

Appendix B. Southend-on-Sea Stakeholder Engagement Plan

B.1 Purpose of the Stakeholder Engagement Plan

The purpose of this Stakeholder Engagement Plan (SEP) is to set out how Southend-on-Sea Borough Council will take the lead in local flood risk management and work with other risk management authorities (RMAs) as well as other organisational bodies, individuals and the public, to fulfil our duties and responsibilities under the FWMA and Flood Risk Regulations.

This plan defines who is involved in local flood risk management, what information will be shared, how frequently, and how it should be used.

This SEP is a live document that should be revised and updated as new stakeholders are engaged, as contact details change and as new procedures for the discharging of duties in relation to flood risk management are established. It is recommended that one individual is responsible for keeping the SEP up to date and circulating it amongst relevant contacts as necessary.

B.2 Stakeholders

The stakeholders relevant to flood risk management in the Southend-on-Sea Borough Council administrative area have been identified as:

Risk Management Authorities;

- Southend-on-Sea Borough Council (as the LLFA);
- Environment Agency;
- Southend-on-Sea as the Highways Authority; and,
- Anglian Water.

Other stakeholders include:

- Essex County Council;
- Regional Flood and Coastal Committee (FRCC);
- Leigh-on-Sea Town Council;
- Network Rail;
- Essex County Fire and Rescue Services;
- Essex Police;
- Land owners and land managers;
- The public;
- Riparian Owners;
- Essex and Suffolk Water; and,
- The media.

Southend-on-Sea Borough Council Internal departments:

- Flood and Coastal Management;
- Emergency Planning;
- Highways Department;
- Environmental Care;

- Parks;
- Strategic Planning;
- Development Control;
- Property;
- Communications; and
- Public Relations.

B.3 Risk Management Authority Roles and Responsibilities

When considering roles and responsibilities in relation to any project, the RACI model provides a useful tool. The acronym RACI stands for:

- **Responsible:** The person who does the work to achieve the task. They have responsibility for getting the work done or decision made. As a rule this is one person / organisation.
- **Accountable:** The person who is accountable for the correct and thorough completion of the task. This must be one person / organisation, and this is the role that the responsible individual is accountable to and who approves their work.
- **Consulted:** The people / organisations who provide information for the project and with whom there is two-way communication. This is usually several people, organisations or groups.
- **Informed:** The people / organisations who are kept informed about progress and with whom there is one-way communication. These are people who are affected by the outcome of the tasks so need to be kept up-to-date.

The following series of tables seek to set out the roles and responsibilities of each of the RMAs in accordance with the relevant legislation.

It is noted that as the procedure for local flood risk management in Southend-on-Sea becomes established, these tables should be updated to reflect changes in roles between RMAs, or where additional roles and responsibilities are taken on that have not already been identified.

It is recommended that these duties, roles and responsibilities are periodically reviewed at RMA meetings.

Table B-1 Roles and responsibilities of Southend-on-Sea Borough Council

| Legislation | Flood Risk Management Functions |
|-------------------------------------|--|
| Flood and Water Management Act 2010 | Southend-on-Sea Borough Council has a duty to lead on local flood risk management , including establishing effective partnerships within their local authority as well as with other risk management authorities such as the Environment Agency, Essex and Suffolk Water, Anglian Water, Highways Authority and neighbouring Local Authorities. |
| | Southend-on-Sea Borough Council have a duty to investigate and record details of significant flood events within their area. This duty includes identifying which authorities have flood risk management functions and what they have done or intend to do with respect to the incident, notifying risk management authorities where necessary and publishing the results of any investigations carried out. (FWMA Part 1 Section 19). |
| | Southend-on-Sea Borough Council has a duty to develop, maintain, apply and monitor a strategy for local flood risk management in their area. The LLFA must publish a summary of its Strategy (including guidance about the availability of relevant information). It may also issue guidance about the application of the Strategy in its area. The LLFA must consult other risk management authorities who may be affected by the Strategy and public on the LFRMS. (FMWA Part 1 Section 9). |
| | Southend-on-Sea Borough Council has a duty to maintain a register of structures or features which are likely to have a significant effect on flood risk in its area, including details on ownership and condition as a minimum. The register must be available for inspection. (FWMA Part 1 Section 21). |

