

Annex C3

Initial Stakeholder Plan

Annex C3

- C3.1 Overview
- C3.2. Initial Stakeholder Plan

C3.1 Overview

This document contains a copy of the guidance produced by Hampshire County Council outlining how and when flood investigations should be undertaken.



Stakeholder Engagement Plan

Document: 1 Version: 2

Hampshire Local Flood Risk Management Strategy
(LFRMS)

Hampshire County Council

May 2012



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Halcrow Group Limited
Burderop Park, Swindon, Wiltshire SN4 0QD
tel 01793 812479 fax 01793 812089
halcrow.com

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Document history

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Hampshire Local Flood Risk Management Strategy (LFRMS)

Hampshire County Council

This document has been issued and amended as follows:

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Contents

1	Introduction	3
1.1	Purpose of this document	3
1.2	Context	3
1.3	The approach	5
2	Who, how and when we will consult	6
2.1	Who we will consult	6
2.2	How and when we will consult	6
2.3	Tier 1 - LFRMS Steering Group	8
2.4	Tier 1a - Members	9
2.5	Tier 2 - Stakeholders	9
2.6	Tier 3 - The public	10
2.7	Launch event	11
3	Key dates	12

1 Introduction

1.1 Purpose of this document

1.1.1 Halcrow was appointed to undertake the Hampshire Local Flood Risk Management Strategy (LFRMS) in March 2012. This Stakeholder Engagement Plan sets out the envisaged consultation process for the strategy. It explains:

- Who will be consulted;
- When they will be consulted;
- How they will be consulted; and
- How their feedback will be used to shape the strategy.

1.2 Context

1.2.1 The LFRMS is meant to bring together and co-ordinate the flood risk management activity of a wide variety of organisations and bodies. It should both influence, and be influenced by, the future plans and activities of those bodies and organisations.

1.2.2 It is therefore vital that relevant stakeholders are engaged in the preparation of the LFRMS. Consultation and stakeholder engagement is very much integral to the agreed methodology for the study as a whole. By adopting an inclusive approach, and consulting in various ways at key stage, we hope to:

- Ensure the strategy is robust;
- Pave the way for a smooth working relationship with our partners;
- Generate greater buy in for the proposals; and
- Help promote wider understanding about flooding issues and responsibilities.

1.2.3 Importantly HCC also has a duty to undertake consultation. The Flood and Water Management Act 2010 states (in Section 9) that:

“A lead local flood authority must consult the following about its local flood risk management strategy —

(a) risk management authorities that may be affected by the strategy (including risk management authorities in Wales), and

(b) the public.”

1.2.4 This Stakeholder Engagement Strategy explains the steps that will be taken to ensure that the Hampshire LFRMS meets, and hopefully exceeds, this requirement for consultation.

- 1.2.5 The Act does not specify how or when consultation should take place. The proposed consultation methodology set out in this document therefore builds on good practice to develop an overall engagement strategy which is embedded within and clearly influences the LFRMS development process.
- 1.2.6 The proposed approach takes account of the guidance set out in Hampshire's Statement of Community Involvement (SCI) and the messages contained within the Local Government Association document 'Framework to assist the development of the Local Strategy for Flood Risk Management' (Nov, 2011).
- 1.2.7 The LFRMS will be subject to a Strategic Environmental Assessment (SEA). The SEA process requires consultation at defined points. This Stakeholder Engagement Plan takes account of these requirements and streamlines these into a single overarching consultation process for the project as a whole.

1.3 The approach

1.3.1 The approach to consultation and stakeholder engagement is to ensure that relevant groups are given a genuine opportunity to help shape the LFRMS and its associated SEA, with the consultation set within clear boundaries. Consultation, in different forms, will be undertaken throughout the study with a view to helping to:

- Ensure that best use is made of local knowledge and existing data;
- Ensure our analysis of flood risk matches local experience;
- Pave the way for a smooth working relationship with partners;
- Generate greater buy in for the flood management proposals; and
- Help promote understanding about flooding issues, responsibilities and the range of actions that can be taken.

