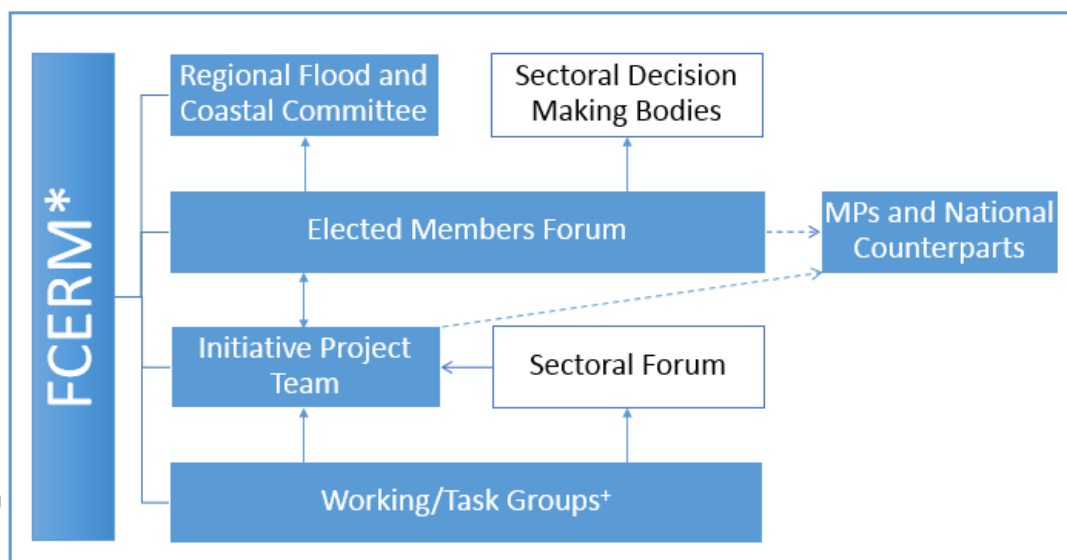


Elected Members Forum - Terms of Reference	
<p><b>The membership of the Elected Members Forum</b></p>	<p>Core membership of the Forum is comprised of local authorities within The Broadland Futures Initiative study area, as follows:</p> <ul style="list-style-type: none"> <li>✓ North Norfolk District Council</li> <li>✓ Great Yarmouth Borough Council</li> <li>✓ Broadland District Council</li> <li>✓ Norwich City Council</li> <li>✓ East Suffolk Council</li> <li>✓ South Norfolk Council</li> <li>✓ Norfolk County Council</li> <li>✓ Suffolk County Council</li> <li>✓ Broads Authority</li> </ul> <p>This is a Member-driven Forum and it is expected that Councils will have a member representative at each meeting with an officer in support, if required. Forum members are expected to attend each meeting, supplying a deputy member if not available. The proposed composition of the forum is expected to provide Regional Flood and Coastal Committee (RFCC) representation. If this is not achieved a supplementary RFCC elected member may be required and will be put forward by the RFCC.</p> <p>Additional contacts, may receive information and be kept updated on progress of the Elected Members Forum. With the prior approval of the Chairperson, these individuals may also attend meetings and speak (as appropriate).</p> <p>The Initiative Project Team will present the Forum with information to help guide discussion and agreement. Therefore, members of the Initiative Project Team may be invited to Forum meetings to provide technical information. As governance and technical lead respectively, the Broads Authority and Environment Agency lead Project Team representatives (or their deputies) will attend all Forum meetings to provide key project information. However, these leads do not vote on key decisions.</p>
<p><b>The purpose of the Forum</b></p>	<p>To agree a framework for future flood risk management that better copes with our changing climate and rising sea level.</p>

<b>The context of the Forum</b>	<ul style="list-style-type: none"> <li>A. The Initiative Project Team (IPT) makes recommendations.</li> <li>B. The Elected Members Forum (EMF) reaches agreement.</li> <li>C. The Local Authorities endorse.</li> <li>D. The RFCC adopts and is the umbrella decision making body.</li> <li>E. Environment Agency assurance is a prerequisite to approve Grant in Aid (GiA) spending.</li> </ul>
<b>The functions of the Forum</b>	<ul style="list-style-type: none"> <li>1. Receive advice and recommendations from the Initiative Project Team.</li> <li>2. Review Initiative progress.</li> <li>3. Provide a strategic steer to the work of the Initiative Project Team.</li> <li>4. Reach agreements based on financial, environmental and technical evidence presented by the Initiative Project Team for the local authorities to endorse.</li> <li>5. Provide a conduit for information exchange between appropriate groups and to raise awareness about the Broadland Futures Initiative.</li> <li>6. Present conclusions for formal adoption by the Regional Flood and Coastal Committee (RFCC).</li> <li>7. Share information with and involve stakeholders as appropriate.</li> <li>8. Ensure adequate and appropriate liaison with ultimate decision making bodies in relation to strategic priorities.</li> <li>9. Support an MP Briefing Forum.</li> <li>10. Agree a long term adaptive pathway for future flood risk management projects, keeping democracy at the heart of decision making.</li> </ul>
<b>Frequency of meetings</b>	The Elected Members Forum will meet at least once a year and up to three times a year, dependent on progress, decisions and guidance required. Additional meetings may be called by the Chairperson if required.
<b>Election of the Chairperson / Vice Chairperson</b>	<p>The Chairperson and Vice Chairperson of the Forum are elected through expressions of interest and subsequent vote. If no expression is made then the Norfolk County Council Cabinet Member will take the position of Chairperson.</p> <p>The Term of Office for the positions of Chairperson and Vice Chairperson will be for a period of two years with an election taking place within that time.</p>

<b>The role of the Chairperson</b>	<p>The Chairperson leads each meeting and ensures that discussions are relevant and follows the agenda in the given timescale. The Chairperson ensures that governance arrangements are adhered to and resolves conflicts within the group. The Chairperson ensures democratic decision making and that all members have an opportunity to be heard.</p> <p>During decision making, if votes are even between options, the Chairperson's vote will decide the option progressed.</p>
<b>The role of the Members</b>	To share information between its representatives regarding the Broadland Futures Initiative. Actively promote, adhere to and deliver the purpose and functions of the Forum.
<b>The role of the Lead Officer</b>	The Lead Officer prepares the agenda, organises the meetings, advises the Chairperson and is responsible for ensuring minutes are taken and made available within 14 working days of the meeting.

## BFI hierarchy reference



BFI Phase 1

BFI Phase 2

\*Flood and Coastal Erosion Risk Management

+Working/Task Groups to include geographical and/or sectoral representation

Latest Broadland Futures Initiative information, including contact details, meeting minutes of the Project Team and newsletters can be found here: <https://www.broads-authority.gov.uk/looking-after/climate-change/broadland-futures-initiative>