

RBWM Flood Liaison Group Proposed Terms of Reference.

1. PURPOSE OF THE FLOOD GROUP

The main purpose of the group is to seek to reduce the impact of flooding on the borough's residents and to promote the implementation of permanent and sustainable solutions to mitigate or alleviate flooding with regard to the objectives of the Pitt Review and the Flood and Water Management Act.

The group will also seek to improve communication between the Flood Risk Management Authorities and representatives from flood affected communications.

2. OBJECTIVES

The Flood Group will work to:

- o Develop a Strategic Flood Risk Management Plan for the Borough.
- o Ensure that partners' own organisations are aware of and can respond to flood related issues.
- o Ensure that the Council's interests are represented at regional and national level in respect of flood policy development and funding.
- o Consider the key agencies' responsibilities and their working relationships with the Council and each other.
- o Review procedures for flood prevention, response and recovery.
- o Establish what arrangements there are for involving and consulting local communities in determining flood prevention plans and in flood response and recovery arrangements.
- o Arrange periodic and appropriate training or information exchange for relevant personnel, including partners' own workforces, emergency services, volunteers and other stakeholders on the operational aspects of flood risk management
- o Make recommendations for appropriate action by the Council and partner agencies.

3. MEMBERSHIP

- o The group will be chaired by a Borough Councillor, who is either the Borough's representative on the Thames Regional Flood and Coastal Committee (where this role is undertaken by a Borough Councillor) or the relevant [Lead Cabinet Member](#) for flooding issues.
- o [A Vice Chairman will be appointed from within the membership.](#)
- o Up to 5 Borough Councillors from flood affected wards
- o One Parish Council representative, from each of the flood risk Parishes. [\(add here relevant parishes\)](#), who should be nominated by their Parish Council
- o [Other officers from Risk Management Authorities may attend on a case by case basis if they are presenting an item of the agenda to the group.](#)

[To support the work of the Group, the following to attend meetings:](#)

Appropriate officer representation from Thames Water
Appropriate officer representation from the Environment Agency
Appropriate officer representation from the Royal Borough's [Flood Risk Management Team](#)
Appropriate [officer representation from](#) Emergency Planning [Manager](#)

The group may co-opt representatives to sit on the group as appropriate.

4. OPERATION

- o The group will meet 4 times per year in January, April, July and October.
- o Agendas and minutes of the group's meetings will be [published/osted](#) on the Borough website
- o Agenda items to be sent to the Chairman at least two weeks prior to agenda publication, for consideration (Items can be sent to the Chairman via the Flood Liaison Group Clerk).
- o Member representatives will determine for themselves how they wish to report back to their own organisations and communities on the work of the group.
- o [Membership of the group provides no undertaking or commitment by any member organisation to make available funding for any scheme or proposal, but representatives will use their best endeavours to secure funding from \[from different funding sources when it is appropriate to do so.\]\(#\) \[appropriate sources.\]\(#\)](#)

Commented [BC1]: All parishes should be invited as this would include areas not impacted by the River Thames

Commented [KS2]: Anyone else?

Commented [BC3R2]: This is fine for regular attendees. It may be worth having scope for other authorities to attend if appropriate to the agenda?

Commented [KS4]: Correct wording?

Commented [BC5R4]: This is fine

Commented [BC6]: Maybe a slight change to this is needed. If an authority has no interest in a scheme then funding wont be made available. Have made a suggestion for wording but may need some work.

- No actions or decisions of the group can be used to fetter the statutory duties or obligations of its member organisations.
- An Officer working group will meet independently of the group to progress identified actions

Commented [KS7]: ?

Commented [BC8R7]: There isn't one from all 4 teams however I meet once a month with the EA. If needed I am sure we can set one up