

**THE MORAY COUNCIL**  
**FLOOD ALLEVIATION SUB-COMMITTEE**

**WEDNESDAY 29 AUGUST 2012**

**YOUR ATTENDANCE IS REQUESTED** at a Meeting of **THE MORAY COUNCIL FLOOD ALLEVIATION SUB-COMMITTEE** to be held within the Council Chambers, Council Office, High Street, Elgin on Wednesday 29 August 2012 at 2pm.

1. [Sederunt](#)
2. Declaration of Group Decisions and Members Interests\*
3. Written Questions\*\*

**PERFORMANCE MANAGEMENT**

4. [Elgin Flood Alleviation Scheme: Progress Appendix](#) – Report by Corporate Director (Environmental Services)
5. [Forres \(River Findhorn & Pilmuir\) Flood Alleviation Scheme: Progress Appendix](#) – Report by Corporate Director (Environmental Services)
6. [Moray Flood Alleviation Schemes: Financial Monitoring Summary Appendix](#) – Report by Corporate Director (Environmental Services)

**OTHER MATTERS**

7. Question Time\*\*\*

**Summary of the Flood Alleviation Sub-Committee Functions:-**

The remit of the Sub-Committee is to provide direction over and to monitor the progress of Flood Prevention Schemes in Moray under the Flood Prevention (Scotland) Act 1961 and in particular to approving the Scheme brief, confirming the resources required, confirming the Scheme tolerances and approval the Project Initiation Document (or equivalent). To consider matters of strategic importance, capital expenditure, statutory consents and to give recommendations on these to the Environmental Services Committee, Policy Committee and Moray Council where appropriate. As each Scheme progresses, the Sub Committee gives direction and guidance to the Project Manager, reviews the status of each Scheme at each stage

and approves progress to the next stage of each Scheme, monitors the progress of each Scheme and that it's achieving the milestones set out in the business case or justification for the Scheme, approves changes to any Scheme and the business case for any Scheme and reviews and approves any exception plans. At the end of each Scheme the Sub Committee reviews and confirms whether it has been delivered satisfactorily, confirms that each Scheme is operational and operational responsibility has been handed over and confirmed, approves the end of project report, any "lessons learned" report and the post project review report, authorises project closure for each Scheme and to scrutinise progress on the Flood Alleviation Schemes within Moray and report to the Council on progress.

# THE MORAY COUNCIL

GUIDANCE NOTES
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\* **Declaration of Group Decisions and Members Interests** - The Chair of the meeting shall seek declarations from any individual or political group at the beginning of a meeting whether any prior decision has been reached on how the individual or members of the group will vote on any item(s) of business on the Agenda, and if so on which item(s). A prior decision shall be one that the individual or the group deems to be mandatory on the individual or the group members such that the individual or the group members will be subject to sanctions should they not vote in accordance with the prior decision. Any such prior decisions will be recorded in the Minute of the meeting.

\*\* **Written Questions** - Any Member can put one written question about any relevant and competent business within the specified remit not already on the agenda, to the Chair provided it is received by the Proper Officer or Committee Services by 12 noon two working days prior to the day of the meeting. A copy of any written answer provided by the Chair will be tabled at the start of the relevant section of the meeting. The Member who has put the question may, after the answer has been given, ask one supplementary question directly related to the subject matter, but no discussion will be allowed.

No supplementary question can be put or answered more than 10 minutes after the Council has started on the relevant item of business, except with the consent of the Chair. If a Member does not have the opportunity to put a supplementary question because no time remains, then he or she can submit it in writing to the Proper Officer who will arrange for a written answer to be provided within 7 working days.

\*\*\* **Question Time** - At each ordinary meeting of the Committee ten minutes will be allowed for Members when any Member of the Committee can put a question to the Chair on any business within the remit of the Committee. The Member who has put the question may, after the answer has been given, ask one supplementary question directly related to the subject matter, but no discussion will be allowed.

No supplementary question can be put or answered more than ten minutes after the Committee has started on the relevant item of business, except with the consent of the Chair. If a Member does not have the opportunity to put a supplementary question because no time remains, then he/she can submit it in writing to the proper officer who will arrange for a written answer to be provided within seven working days.