| Legislation | Flood Risk Management Functions |
|------------------------------|--|
| | <p>Southend-on-Sea Borough Council must aim to make a contribution towards the achievement of sustainable development when exercising a flood risk management function. (FWMA Part 1 Section 27).</p> <p>The UK government launched a consultation on 12th September 2014 proposing a new way to approach the implementation of SuDS responsibilities through the existing planning system effectively replacing the duty to form a separate SuDS Approving Body (SAB) as laid out in Schedule 3 of the Act. In the government response to the consultation on 18th December 2014, it was confirmed that this approach would be taken forward and take effect from 6th April 2015. Local planning authorities will require all major development applications to include proposals for SuDS.</p> <p>Southend-on-Sea Borough Council as the Local Planning Authority will therefore consult on SuDS systems and drainage strategies submitted as part of planning applications.</p> <p>Southend-on-Sea Borough Council has a consenting and enforcement responsibility for ordinary watercourse regulation.</p> <p>Southend-on-Sea Borough Council has powers to request a person to provide information in connection with the authority's flood and coastal erosion risk management functions. (FWMA Part 1 Section 14).</p> <p>Southend-on-Sea Borough Council has powers to designate structures and features that affect flooding in order to safeguard assets that are relied upon for flood risk management. Once a feature is designated, the owner must seek consent from the authority to alter, remove or replace it. (FWMA Schedule 1 Section 1).</p> <p>Southend-on-Sea Borough Council has powers to undertake works to manage flood risk from surface water or groundwater, consistent with the LFRMS for their area. (FWMA Schedule 2 Section 29).</p> |
| Flood Risk regulations 2009 | <p>Southend-on-Sea Borough Council must revise the Preliminary Flood Risk Assessment (PFRA) at least every 6 years. The first review must be published by 22nd June 2017. (FRR Part 2 Section 10).</p> <p>Southend-on-Sea Borough Council must prepare flood hazard and flood risk maps of relevant flood risk areas by 22nd June 2013 and revise these at least every 6 years. (FRR Part 3 Section 19).</p> <p>Southend-on-Sea Borough Council must prepare a flood risk management plan for each flood risk area and revise these plans at least every 6 years. (FRR Part 4 Section 26).</p> <p>Southend-on-Sea Borough Council has a duty to cooperate with other authorities exercising their functions under the FRR. (FRR Part 6 Section 35).</p> <p>Southend-on-Sea Borough Council has powers to require information reasonably required in connection with their responsibilities as LLFA under the FRR from the authorities listed in Part 6 Section 36 Sub-section 3 of the FRR. (FRR Part 6 Section 36).</p> |
| Civil Contingencies Act 2004 | <p>Southend-on-Sea Borough Council has a duty to:</p> <ul style="list-style-type: none"> • assess the risk of an emergency occurring; • maintain plans for the purpose of ensuring that if an emergency occurs the person or body is able to continue to perform its functions; • arrange for the publication of all or part of assessments made and plans maintained for the purposes of preventing an emergency, reducing, controlling or mitigating the effects of an emergency, or enabling other action to be taken in connection with an emergency; and, • maintain arrangements to warn the public, and to provide information and advice to the public, |

| Legislation | Flood Risk Management Functions |
|---|--|
| | if an emergency is likely to occur or has occurred. (Civil Contingencies Act 2004 Part 1 Section 2). |
| National Planning Policy Framework 2012 | Southend-on-Sea Borough Council, as LPA, should adopt proactive strategies to mitigate and adapt to climate change , taking full account of flood risk, coastal change and water supply and demand considerations. (NPPF Paragraph 94). |
| | Southend-on-Sea Borough Council's Local Plans should be supported by Strategic Flood Risk Assessment and should develop policies to manage flood risk from all sources, taking account of advice from the EA and other relevant flood risk management bodies. (NPPF Paragraph 100). |

