

# Haxey Parish Council

## Community Emergency Plan Working Group Terms of Reference

<b>Name of Committee/Working Group:</b>	Community Emergency Plan Working Group
<b>Membership:</b>	At least 3 Members of the Parish Council. The Parish Council Chair and Vice-Chair are also Full Members.
<b>Need:</b>	<ul style="list-style-type: none"><li>• To produce a Community Emergency Plan for the Parish of Haxey for adoption by the full Parish Council.</li><li>• To maintain and update the adopted Community Emergency Plan for Haxey Parish on an annual basis.</li><li>• To ensure the relevant Departments of the Principal Authority are provided with an updated and adopted Community Emergency Plan for Haxey Parish.</li><li>• Act as the Haxey Parish Council focal point for Community Emergency Plan issues and liaise directly with Principal Authority Representatives on Community Emergency Plan issues.</li></ul>
<b>Conditions:</b>	<ol style="list-style-type: none"><li>1 Membership of the Working Group to be decided upon its creation and the continued membership of the Group to be re-appointed at the Annual Council Meeting</li><li>2 Meetings to be convened as required – ideally biannually.  Meetings will normally exclude the press and public.  Minutes are not normally produced, verbal reports are acceptable. Notes of Action to be completed if required and presented to the next meeting of the Parish Council.</li><li>3</li><li>4 The Working Group may co-opt as required.</li><li>5 The Working Group is empowered to invite specialist professional Officers or Advisors to attend meetings to provide guidance as to matters under discussion.</li><li>6</li><li>7 The Clerk of the Council will not normally support the Working Party but guidance, if required, should be taken from ERNLLCA as to appropriateness.</li></ol>
<b>Restrictions:</b>	<ol style="list-style-type: none"><li>8 Only Members of the Parish Council may be members of the Working Group.</li><li>9 Only members of the Working Group may speak at meetings other than by the resolution of the Working Group or if specifically summoned.</li><li>10 The quorum shall be three(3).</li></ol>

- 11 The Working Group may make recommendations to the full Council and take on actions in conjunction with the Principal Authority, which will subsequently need to be approved by the full Council.
- 12 In the event of emergency action being required the decision on taking such action is to be made by the Chairman or Vice-Chairman of the full Council and subsequently reported back to the full Council

**Members: Cllrs Henwood, Knowles, Carlile, Cooke.**

**Approved by Haxey Parish Council – May 2018**