

London Surface Water Strategic Group

Thursday 20 April 2023, 1pm-3pm

London Councils/Microsoft Teams

Minutes

Attendees

Members

Representatives from:

- Environment Agency
- Thames Water
- Transport for London
- London Fire Brigade
- Greater London Authority
- London Councils
- London Borough of Harrow, Ealing, Richmond Upon Thames and Hackney.
- Independent Members

Observers and members of the London Surface Water Officers Group

Representatives from:

- Environment Agency
- Thames Water
- Transport for London
- London Fire Brigade
- Greater London Authority
- Royal Borough of Kensington and Chelsea
- London Councils
- London Resilience Group

Meeting Items

1 Welcome and Introductions (Item No. 1)

The interim chair welcomed everyone to the meeting and led a roundtable of all participants. The interim chair also stated that based on the papers, substantial progress has been made since the beginning.

2 Updates Paper (Item No. 2)

Regarding the above topic, the following was discussed:

Procurement

- Contract should be awarded by end of July.
- The final strategy should be delivered by mid-2024.
- Consultants will attend the fourth Strategic Group meeting in October.

Resourcing

- Interviews for the job of Project Officer will be conducted at the end of April.
- The Strategic Subgroup has been given the Chair Recruitment Process Paper. A meeting will be scheduled to agree route of recruitment and approve the job description and person specification. Members agreed to discuss the advertising budget outside of the meeting.

Action: The secretariat is to convene a meeting of the Strategic Subgroup

Action: Determine whether there is funding for advertising outside of normal channels.

3 Communications Paper (Item No. 3)

Members agreed the scope of the communications working group and the proposed work packages and requisite deliverables.

4 Workstreams and Priority Actions Paper (Item No. 4)

Under this item, the following points were discussed:

- Some of the recommendations are not for the Strategic group to action. Instead, progress on these will be shared with the group to ensure that the action is completed/underway.
- To have a point of contact outside of the regular Strategic Group meetings, each workstream will have a sponsor from the Strategic Group. Members nominated which workstreams they would be willing to support, and these will be confirmed before the next meeting.
- Members agreed that additional specialist officers from the organisations will support the workstreams.

5 Scheme of Delegation Paper (Item No. 5)

Members reviewed and approved the scheme of delegation.

6 Terms of Reference (Item No. 6)

Members agreed the Terms of Reference.

7 Any Other Business (Item No. 7)

Need to start publishing the minutes.

8 Forward Look

At the next meeting on 9th June, members would like to see:

- First Annual Monitoring Report.
- An update on communications ahead of the Surface Water Flooding 2021 anniversary.
- An update on resourcing for Project Officer and Chair Recruitment.
- An update on the procurement of consultants.

9 Date of Next Meeting

Friday 9th June 2023