Table B-2 Roles and responsibilities of the Environment Agency

| Legislation | Flood Risk Management Functions |
|-------------------------------------|--|
| Flood and Water Management Act 2010 | The EA has a duty to develop, maintain, apply and monitor a strategy for flood and coastal erosion risk management in England. The EA must publish a summary of its Strategy. It may also issue guidance about the application of the Strategy within the Anglian River Basin area. The EA must consult risk management authorities and public on the National Strategy. (FWMA Part 1 Section 7). |
| | The EA must cooperate with other RMAs in the exercise of their flood risk management function and may share information with other RMAs for the purpose of discharging this duty. (FWMA Part 1 Section 13). |
| | The EA has powers to request a person to provide information in connection with the authority's flood and coastal erosion risk management functions. (FWMA Part 1 Section 14). |
| | The EA has powers to designate structures and features that affect flooding in order to safeguard assets that are relied upon for flood risk management. Once a feature is designated, the owner must seek consent from the authority to alter, remove or replace it. (FWMA Schedule 1 Section 1). |
| Flood Risk regulations 2009 | The EA has a duty to prepare preliminary assessment maps and reports in relation to each river basin district with respect to flooding from the sea, main rivers and reservoirs. (FRR Part 2 Section 9). |
| | The EA has a duty to determine in relation to each river basin district whether there is a significant flood risk from the sea, main rivers or reservoirs. (FRR Part 2 Section 13). |
| | The EA has a duty to prepare in relation to each flood risk area, flood hazard and flood risk maps relating to flooding from the sea, main rivers and reservoirs. (FRR Part 3 Section 19). |
| | The EA has a duty to prepare flood risk management plans in relation to each flood risk area identified under Section 13. (FRR Part 4 Section 25). |
| | The EA has a duty to cooperate with other authorities exercising their functions under the FRR. (FRR Part 6 Section 35). |
| | The EA must comply with a request of Southend-on-Sea Borough Council to provide information reasonably required in connection with their responsibilities as LLFA under the FRR. (FRR Part 6 Section 36). |

| Legislation | Flood Risk Management Functions |
|------------------------------|---|
| Civil Contingencies Act 2004 | <p>As a Category 1 Responder, the EA has a duty to:</p> <ul style="list-style-type: none"> • assess the risk of an emergency occurring; • maintain plans for the purpose of ensuring that if an emergency occurs the affected person or body is able to continue to perform its functions; • arrange for the publication of all or part of assessments made and plans maintained for the purposes of preventing an emergency, reducing, controlling or mitigating the effects of an emergency, or enabling other action to be taken in connection with an emergency; and, • maintain arrangements to warn the public, and to provide information and advice to the public, if an emergency is likely to occur or has occurred. (Civil Contingencies Act 2004 Part 1 Section 2). |

Table B-3 Roles and responsibilities of Anglian Water

| Legislation | Flood Risk Management Functions |
|-----------------------------|---|
| Water Industry Act 1991 | Anglian Water has a duty to provide and maintain a system of public sewers so that the areas for which they are responsible are effectually drained (Water Industry Act, 1991). |
| Water Management Act 2010 | Anglian Water must cooperate with other RMAs in the exercise of their flood risk management function and may share information with other RMAs for the purpose of discharging this duty. (FWMA Part 1 Section 13). |
| Flood Risk regulations 2009 | Anglian Water has a duty to cooperate with other authorities exercising their functions under the FRR. (FRR Part 6 Section 35). |
| | Anglian Water must comply with a request of Southend-on-Sea Borough Council to provide information reasonably required in connection with their responsibilities as LLFA under the FRR. (FRR Part 6 Section 36). |

B.4 Regional Flood and Coastal Committee (RFCC)

The Anglian (Eastern) RFCC is a committee established by the EA under the FWMA and takes the place of the Anglian Regional Flood Defence Committee (RFDC). It brings together elected members appointed by Lead Local Flood Authorities (LLFAs) and independent members with relevant experience for three purposes:

1. To ensure there are coherent plans for identifying, communicating and managing flood and coastal erosion risks across catchments and shorelines;
2. To promote efficient, targeted and risk-based investment in flood and coastal erosion risk management that optimises value for money and benefits for local communities; and
3. To provide a link between the Environment Agency, LLFAs, other RMAs, and other relevant bodies to engender mutual understanding of flood and coastal erosion risks in its area.

