

## **Commissioning of Annual Local Monitoring Report – Sefton Council**

A North West Regional Monitoring Programme, funded by the Environment Agency, was set up in 2008 to provide a coordinated, risk based, monitoring system for the collection and analysis of coastal data to inform sustainable coastal defence management. The programme has 12 partners across the North West England Region, each required to undertake a local coastal process review report to inform the programme of changes to coastal process which may have an impact upon risk to flooding and coastal erosion.

Funding has been made available to all local authorities for this local coastal process review report to be undertaken by an external consultant, if appropriate. Sefton Council as one of these authorities have opted to commission an external consultant to undertake this work on their behalf. This document therefore sets out the specification of the report to be followed as a minimum by the external consultant.

There are three key stages to be undertaken by the consultant:

- To analyse and interpret all available data and summarise the findings
- Where it does not already exist prepare an action plan and policy review report
- Where it does already exist update the action plan and policy review report

## **Report Specification**

Further to the framework specification: The reports should be readable and easy to understand with supporting images, graphs and maps. The data should, where possible, be summarised and presented in a way that can be quickly and easily understood by coastal practitioners. The reports should be consistent in content with previous reports but the structure amended to make the report more accessible.

The reports should cover the coastline from Seaforth Docks to Crossens Channel, along Sefton's northern boundary.

The first element is the report to analyse and interpret all available data and summarise the findings. The report should contain these sections as a minimum:

**Introduction** – The introduction should briefly state the purpose of the report, the aims and objectives of the report and the structure.

**Current surveys undertaken** – This section should list and briefly summarise each of the surveys currently undertaken. For example, why the survey is undertaken, what data is collected and how the data is presented.

**Analysis and Interpretation** – This section should present the analysis and interpretation of the data and will inform the Action Plan and Policy Review Report

**Appendix** – Raw data can be stored here and accessed through hyperlinks from within the main body of the report. All raw tables of data should be included here as well as graphs of the analysis and maps that show the interpretation of the data. We will provide a previous report as an example of some of the work involved. We will also have in place a data report which catalogues all the surveys undertaken including locations, times and data collected which can be used as check list. All data will be provided to the consultant to analyse.

The second element is the Action Plan and Policy review Report, where this does not already exist we would expect the consultant to:

**Establish baseline conceptual model** – the original policies and actions set out in the Shoreline Management Plan were based on a conceptual understanding of the coast at that time. Any changes to these policies any actions is likely to arise through studies, changes in our understanding, actions taken or where our understanding of the processes (conceptual model) has changed as a result of data collected and analysed. To this end the conceptual model needs to be based on the understanding of coastal processes as set out in the SMP and supporting documents. Any subsequent changes to this conceptual understanding should be incorporated and documented but will also need to be checked to see if they require any review of the action plan or policies.

This conceptual model will then need to be presented at a whole coast (as specified for this brief) scale and at a more detailed scale with the coast split into appropriate units based on those within the SMP. This will need to be presented briefly and in a non-technical form within the report.

Compile the report which should include:

- Introduction including summary of key points from the report
- Coast wide conceptual model (map and text), should include a description of what we should expect to happen in any one year
- Explanations of key processes
- Sub sections of coast with
  - Brief background history to the section of coast
  - Current SMP policy
  - Conceptual model (map and text)
  - Summary of findings from all the data collected from all surveys including coastal defence inspection reports
  - Detail any key actions or activities that have been undertaken in this area
  - Summary graphs, images and maps should be used to highlight particular interesting features where applicable
  - Any recommendations arising set out in boxes with recommendation and explanation
  - Conclusion risk rating with justification and description of what this looks like in practice

- Summarise key actions, recommendations, uncertainties and issues
- Identify if any review of policies is required

Where the Action Plan and Policy Review Report already exists the previous report will need to be updated based on the analysis of new data and any actions or activities that have been undertaken.

### **Presentation**

The reports should be provided to us in digital word and pdf formats with one printed hard copy. All analysis of data should also be provided to us in excel format with supporting graphs.

Drafts should also be provided to Sefton Council a month prior submitting the final version of the report. Sefton Council will respond to the draft within 2 weeks of submission.

### **Delivery timescales**

The final report should be delivered three months from the date of contract award.

### **Ownership**

Sefton Council will own the final report and the data provided to the consultant for analysis. All analysis and findings of the data will be owned by Sefton Council. Licensed data provided is to be solely used for the purpose of this report and is not to be disseminated or used for any other purpose. Freely available data may be used for other projects, but this must be credited to the North West and North Wales Coastal Group and they must be informed of its use. Licenses for map data should be referenced as © **Crown Copyright and database rights <<insert year>> Ordnance Survey 100018192.**

### **Start up meeting**

It is recommended that a start up meeting take place to discuss the format of the document and to provide the datasets that are available.

### **Site visit**

An on site visual inspection to support development of the report is required as part of this contract. This is not a defence inspection.

### **Pricing Schedule**

Price for production of report

Price for update of report

Price for on site visit