

GRCC Flood Warden Programme Outline of work for Cotswold District Council

Through GRCC's Flood Warden Support Programme

Promote, recruit and induct Flood Wardens ensuring registration and induction forms are completed. Pass on copies of paperwork to Cotswold District Council to ensure Flood Wardens are covered by CDC Public Liability Insurance.

- Agree priority parishes to target recruitment
- First contact made via parish councils Clerks
- Depending on response – attend council meetings to provide more information for volunteers to come forward or names provided by council without attendance at meeting
- Information on scheme (handbook & summary sheet) and registration forms sent to prospective Flood Wardens, offer of phone call if queried
- Hold induction meeting one on one with prospective Flood Wardens (together if more than one from same parish). Talk through role expectations, vulnerable area mapping (over map or via walkabout) and answer any questions.

Facilitate and manage 3 training events per year for Flood Wardens

- Themes of topics of meetings arranged in discussion with Flood Wardens, ask for 'hot topics'.
- When flood events occur the next meeting focuses on providing a forum for flood wardens to feedback on impact, concerns, what worked well etc. and agencies invited to do the same. For example, the February 2021 meeting in Tewkesbury had representatives from TBC, GCC and Environment Agency.

Other support for/work with Flood Wardens

- 1-2-1 work with Flood Wardens to map vulnerable areas or support on issues arising from flooding incidents.
- Signposting to resources to aid community preparedness and introductions made between Flood Wardens and relevant bodies when needed e.g. Local Highways Managers, EA officers, water companies etc.
- Linking new flood wardens up with neighbouring Flood Wardens for peer support and to enable bigger picture of issues along a watercourse to be mapped/discussed between wardens and with relevant statutory bodies

Act as a link between Flood Wardens and DEPLOs

- Attend DEPLO meetings, in Tewkesbury I attend one in four of the monthly DEPLO meetings held with Civil Protection, i.e. quarterly. Provide updates on engagement with Flood Wardens and kept up to date on more strategic work taking place within the Council
- DEPLOs invited to attend every Flood Warden meeting/training session to provide updates on priorities from the LA and gather insights from wardens.

Link to Environment Agency, GCC Civil Protection and Flood Risk, and others as appropriate

- **Civil Protection** Close working relationship with lead officer. In Tewkesbury they attend all training sessions providing strategic insight. Other work has included co-delivering desktop and full testing of Community Emergency Plans.
- **TBC, Flood Risk Engineer** routine and regular contact with Flood Risk Engineer to get technical advice or feedback on issues raised by Flood Wardens and to be kept up to date with projects and priorities being undertaken by LA.
- **DEPLO:** GRCC attend one meeting per quarter (DEPLOS & Civil Protection meet monthly)
- **GCC:** Regular contact with members of GCC Flood Risk for technical support. Requests from Principal Flood Risk Advisor on feedback from Flood Wardens on flood events, support needs plus conduit to promote resources available from GCC such as FORT, online Flood Guide and used so provide insight on publications
Examples: GRCC invited to attend GCC Flood Risk de-brief session for Tewkesbury Borough in January 2021 and invited via GCC to attend River Severn Partnership meetings
- **Environment Agency:** regular contact with Flood Engagement Officers, GRCC conduit to pass on updates from EA, for Flood Warden feedback for EA processes such as changes to Flood Alerts, linking up EA to relevant partners such as local DEPLOS and Flood Risk Engineer.
Developed contact with officers from National EA (Sustainable Growth and Economic Prosperity Advisor) exploring ways for local knowledge and data can be considered / incorporated / valued

Work with Cotswold District Council officers and relevant partners to review and modify CDC's emergency plan, to add community perspectives when asked.

- Targeted work with 5 Cotswold parishes/towns (or clusters) on developing their resilience & preparedness e.g. promotion of emergency planning (review and refresh current plans and maintain a borough activity log – or provide updates to DEPLOS if one held internally)
- Attend the Community Local Resilience Forum, on behalf of Cotswold District Council, to share Emergency Planning from Cotswold communities and feedback to/from communities and CDC officers

Promotion of the programme

- Ensure the Flood Warden Support Programme and promotion of emergency planning connects to the CDC 'Clean and Green' priority
- Links between CDC and GRCC websites are made to promote the programme
- Use social media feeds and links to town and parish councils to promote and share about the programme

Key dates

- July 2021** Project starts – establish current picture, meet CDC officers and member to identify priority areas
- Oct / Nov 2021** Plan for inclusion of Flood Warden Programme article in Cotswold News

Reporting

Quarterly meetings to give verbal updates plus 6 monthly written reports

Invoicing arrangements

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Points of Contact

GRCC - Helen Richards

CDC – in first instance, Rob Weaver

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