2 Who, how and when we will consult

2.1 Who we will consult

2.1.1 As part of the LFRMS we will engage with various different groups, as shown in Figure 1.

Figure 1 - Who we will consult

Tier	Role	Level of involvement	Examples
Tier 1	Partners	Work with	Risk management authorities - bodies with direct responsibility for flood risk management
Tier 1a	Members	Keep informed/involve	District and County Council Members Scrutiny Committee Members
Tier 2	Stakeholders	Involve	Representatives of groups who may be affected by flooding
Tier 3	Public	Consult	General public

2.1.2 We will work with these groups in different ways, based on their responsibilities and the extent to which they are likely to be able to influence and add value to the emerging strategy. We will:

- **Work with** - those groups that have the responsibility, statutory duty, capacity and/or resources to tackle flood risk issues or a remit, responsibility or interest which could be significantly impacted by flooding events. This includes the statutory consultees (who will need to be involved in the SEA as well as the LFRMS);
- **Keep informed** - groups or individuals who have a role in deciding whether or not the strategy should be adopted and taken forward;
- **Involve** - representatives of groups who would be directly impacted by flooding; and
- **Consult** - anyone who has an interest in flooding issues.

2.2 How and when we will consult

2.2.1 We will use a range of methods to engage the various stakeholder groups. Figure 2 provides an overview.

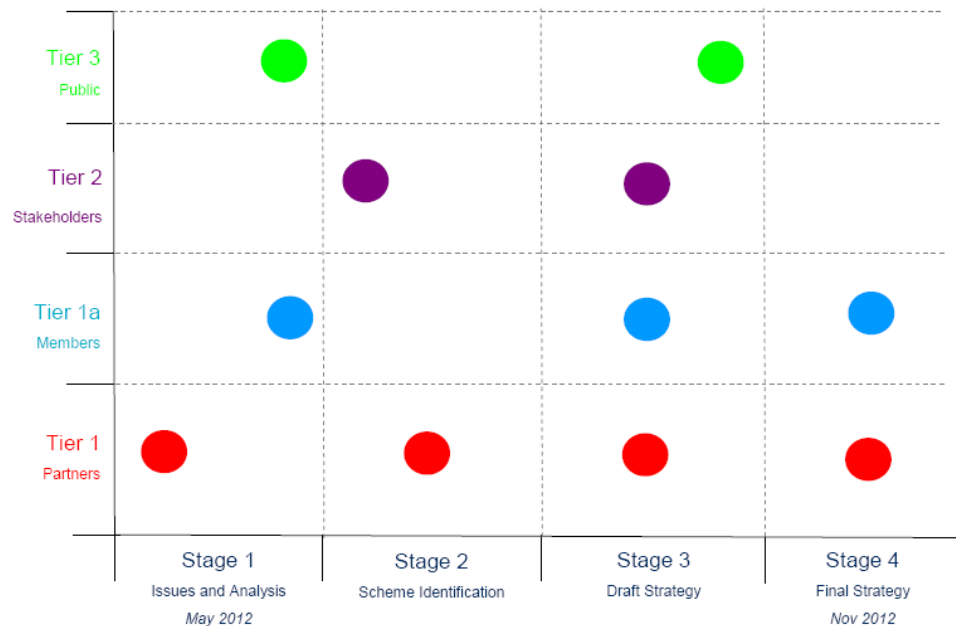
Figure 2 - Proposed methods of consultation by group				
	Tier 1 Partners	Tier 1a Members	Tier 2 Stakeholders	Tier 3 The public
Steering Group	✓			
Briefings		✓		
Workshop	✓	✓	✓	
Online consultation		✓	✓	✓

2.2.2 The various consultation activities will be programmed to sit alongside the key stages of the technical work:

- Stage 1 - Issues and Analysis;
- Stage 2 - Scheme Identification;
- Stage 3 - Draft LFRMS; and
- Stage 4 - Final LFRMS.

2.2.3 Figure 3 provides an overview of broadly when we aim to consult each Tier.

Figure 3 - Consultation by project stage



2.3 Tier 1 - LFRMS Steering Group and other key stakeholders

2.3.1 A Steering Group (SG), comprising all the Tier 1 stakeholders, has already been formed. This includes representatives from:

- Key departments across Hampshire County Council;
- The District Councils;
- The Water Companies;
- The Hampshire Association of Local Councils;
- The statutory consultees (Natural England and the Environment Agency); and
- Transport groups (Network Rail and the Highways Agency).

2.3.2 English Heritage were not invited to Steering Group Meeting 1 but should be included as a key stakeholder as they will need to be consulted on the SEA.

