

# 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.</li><li>3 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>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 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>7 Only Members of the Parish Council may be members of the Working Group.</li><li>8 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>9 The quorum shall be three(3).</li><li>10 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</li></ol>

the full Council.

- 11 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 Carlile, Knowles, Layton & Thorpe.**

**Reviewed by Haxey Parish Council – June 2020**