



GOLSPIE FLOOD ACTION GROUP  
COMMUNITY COUNCIL SUB COMMITTEE  
Terms of Reference

Remit

- To agree a whole, area-wide strategic flood management plan for the Golspie Community Council area (hereafter referred to as 'Golspie'); to be implemented over the next 10 years to protect the community (homes, shops, livelihoods & businesses) as well as local (e.g. Scottish Water drainage network) and national (A9, railway line) infrastructure from adverse or extreme flooding events, both maritime and land based.
- Seek expert guidance & local knowledge recommendations on measures to mitigate all sources of potential flooding (coastal, river, surface & ground water) & managed retreat options.
- Ensure commitments of the strategic plan are carried out by the relevant & responsible organisations.
- Raise profile & public awareness of increasing flood risks to Golspie itself & impacts of it on all areas to north & west, which rely on the national & regional infrastructure running through the community (A9, hospital, bank, sorting office etc.)
- Formulate a resilience plan, gather equipment & organise immediate support for those affected by flooding events.

Membership

Minimum of 4, maximum of 10 members plus expert advisors. To be led by a Community Council member & include a broad range of community representatives and local elected councillors. Continuous engagement with stakeholders and expert advisers will be undertaken, which may include but may not be limited to those listed below.

Stakeholders -

Alan Fraser (HC head of flood risk management team)  
Gavin Steel (Scottish Water)  
Tracy Penman (Network Rail)  
Graeme Paget (Transport Scotland)  
Ken Hossack (BEAR Scotland)  
Malcolm MacLeod/Garry Smith (HC Head of Infrastructure Capital Projects)  
Anastasia Young (Sutherland Estates)  
Maree Todd (MSP)  
Jamie Stone (MP)

Expert advisors include, (but not limited to) -

Alistair Rennie (Dynamic Coast)  
Alexander McDonald/Graham Neville (NatureScot)  
Adrian Bell/Kris Calder (RPS Wave modellers)  
Tom Rea (Wallace Stone, engineer)



Joan Laurie (North Highlands & Islands Climate Hub)  
Steve McFarland (SEPA)  
Kasha Jarosz/Doug McPhee (Scottish Flood Forum)

### Responsibilities and Powers

- Form multi agency body of stakeholders to advise on & draw up a Golspie-wide strategic flood management plan.
- Organise public events to inform stakeholders of importance and progress of the project. Ensure public opinion is heard by all practicable means and fully involved in deliberations.
- Tactical decisions to be agreed by consensus of the group, in accordance with the overall strategy directed by the community council.
- Liaise closely with all stakeholders and interested parties to reach consensus on and ensure timely implementation of the strategic plan.
- Submit such funding applications as are appropriate, with approval and on behalf of the community council, to support the aims of the flood strategy.

### Reporting procedures

- Full meetings to be held a minimum of 3 times a year, with at least 14 days notice of date & time.
- Ad hoc meetings to be arranged as necessary.
- Agenda to be agreed & sent out by lead (HM) of sub committee 7 days in advance. Record list of actions from all meetings (HM) within 7 days of meeting & distribute to sub committee members.
- Progress report to community council monthly (HM).
- Disseminate regular public updates of the project after each main meeting via newspaper, social media, community council.

### Relationship to Community Council

- Golspie Flood Group is a sub committee of Golspie Community Council, led by a member of the community council.
- It will act at all times in accordance with the constitution of the community council, declaring any conflicts of interest, ensuring transparency and integrity in all dealings.
- The sub committee is accountable to the community council for all delegated decisions, as directed by the community council.
- Status of the flood group as a sub committee of the community council will be reviewed annually in August, and amended if necessary.
- If and when it becomes possible to put the strategic plan into action, requiring large capital sums, a professional project management team will be recruited within a dedicated constituted body to ensure robust governance and limited liability for the protection of all parties.
- Membership of the sub committee does not confer voting rights at community council meetings, unless the individual is also an elected member of the community council.
- The sub committee will be dissolved on completion of its stated aims above.