2.3.3 The Regional Flood and Coastal Committee (RFCCs) are also important stakeholders. There are three which are relevant to this study - Wessex, Southern and Thames. They will need to be involved at key points throughout the study. HCC will lead on liaison with these groups. Officers will attend RFCC meetings/sub-groups and share information at key points. The RFCCs will be informed about the consultation events and activities.

2.3.4 The SG group will meet once during each stage of the development of the strategy. They will play an active role in guiding and shaping the strategy. We envisage the meetings to be interactive, with mini workshops and break out sessions. The planned topics for these meetings are set out in Figure 4.

Figure 4 - Steering Group Meetings

Meeting Number	Approx Date	Purpose/Topic
1	4 th May	Discuss objectives Discuss methodology for assessing flood risk - weightings etc
2	July	Update group on outcome of Tier 2 workshop 1 Discuss long list of schemes Trial run of appraisal process to help create a shortlist
3	Sept	Update group on outcome of Tier 2 workshop 2 Present and discuss draft LFRMS
4	October	Discuss feedback from public consultation on draft LFRMS

2.3.5 HCC will lead on the administration and organisation of these meetings - booking the rooms, sending out invitations and providing refreshments. Halcrow will facilitate any workshop elements and provide written notes.

- 2.3.6 The Steering Group meetings will also be supplemented with one to one meetings, small group meetings and correspondence as necessary, for example to discuss:
- Specific technical issues;
 - The scope of the SEA (the statutory consultees must be contacted at an early stage to discuss the scope of the assessment); and
 - Detailed feedback on project outputs.

2.4 Tier 1a - Members

2.4.1 In addition to the strategy undergoing formal scrutiny, Elected Members, from both the County and District Councils, will be involved via a series of written or face to face briefing sessions. Written briefings would be sent by e-mail, with contact details provided for follow up queries. The face to face meetings will be arranged and managed by HCC and could be either:

- An agenda item of a wider meeting - this would involve HCC officers attending and presenting; or
- A specially convened meeting - this may be preferable as it would provide an opportunity to speak to all Councilors' at the same time.

2.4.2 We envisage having briefings at three key stages:

- During stage 1 - to provide an introduction to the LFRMS;
- During stage 3 - on the emerging draft LFRMS; and
- During stage 4 - on the final LFRMS.

2.4.3 Members, and in particular those involved in the scrutiny, would also be free to attend workshops and respond to the online consultations.

2.5 Tier 2 - Stakeholders

2.5.1 Tier 2 stakeholders will be involved via two dedicated workshops:

- At the start of stage 2 - to introduce the study, generate local input to the identification of current and future flood risk issues and begin early discussion on possible solutions and policy approaches; and
- During stage 3 - to help contribute to the process of prioritising policy approaches, schemes and policies and setting the tone of the draft LFRMS.

2.5.2 These would be led and facilitated by the Halcrow team, although we would expect HCC Officers to play an active role, for example in leading break out discussions.

2.5.3 A key initial task will be to identify the Tier 2 stakeholders. A comprehensive list will be drawn up which will need to focus on identifying County level

groups and representatives who can feedback to a wider group and potentially the wider public.

- 2.5.4 Identifying the Tier 2 stakeholders will need to be a collaborative task, with HCC and the wider Steering Group helping to identify appropriate representatives.
- 2.5.5 It will be important to keep the workshops to a manageable size. A list of around 60 - 70 individuals would be ideal. These would all be invited to the workshops and, based on previous experience, we would expect around half to attend.
- 2.5.6 HCC will lead on the administration and organisation of the workshops - booking the rooms, sending out invitations, chasing confirmations and providing refreshments.