The Anglian (Eastern) RFCC consists of a chair appointed by the Government Minister, eight persons appointed by the EA, and members appointed by, or on behalf of, each Constituent Authority or Group of Constituent Authorities as set out in Table 3.3. All meetings are also open to the public.

Table B-4 RFCC Composition

| Constituent Authority | Number of members of the Southern RFCC to be appointed by, or on behalf of, each Constituent Authority or Group of Constituent Authorities |
|---------------------------------|--|
| Essex County Council | Four |
| Norfolk County Council | Two |
| Suffolk County Council | Two |
| Southend-on-Sea Borough Council | One |
| Thurrock Council | One |

B.5 Local Flood Risk Management Partnership

The Local Flood Risk Partnership consists of the RMAs involved with Flood Risk Management within Southend-on-Sea.

Purpose

To provide a forum of the designated Risk Management Authorities (RMA) active in Southend and neighbouring RMA's to promote efficient and effective management of flood risk from rivers, surface water, groundwater and sewer and tidal sources.

Attendees

- Anglian Water Services Ltd
- Environment Agency
- Southend-on-Sea Borough Council (Lead Local Flood Authority)
 - Surface water management
 - Emergency Planning
 - Highways
 - Planning
- Neighbouring LAs as appropriate
 - Essex County Council
 - Castle Point Borough Council
 - Rochford District Council

Terms of Reference

The Partnership will meet quarterly and will work to:

- Ensure a long term sustainable approach to flood risk management in Southend, ensuring appropriate accountability and co-ordination between relevant parties
- Develop and own the Local Flood Risk Management Strategy for Southend Borough Council
- Provide leadership and accountability to ensure the effective delivery of the responsibilities set out in the Floods and Water Management Act 2010 within Southend
- Provide high level guidance to prioritise and co-ordinate local investment in flood management assets, maintenance and improvement works

- Be a central point for discussion of flooding issues by the appropriate agencies and the agreement and allocation of responsibility for any necessary resolution
- To share information, subject to the provisions of any Data Sharing Agreements, to mutually facilitate each other's actions in connection with the purpose of the Partnership
- To co-ordinate and mutually consult on the issuing of any public information relating to flooding or the work of members relevant to the objectives of the Partnership
- To collaborate, to the extent permissible by legislation and budgetary constraints, in joint projects which will seek innovative, cost effective solutions to flood risks, where added value can be provided by such collaboration
- Communicate together in an open and frank manner, while respecting Members' commercial or strategic interests, in the pursuit of improved flood risk management to the benefit of the residents of Southend.

Meeting Records

Previous meetings have been held on the following dates:

- 28th August 2013
- 23rd September 2013
- 9th October 2013
- 31st January 2014
- 15th September 2014
- 3rd October 2014
- 5th November 2014
- 20th April 2015
- 22nd July 2015

B.6 Data Sharing Protocol

Southend-on-Sea Borough Council have agreed with Anglian Water and the Environment Agency the mutual provision of data relating to flood risk management under the relevant data sharing agreements.

B.7 Stakeholder Engagement

As part of the development of the draft LFRMS, Southend-on-Sea Borough Council consulted with the Environment Agency and Anglian Water in March 2015.

Going forward, Southend-on-Sea Borough Council will conduct public consultation through an online consultation of all of the LFRMS documents. Following the public consultation, comments will be included the final LFRMS reported to Southend-on-Sea cabinet. Any changes to the LFRMS will be reported to the Environment Agency for updating the Anglian River Basin District FRMP. The final LFRMS documents will be available to the public via the Southend-on-Sea Borough Council website.