

# Terms of Reference for the Emergency Plan Working Party



**Type & Function:** Working Party of the Council  
**Report Author:** David Liddle, Town Clerk  
**Adopted:** 23 May 2018  
**Reviewed:** 12 May 2020, May 2021 & May 2022  
**To be Reviewed:** May 2023

<p><b>Voting Members</b>          Membership of the shall not exceed 20.</p> <p>Maximum of six members of the Town Council and the Council's appointed Health &amp; Safety Advisor.</p> <p>Wider membership from the community, local organisations and other councils is to be determined by the councillors appointed to the Working Party. The full membership of the Working Party is to be made known to Council for approval.</p>	<p><b>Quorate</b>          Three</p>
<p><b>Meeting Location and Frequency</b>          Council Chamber a minimum of two times year</p>	<p><b>Clerk</b>          Town Clerk</p>
<p><b>Non-Voting Members</b>          Not applicable to this Working Party.</p>	
<p><b>Aim and Role</b></p> <p><b>Aim</b>          To provide an effective Community Emergency Plan for Filey in the event of a major emergency.</p> <p><b>Roles</b>          The Committee is to:</p> <ol style="list-style-type: none"> <li>i. Co-ordinate activities in the event of an emergency and communicate with members of the public affected by an emergency.</li> <li>ii. Ensure all plan holders are aware of the procedures of the Community Emergency Plan and the role which the council and the community undertakes in the event of a major emergency within the town.</li> <li>iii. Undertake regular emergency safety review days and session to ensure that the Emergency Plan is up to date and fit for purpose.</li> </ol>	

**Budgetary Control**

The Working Party cannot regulate Council finances and as such must make any recommendations for spend of less than £5,000 to the Property Committee and for spend over £5,000 to the Council.

**Budgetary Oversight**

Not applicable to this Working Party.

**Delegated Powers**

- a. Prepare and maintain a Community Emergency Plan.
- b. Liaise with local authority Emergency Planning Officers and emergency services on behalf of the Council.
- c. Review and amend the Community Emergency Plan on an annual basis and to issue the restricted document to plan holders.
- d. Implement the Community Emergency Plan in the event of an emergency.
- e. Co-ordinate a response on behalf of the Town Council and its community in conjunction with emergency services and other responders.
- f. Provide information and advice to the public in conjunction with other local authorities.
- g. Maintain a register of people with special needs.
- h. Provide local information and identify resources to emergency services, local authorities and local groups and organisations.
- i. Manage community reception/rest centre planning and activation.
- j. Identify best practice and identify issues and areas for improvement.
- k. Engage the community and recruit volunteers and allocate tasks in relation to the Emergency Plan.
- l. Appoint members to attend multi-agency meetings as organised by the lead agency/authority
- m. Consider emergency planning training opportunities for members, staff and volunteer groups (emergency workshop exercises) and make recommendations to the Staffing Committee.
- n. Chairman to issue press statements regarding emergency planning on behalf of the full council.

**Annual Procedural Business**

- a. Determine membership and make Council aware so that members can approve it.
- b. A report must be submitted by the group to the Annual Parish Council Meeting (normally held in April) each year.
- c. Review the Emergency Plan and update all associated registers and information.

