

# **FLOOD COMMITTEE TERMS OF REFERENCE**

## **Primary Purpose**

The primary purpose of the Flood Committee (FC) is to seek to mitigate flooding and to provide help and support to residents in preparation for and during flood events, thereby reducing risk to life and property within the parish. This will be managed through a Parish Strategic Flood Risk Assessment.

## **A Terms**

1. The FC is a Parish Group
2. The FC may liaise directly with government, the police and other authorities/ agencies/ organisations in order to fulfil its responsibilities.
3. As a Parish Group its activities, including those of volunteer helpers in times of emergency, will be covered by the Parish Council's insurance.
4. The FC will meet the requirements for Parish Group in the PC's Standing Orders, and all financial matters shall be administered and controlled in accordance with the PC's Financial Regulations.
5. The FC will elect a Chairman and this office will be elected on an annual basis.

## **B Responsibilities**

1. To prepare and thereafter maintain a Parish Strategic Flood Risk Assessment (Sub Tier to the SSDC SFRA in operation). The QC PSFRA will identify the risks to life and property and identify the corresponding risk mitigation plan/s in place to reduce these identified risks to 'As Low As Reasonably Practicable' (ALARP).
2. To provide a system of communication with (a) owners of properties within the Parish at risk of flood, (b) a volunteer help team, (c) a road closure team and (b) government agencies and other organisations responsible for flood matters, including the established Lead Local Flood Authority (LLFA) within the county (Note: Identified to be SSDC)
3. To create and maintain an emergency Flood Plan that covers the communication process for B2 above.
4. To liaise with the road closure team to secure relevant road closures in times of flood.
5. To maintain custody of flood equipment listed on an inventory maintained by the PC.
6. To keep residents, specifically those at risk of flood (now and potentially in the future), informed of activities and to encourage their participation as and where possible.

**Note:** Items B2, B3 and B4 will form part of the mitigation planning identified within the Parish SFLA at item B1 above.