Summary of the WY FLIP

There is no doubt that as a result of climate change we will see more flooding in our region on an even larger scale. There is an urgent need to protect communities at high risk by developing additional resilience, where traditional hard flood defences, are not viable – either economically or technically – by developing novel solutions that work.

West Yorkshire has launched an innovative programme to make the region more resilient to flooding and climate change. The Five lead Local Flood Authorities, Environment Agency and West Yorkshire Combined Authority are partners and they have support from local stakeholders including academic partners, community based groups, Third Sector organisations and Yorkshire Water. The Programme will work at catchment level and across administrative boundaries.

The WY FLIP will focus on innovation, exploring new ways of working including bringing together people who do not normally work together such as representatives from the private sector, community groups, charities and volunteers with a keen interest in flood resilience. Collaboration is key and representatives outside of the flood risk and environment sectors will be involved including the finance and insurance sector, transport, education, technology and health to ensure a holistic approach and other benefits for our communities. Learning from the programme will be shared across organisations to help others deliver similar projects successfully across the region, nationally and internationally.

WY FLIP has been kick-started with 2 years of funding from the Yorkshire Regional Flood and Coastal Committee to develop core activities, establish a governance structure and attract more funding to deploy projects and sustain the Programme into the future.

The Programme has a mandate which takes the form of a [Roadmap](https://icasp.org.uk/projects-2-2/west-yorkshire-flood-innovation-programme-flip/#:~:text=A%20collaborative%2C%20innovative%20programme%20to,to%20flooding%20and%20climate%20change.). The Roadmap was developed in collaboration with stakeholders and partners across West Yorkshire.

The WY FLIP has five themes which aim increase the resilience of the region to flooding and the wider impacts of climate change:

* Integrated water management solutions
* Nature based solutions or Natural Flood Management
* Property flood resilience
* Enhanced flood warning systems
* Community and Voluntary Sector

There are also four over-arching principles that WY FLIP activities will work by:

* Empowering local communities
* Developing education and skills across West Yorkshire communities living with floods
* Transferring knowledge by building on existing partnership and networks, peer to peer support, co-production and developing new innovation
* Making sure metrics are built into themes such as independent academic monitoring and evaluation of activities and outcomes.

# WY FLIP Programme Board

## What is the WY FLIP Board & why is it needed?

The role of the WY FLIP Board is to **maintain oversight** of the programme throughout its lifecycle and to facilitate **executive decision making** at a strategic level to ensure that the activities of the programme align with the core themes and principles as outlined in the **Roadmap.**

The Programme Board will work with the Programme Manager(s), wider Project Team(s) and the Steering Group to ensure the WY FLIP **delivers its aims** by focusing work on key themes and operating by the principles of the programme.

The Project Board will ensure that the **interests of partners and stakeholders** are considered in decision making, and the project deliverables increase the resilience of the region to flooding and climate change.

The Project Board will also ensure that **communication** to and between wider project stakeholders is effective to support project delivery.

What powers does it have?

The Board is responsible for **decision making** relating to key project decisions, resource allocation and issue resolution.

The Board will have **executive decision-making** on which project ideas get put forward for development and ultimately funding. Information on who has executive and advisory decision making roles can be found in the table below.

## How often will it meet?

The Board will meet **monthly** and will take place between each Steering Group meeting.

## What is expected of members?

Provide **leadership** on the activities and proposals within the programme.

Act as an **active ambassador** for the programme aims, themes and principles within own networks.

**Attend** monthly Programme Board meetings.

Provide interim updates to the programme if relevant **opportunities** arise.

Complete **interim action** to develop and progress programme activities.

Who makes up the Programme Board?

|  |  |  |  |
| --- | --- | --- | --- |
| Name  | Organisation & Role | Board position | Decision making role |
| Jenny Armstrong  | University of Leeds – iCASP Impact Translation Fellow | Chair | Executive |
| Jonathan Moxon | Leeds City Council – Flood Risk Manager | Co-Chair | Executive |
| Cath Seal | University of Leeds – iCASP Comms Officer | Secretariat | Advisory |
| Vanessa Allen | Leeds City Council - Principal Engineer | Theme lead - IWMS | Executive |
| Ed Norfolk | Bradford Metropolitan District Council - Flood Risk Manager | Theme lead - PFR | Executive |
| Paul Maddison | Wakefield Council - Flood Risk Manager | Theme lead - EFWS | Executive |
| Rashid Mahmood | Kirklees Council - Flood Risk Manager | Theme lead - CVS | Executive |
| Mohammed Amjid  | Calderdale Council – Flood Risk Manager | Theme lead - NFM | Executive |
| Mark Wilkinson | Environment Agency - West Yorkshire Programme & Partnerships | Partnership advisor | Executive |
| Jon Follows | Environment Agency - West Yorkshire Programme & Partnerships | Partnership advisor | Advisory |
| Amer Bhatti | Environment Agency – Project Manager FCRM / Yorkshire Regional Flood and Coastal Committee Secretary | Partnership advisor | Advisory |
| Justin Wilson  | West Yorkshire Combined Authority -  | Partnership advisor | Executive |
| Finn Barlow-Duncan  | University of Leeds – iCASP Impact Officer  | Partnership advisor | Advisory |
| Susannah Hopson | University of Leeds - Research and Innovation Development Officer | Partnership advisor | Advisory |
| Joseph Holden | University of Leeds – iCASP Director  | Academic lead | Executive |

# WY FLIP Steering Group

## What is the WY FLIP Steering Group?

The WY FLIP Steering Group is designed to enable a wide range of stakeholders and partners to bring their respective areas of **expertise** to **input and steer** the activities within the programme.

