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### Environment Agency/Highways Agency Governance Group - Terms of Reference and Membership

#### Group Membership





# The Parties

Highways Agency (HA)

Environment Agency (EA)

(Together the 'Parties')

## 1 Overview

This Annex is one of the supporting documents to the 'Memorandum of Understanding' (MoU) between the Environment Agency and Highways Agency. It sets out commitments and a framework for how we will communicate to:

- Implement the aims and working arrangements set out in the MoU
- maintain and develop the MoU to take account of best practice and legislative and organisational changes.

## 2 Liaison Arrangements

The Parties will establish communications and liaison arrangements on three levels covering strategic and operational matters:

1. National – Governance Group
2. Regional – Regional Liaison Groups
3. 'Real Time' Information Exchange

### 2.1 National - The Governance Group

National liaison will be co-ordinated by the Governance Group. The Group will oversee the development, implementation and regular review of the MoU and Annexes, and co-ordinate contact arrangements for real time information exchange and regional liaison. The Group's membership and terms of reference are in Appendix 1

### 2.2 Regional – Regional Liaison Groups

The Parties will establish Regional Liaison Groups to review environmental and operational issues. The Group's alignments will be based on Environment Agency regional boundaries and Highways Agency Operational Areas.

### 2.3 Frequency of meetings

The Parties' representatives on the National and Regional Groups will agree the frequency of contact as these may vary according to need.

### 2.4 'Real Time' Information Exchange

The Parties have established where required 'real time' information exchange arrangements in the relevant Annexes, and protocols to minimise the impacts of:

- pollution on the environment following incidents on the highway
- environmental events such as flooding on the highway Network
- others e.g. dealing with breaches/requests for other information.

The framework of detailed procedures, reporting protocols and contacts will be updated and the appropriate Annex amended to reflect best practice and operational experience.

## 3 Contact Arrangements

Where local contacts are not established:

\* Highways Agency staff should contact the Environment Agency's National Customer Contact Centre – NCCC on **087008 506 506** and ask for the Environment Agency's Operational Partnerships Team or Pollution Prevention Team. They will provide contact details for the appropriate Environment Agency Area contact.

\* Environment Agency staff should contact the Highways Agency Information Line – **0300 123 5000**. They will provide details for their area contacts. The Highways Agency area contact will then either deal with the issue or pass it on to the appropriate officer/manager.

## 4 Dispute Resolution/Complex Issues

Issues which cannot be resolved locally should be raised with respective Highways Agency/Environment Agency Account Holders (see Appendix 1) who will liaise with internal colleagues at a senior and/or strategic level as appropriate, and/or their Highways Agency/Environment Agency counterpart.

# Appendix 1 Environment Agency/Highways Agency Governance Group - Terms of Reference and Membership

The Governance Group will:

- coordinate the development, updating and implementation of the MoU and provide a steer for the technical areas identified within it, namely:
  - Water Environment
  - Waste
  - Incident Management
  - Information Exchange

Joint technical groups will oversee each of these areas. These groups will report back to the Governance Group.

Technical approval is not the function of the Governance Group and so technical groups are free to develop guidance within their disciplines. Each technical group will identify and agree with the Governance Group in-year milestones and deliverables that contribute towards the implementation and development of the MoU.

- resolve:
  - technical matters, referring back to the technical groups as required and/or
  - strategic policy issues that may arise between the Parties
- explore opportunities for improving working relationships on a national basis
- keep MoU related documents up-to-date and report progress and achievements to respective Chief Executives on a regular basis.

## Group Membership

### Core Membership

The Parties' nominated 'Account Holders' who will oversee and coordinate the development and implementation of the MoU within their respective organisation and act as National Contact Points for the other Party.

### Support

- Technical Leads for both Parties who will attend as required.
- Other representatives of the Parties' respective organisations and other parties who will attend as required to discuss specific issues.

	<b>Highways Agency</b>	<b>Environment Agency</b>
<b>Governance Group</b>		
Account Holder	Mike Whitehead	Environment Management Technical Services Manager
	José Antonio Garví Serrano	Technical Advisor Operational Partnerships / Pollution Prevention
<b>Technical Focal Points</b>		
Water Environment (including flooding)	Mike Whitehead	Technical Advisor Operational Partnerships / Pollution Prevention
Waste	Matt Winter	Technical Advisor – Waste
Information Exchange	Shirley Godhbani	Technical Advisor - Asset Management
Incident Management	Matthew Pates	Technical Advisor Operational Partnerships / Pollution Prevention
Research and Development	Mike Whitehead	Manager – Science Programmes









