

**Guidance to support engagement with flood risk communities.**

**Planning Community Engagement Check List**

**Introduction:**

This check list can be used to help you take stock of the current position of engagement with flood risk communities in your organisation. There are four areas where challenges and opportunities can be identified to enable good practice to engage food risk communities.

These are:

**Aims:**

What are the objectives your team is trying to achieve?

**Understanding:**

How developed is the understanding and practice of community engagement in your responsible authority?

**Engagement:**

Have you thought about an engagement plan or strategy?

**Structure:**

Are there important links and processes to wider local authority corporate plans?

**Summary:**

Engagement with flood risk communities can take on many shapes and sizes before, during or after flooding and it's important to consider how you will plan this process.

Use the progress column to identify where you are at present and discuss why you have ticked yes or no in column two and note agreed actions to make progress.

<b>Planning Community Engagement</b>	<b>Yes/No</b>	<b>Progress</b>	<b>Action Required</b>
<b>Aims</b>			
Have you agreed what you wish to achieve through the engagement?			
Have the possible actions to build community engagement been identified?			
Have the key challenges and opportunities to build community engagement been identified?			
Is there an agreed definition of engaging flood risk communities with your team?			
Has this definition been developed or agreed with key community stakeholder representatives?			

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<b>Understanding</b>	<b>Yes/No</b>	<b>Progress</b>	<b>Action Required</b>
Is there a good understanding of flood risks within the targeted community?			
Have the potential long and short term impacts of engaging the flood risk community been discussed and assessed by your team?			
Do you and your team have a good understanding of the various ways to engage a flood risk community?			
Have the social assets in flood risk communities already been identified and mapped to inform decision making and priorities?			
<b>Engaging Flood Risk Communities</b>	<b>Yes/No</b>	<b>Progress</b>	<b>Action Required</b>
What sections of the flood risk community do you want to engage with?			
Have you identified a range of ways that flood risk communities can participate?			
Have you informed people in flood risk areas what risks they face from flooding?			
Have you informed flood risk communities on the range of actions they can take to prepare, respond and recover from flooding?			
Is information on flood risks made openly and publicly available?			
Have you planned to evaluate your engagement with flood risk communities?			
<b>Structure</b>	<b>Yes/No</b>	<b>Progress</b>	<b>Action Required</b>
Is there a need for a cross departmental flooding working group in your local authority?			
Is there a need for representation from flood risk communities on any working group?			
Are local engagement structures identified in flood risk communities to enable dialogue?			
Have you considered how to value engagement with flood risk communities?			
Is there a business case outlining the benefits of engaging flood risk communities? Would it be helpful?			
Are there actions in place to ensure those impacted by flooding are involved in any review to improve performance and response to flooding?			
Have you considered the links to local authority single outcome agreements and community planning structures?			

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**Good Practice Points:**

Engaging flood risk communities is challenging and takes time but it can work with the right support, planning, methods and leadership.

Be clear about why you are engaging, the methods you will use and identify the key partners throughout the process.

Consider your entry and exit points for any engagement with flood risk communities.

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