2.6 Tier 3 - The public

- 2.6.1 Engagement with the wider public is important in terms of:
 - Raising the profile of flooding issues and promoting understanding of roles and responsibilities;
 - Generating feedback; and
 - Helping to secure buy in.
- 2.6.2 Consultation with the public is a key requirement of the Act so must be given an appropriate profile. However the strategy is unlikely to be of interest to everyone and expectations about the extent of involvement should be realistic. The value of the consultation lies as much in promoting awareness and understanding as in generating constructive feedback.
- 2.6.3 In order to stand the best chance of engaging with members of the public it will be important that the strategy is made relevant and understandable to individuals. Indeed, typically people are more likely to take an interest in a piece of work if it is likely to impact them directly. The strategy therefore needs to be presented in a way that makes it easy for people to see the consequences.
- 2.6.4 The public will be invited to comment twice, initially on the flood risk issues in Stage 1 and then on the draft LFRMS in Stage 3. The stage 3 consultation will be the core activity and will be given a higher profile than the stage 1 consultation, which is seen as beneficial, rather than essential in terms of the overall process.
- 2.6.5 During Stage 1 an online consultation exercise - via <http://www3.hants.gov.uk/flooding> - will allow members of the public to inform the study by helping to complete our understanding of historic flood events. A map showing the reported flood incidents we are already aware of will be made available as a downloadable pdf. Participants will be encouraged to review this and focus their comments on helping us to identify incidents for which we do not already hold data. A simple online feedback form will be used to collect data on location, date and a description of the effects/severity.

- 2.6.6 NOTE: The two stage public consultation option is dependant on having enough appropriate data to share with the public during stage 1. This in turn is dependant on enough data being available at the right time for the current and future flood risk assessment.
- 2.6.7 Press releases will be used to raise the profile of the LFRMS and publicise the webpage. All stakeholders (including Steering Group members, Elected Members, Scrutiny Members, Tier 2 stakeholders and others identified during the course of the study), will be contacted by e-mail and encouraged to visit the website and make comments.
- 2.6.8 Information provided about flood events will be compared against the data sets held in order to identify where the consultation has highlighted new information - this will then be fed back into the assessment of current and future flood risk.
- 2.6.9 The main phase of public consultation will be in stage 3. This will be an opportunity for members of the public to comment on the draft LFRMS and also the draft SEA. Documents will be made available in public buildings and also placed on the website. A short executive summary style document will be produced and this will be the focus of the consultation exercise, with the main documents being available for reference if required. Again an online form will be the means of gathering comment. The format of the feedback form will be discussed and agreed with officers.
- 2.6.10 The consultation will be publicised via:
- Press releases;
 - Information on webpages;
 - The stakeholders - who would be asked to spread the word; and
 - A mailing list.
- 2.6.11 All the comments made will be documented within a consultation report. For each substantial comment a response will be provided. Where comments have influenced the final strategy this will be explained. Where it is not possible or practical to take account of a comment a reasoned justification will be given. In this way the report will clearly document the changes that are made to the strategy as a result of the consultation exercise.

2.7 Launch event

- 2.7.1 Once the LFRMS has been approved by various HCC committees the final LFRMS and SEA will be placed on the website. A 'launch' event will then be held. This will take the form of a presentation to relevant stakeholders and associated media activity. The tone of these events will be very much about the action plan and give positive messages about the forward programme for tackling flood issues. The launch event will be an important opportunity to raise awareness about flooding issues and the good work the County Council and its partners plans to undertake to tackle these.

3 Key dates

3.1.1 Figure 4 provides an overview of the key dates and activities in the consultation process.

Figure 4 - Key dates		
Event	Topic/theme	Approx dates
Steering Group 1	Introduction to project, agree objectives and current and future flood risk issues	4th May
Member Briefing 1	Introduction to project	w/c 18th June
Workshop 1	Local input to identification of current and future flood risk issues. Early discussion on possible solutions/policy approaches.	w/c 18th June
Online issues consultation	Online questionnaire asking for feedback on current and future flood risk issues	w/c 18th June
Steering Group 2	Update group on outcome of Tier 2 workshop 1 Discuss long list of schemes Trial run of appraisal process to help shortlist	Mid July
Workshop 2	Update group on outcome of Tier 2 workshop 2 Present and discuss draft LFRMS	Mid - Late Aug
Steering Group 3	Update group on outcome of Tier 2 workshop 2 Present and discuss draft LFRMS (circulate draft LFRMS in advance for comment)	Late Aug /early Sept
Member Briefing 2	Presentation on draft LFRMS prior to consultation period	Early Sept
Launch of formal consultation on draft LFRMS (and SEA)	Online consultation	Mid Sept
Feedback period		Mid Sept to mid Oct *note that the SEA may require a longer consultation period*
Steering Group 4	Discuss feedback from public consultation	Late Oct
Member Briefing 3	Presentation on final LFRMS	Mid Nov
Launch Event	Publicity for final strategy following committee approvals	Feb 2013