



Ringshall Parish Council

Emergency Plan Working Group Terms of Reference

V1.0

Version Control

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Approval Committee	Full Council
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Policy History

Version:	Author:	Reason for Issue:	Date:	Approval Minute:
1.0	Clerk	New Policy	21/19	

Purpose

The aim of this document is to set the responsibilities, restrictions and limitations of operations of the Ringshall Emergency Plan Working Party.

Scope

This document covers all the activities in relation to the management of the Ringshall Emergency Plan.

Definitions

- The Council - Ringshall Parish Council
- Councillor - Ringshall Parish Councillor
- The Working Party - The Ringshall Emergency Plan Working Party
- MSDC - Mid Suffolk District Council
- The Airbase - Wattisham Airbase
- AGM - Annual General Meeting
- Plan - Ringshall Emergency Plan

Membership and Controls

1. The Working Party will consist of at least three Councillors, set by resolution of the Council. Any changes to these three must go through a full Council meeting first.
2. The Working Party can have as many additional members as the working party deems fit.
3. Non-Councillor members can be added and removed by resolution of the working party at a meeting.
4. The working party will elect a Chair. In the absence of the Chair at any meeting, then the first order of business must be to elect any member present as the Chair for that meeting.
5. The Working Party will need a minimum of three Working Party members in attendance in order to be deemed quorate, and in such circumstances at least two must be Councillors.
6. The Working Party may invite non-members to attend any meetings.
7. The Council may dissolve the working party, after a review of its effectiveness at the Council's AGM.
8. The Council shall formally review the continued need for the working party at its AGM.
9. The Working Party can meet as many times as it deems suitable in a year, but it must have at least one meeting per year.
10. The Working Party will not have powers of spend, but may make recommendations for approval to spend to the Council.
11. As an official Council group, the Working Party may make free use of the Village Hall for its meetings, however as it is a non-public meeting, it can take place at any location deemed suitable for the Working Party to meet.
12. The Working Party is responsible for organising its own meeting schedule and meeting locations.

Reporting

1. Meetings will not be public
2. Meetings do not need to be recorded
3. An annual report will be presented to the AGM
4. An annual report will be presented to the Parish Meeting

The Terms Of Reference

1. To keep the Plan up to date in a timely manner, with at least one review per year
2. To act as recipient of required changes in the plan - person requiring removal from plan, updates from MSDC on emergency contacts etc.
3. To distribute updated Plan to relevant parties (as detailed in plan)
4. To distribute the updates Plan to any secure locations (as detailed in the plan)
5. To liaise with the parish as required to achieve the above
6. To liaise with MDSC and SCC as required to achieve the above
7. To liaise with the Airbase as required to achieve the above
8. To liaise with neighbouring Parish Council's as required to achieve the above
9. To liaise with any other service/function that the Working Party may deem as suitable
10. To remain in compliance with the GDPR. This requires two version of the plan to be maintained: one full version with all contact information, and one that can be publicly published.
11. To make sure that the Council has published the latest version (of the public Plan) on its Website