



---

## THE MORAY COUNCIL

### FLOOD ALLEVIATION SUB-COMMITTEE

**WEDNESDAY 3 JUNE 2015**

**NOTICE IS HEREBY GIVE** that a Meeting of the **FLOOD ALLEVIATION SUB-COMMITTEE** to be held within the Council Chambers, Council Office, High Street, Elgin on **WEDNESDAY 3 JUNE 2015** at **2.00pm**.

Alasdair McEachan  
Acting Head of Legal and Democratic Services

26 May 2015

#### **BUSINESS**

1. [Sederunt](#)
2. Declaration of Group Decisions and Members Interests \*
3. [Minute of Meeting dated 8 April 2015](#)

#### **PERFORMANCE MANAGEMENT**

4. [Elgin Flood Alleviation Scheme: Progress](#) - Report by Acting Corporate Director (Economic Development, Planning and Infrastructure) – [Appendix 1](#)
5. [Moray Flood Alleviation Schemes: Financial Monitoring Summary](#) – Report by Acting Corporate Director (Economic Development, Planning and Infrastructure) – Appendix [1](#), [2](#)

Any person attending the meeting who requires access assistance should contact customer services on 01343 563217 in advance of the meeting.

## Summary of 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.

### GUIDANCE NOTES

- \* **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.

Contact Person:	Darren Westmacott
Tel. No.	01343 563014
Room No.	113