



TERMS OF REFERENCE

FLOOD ADVISOR TO ARUNDEL TOWN COUNCIL

Appointment Made:	14 th May 2020 (renewal)
Term:	One year (ends 14 th May 2021)
Office Holder	Derek Waller
Remuneration	Not applicable Reasonable expenses permitted with prior authorization of the Town Clerk
<p>Principal Responsibilities:</p> <ol style="list-style-type: none">1. To advise the council on all aspects of flood risk and flood defences in Arundel, including attending relevant council meetings.2. To help the council to maintain timely communications of all flood and flood defence issues with Arundel residents.3. To act as the council's primary contact point with the Environment Agency, contractors and all other third-party organisations involved in Flood Defences.4. To submit quarterly flood updates to Full Council.	
<p>Exclusions:</p> <ol style="list-style-type: none">1. The Advisor is not empowered to enter into any financial commitment on the council's behalf2. The Advisor shall not issue instructions or advice to Arundel residents or businesses, or to the Environment Agency, Contractors or any other third-party in relation to Flood Defences, on behalf of the council.	
Signed:	(Town Clerk) Date:
Signed:	(Flood Advisor) Date: