

# WICKHAM MARKET PARISH COUNCIL

## Emergency Planning Working Group



### Terms of Reference

#### 1 Objectives:

- 1.1 To enhance the resilience of Wickham Market through developing our local emergency preparedness, response and recovery arrangements which align with local responders and reduce the impact of the incident on our communities.
- 1.2 To formulate, maintain and implement an Emergency Plan in accordance with the Civil Contingencies Act 2004 guidelines and in association with East Coast Councils Emergency Joint Planning Unit (JEPUs).
  - To understand our local risks/hazards
  - To consider possible mitigation for the risk/hazards identified
  - To assist and map our local resources and capabilities including volunteers.
  - To plan our local response arrangements to incidents
  - To ensure we have effective communication mechanisms in place between emergency responders and the Parish Council and between Parish Council and our local communities.

#### 2 Membership

- 2.1 The Working Group shall consist of Councillors and non-Councillors appointed at the Annual Meeting of the Parish Council each May or a subsequent full Parish Council meeting.
- 2.2 The Chairman will be a Parish Council member and will be appointed at the Annual Meeting of the Parish Council or a subsequent full Parish Council meeting.
- 2.3 The Quorum for a meeting will be a minimum of three Working Group members.

#### 3 Meetings

- 3.1 The Working group will meet monthly until a formalised Emergency Plan is adopted at a full Parish Council Meeting. Then in the first year it will meet quarterly to discuss if any changes need to be made to plan and put before full council for agreement. In the second and subsequent year a bi-annual meeting should be adequate.

#### 4 Voting

- 4.1 The non-Council members will have voting rights to enable them to take part in discussions and vote on recommendations.
- 4.2 Rules & Regulations
  - The National Code of Conduct will apply to all members of the Working Group.
  - The conduct of meetings will be governed by the Council's standing orders.
  - Decisions are determined by a majority vote.

#### 5 Rights & Powers

- 5.1 The Working Group has no delegated powers.
- 5.2 Reports and Proposals for decisions will be presented to the full council in the appropriate format.
- 5.3 The Working Group may convene Extra Meetings in accordance with the Council's Standing Orders.

#### 6 Responsibilities

- 6.1 The Working Group will be aware of the Council's involvement with all Climate Emergency change policy and guidance.
- 6.2 Formulate and have adopted a full Emergency Plan and meet quarterly to review.
- 6.3 Promote a culture of safety by carrying out risk assessments and complying with risk management and health and safety procedures.
- 6.4 Keep the public informed of Emergency Plan procedure and provide information relevant to the plan.
- 6.5 Maintain contact with JEPUs and other emergency services and utilities with regards to changes in policy or procedures.

The Working Group may defer the decision on any matter to the Parish Council if they feel that this is appropriate.