
Role Profile: Adviser to the Cabinet Member for Environment and Climate Change in relation to Flood Risk Management

Please also refer to the General Guidance: Adviser to a Cabinet Member (below)

Scope and Range of duties

In respect of the duties and responsibilities of the County Council as Lead Local Flood Authority, the Adviser will:

1. Keep updated on the development, and implementation, of national and local policy in relation to flood risk and advise the Cabinet Member accordingly.
2. Chair an Executive Task and Finish Group to oversee the preparation of the review of the Local Flood Risk Management Strategy (LFRMS) and, as necessary, attend meetings of the relevant scrutiny committee.
4. Support a review of the effectiveness of Operation Watershed (OW), which will include recommendations for any changes to the operation of the programme. The review will run in parallel with the review of the LFRMS (because OW will be a key deliverable for WSCC in the Strategy).
5. Advise and contribute to the corporate response to recent flooding events in Arun District and the coordination of activity with other risk management authorities in relation to such matters.
6. Advise and contribute to the corporate response to any future storm events in West Sussex that have a significant impact on flood risk.

The Adviser may also:

- Attend liaison meetings with other councils or organisations on behalf of the Cabinet Member
- Attend other internal meetings/briefings with or on behalf of the Cabinet Member, contributing and answering questions as appropriate.
- Assist the Cabinet Member with maintaining effective links with the relevant officers.
- Attend and advise scrutiny committee meetings on behalf of the Cabinet Member as requested.

Expected time commitment and workload

- This role will be from February 2024 for two years and progress will be reviewed after one year.
- Expected time commitment approximately five days per month based on attendance at the Executive TFG and review meetings, plus associated briefings; attendance at one-off events and special meetings; meetings with other councils

and key partners; internal briefings/121s with Cabinet Member and officers; and reading/research time.

- The Leader, in consultation with the Cabinet Member, will review the work of the Adviser from time to time.

Special Responsibility Allowance (SRA) Allocation

In accordance with the scheme of Member Allowances, this role profile has been reviewed by the Director of Law and Assurance who concludes that the role indicates responsibilities that meet the expectations for the role of Adviser and are at least 50% additional to or independent of the functions discharged by the Cabinet Member. Therefore, the requirements for the Adviser's Special Responsibility Allowance are met.

General Guidance: Adviser to a Cabinet Member

The Leader may appoint Advisers to Cabinet Members to provide support as required to the Cabinet Member in carrying out their responsibilities, subject to the limitations set out in the Constitution and such additional limitations or conditions as may be set by the Leader.

Advisers to Cabinet Members may not take decisions on behalf of the relevant Cabinet Member or take part in collective decisions by the Cabinet. They cannot be a member of the scrutiny committee that deals with the relevant Cabinet Member's portfolio but can attend and advise a scrutiny committee meeting on behalf of the Cabinet Member.

January 2024