The Group is complementary to but different from other strategic groups operating in the resilience arena - it is focused on **supporting and advising** the WY FLIP Roadmap and strategies outlined by complementary regional forums though **harnessing innovation and developing collaborative working partnerships** with colleagues both within and outside the flood risk management sector.

## Why is it needed?

The Steering Group is essential to ensure the **collaborative and innovative** ambitions of the WY FLIP.

It is a forum where a multiple partners across, a range of sectors, within West Yorkshire can come together and use their **expertise** to shape the activities and projects within the programme to ensure the deliver the **maximum benefit to increase the resilience** of the region to flooding and climate change. Information on who has executive and advisory decision making roles can be found in the table below.

The Group will enable members to make **new connections** and maintaining existing ones to increase collaboration and generate new ideas.

The Group will enable members to discuss opportunities within the resilience space and increase awareness and opportunity to apply for **funding**.

## How often will it meet?

Initially the Steering Group will meet **every two months**. This shall be kept under review and may move to quarterly meetings in due course.

Meetings will be held virtually.

## Who would we like as members on the Steering Group?

Welcome a **diverse range of members** from statutory organisations to the third sector. As well as flood risk management colleagues, we especially welcome members from **others sectors** i.e. finance, insurance, healthcare, infrastructure etc.

## What is expected of members?

Act as an **active ambassador** for the programme aims, themes and principles within own networks.

Attend Steering Group meetings.

Provide interim updates to the programme if relevant **opportunities** arise.

Provide **feedback** on the activities and proposals within the programme.

Members are encouraged **to actively seek opportunities** to connect the work of the project to other activities and projects inside or outside of the WY FLIP community. In particular, the innovation sought in the project can be made more effective by introducing unusual ideas especially from other fields of work or study.

## Who makes up the Steering Group?

|  |  |  |  |
| --- | --- | --- | --- |
| Name  | Organisation & Role | Position | Decision making role |
| Jonathan Moxon | Leeds City Council – Flood Risk Manager | Chair | Executive |
| Jenny Armstrong  | University of Leeds – iCASP Impact Translation Fellow | Co - Chair | Executive |
| Mel Stonard | University of Leeds – iCASP Administrator | Secretariat | Advisory |
| Vanessa Allen | Leeds City Council - Principal Engineer | As required:Theme lead - IWMS | Executive |
| Mohammed Amjid  | Calderdale Council – Flood Risk Manager | As required:Theme lead - NFM | Executive |
| Ed Norfolk | Bradford Metropolitan District Council - Flood Risk Manager | As required: Theme lead - PFR | Executive |
| Paul Maddison | Wakefield Council - Flood Risk Manager | As required: Theme lead - EFWS | Executive |
| Rashid Mahmood | Kirklees Council - Flood Risk Manager | As required:Theme lead - CVS | Executive |
| Jo Arnold | Environment Agency | Member | Advisory |
| Adrian Barraclough | AKB Environmental | Member | Advisory |
| Andy Bray | Calder and Colne Rivers Trust | Member | Advisory |
| Amanda Crossfield | Yorkshire Water | Member | Advisory |
| Shelley Evans | JBA | Member | Advisory |
| Neil Fearnley | Calderdale Council | Member | Advisory |
| Ben Fenton | Calderdale Council | Member | Advisory |
| Jessica Green | Yorkshire Water | Member | Advisory |
| Paul Hudson | University of York | Member | Advisory |
| Sally Kelling | Environment Agency | Member | Advisory |
| Katie Kimber | Slow The Flow | Member | Advisory |
| Rachel Kipling | Environment Agency | Member | Advisory |
| James Lockwood | Kirklees Council | Member | Advisory |
| Peter Marchant | M3 Flood Tec | Member | Advisory |
| Geoff Roberts | Aire Rivers Trust | Member | Advisory |
| Finn Barlow-Duncan | University of Leeds – iCASP Impact Officer | Member | Advisory |

# How will the two groups interact?



The Board is responsible for the overall direction of the Programme and has ultimate decision-making authority across the project. The Board will **consider recommendations** from the Steering Group in their **project decision-making processes.**

The Project Board will meet monthly. Steering Group meetings will be held everyone two months and **scheduled to align in-between** Board meetings to enable the Board to review input from the Steering Group to **progress projects, ideas and opportunities**.

Project **scoping documents** shall be used as a tool to capture input from both the Board and Steering Group. These documents shall be used to progress projects, ideas and opportunities.

Decisions may need to be taken outside of the process outlined above. For example, when a time limited opportunity arises. In this instance, relevant parties will be contacted and updated remotely and the whole WY FLIP community updated at the next steering group / board meeting.