

**EXMINSTER PARISH COUNCIL
COMMUNITY RESILIENCE WORKING PARTY
TERMS OF REFERENCE**

1. Introduction

The Community Resilience Working Party ('the Working Party') is a Working Party of Exminster Parish Council ('the Council') and is established to co-ordinate the Parish's overall approach to Community Resilience and Emergency Planning. The Working Party will be referred to as the Community Emergency Response Team (CERT) as denoted in the Community Emergency Plan

2. Membership

The Working Party shall consist of up to four members of the Council ('Council Members'), the Chairman and Vice Chairman shall be deemed to be two of those members and up to four members of the Community ('Community Members').

The Clerk and Deputy Clerk/RFO shall be deemed to be automatic members of the Working Party. All nominated members shall be appointed by resolution of the Council.

Membership shall be reviewed annually at the Annual Council Meeting.

On being nominated to the Working Party, all members must read and adhere to its Terms of Reference

The Chair of the Working Party shall be chosen by the Working Party Members at the first meeting of the Working Party following the Annual Council Meeting and may either be a Member of the Council or not.

The Chair will be the main point of contact for the group and will convene and chair meetings.

3. Voting

Each Member of the Working Party has one vote. In case of equality of votes, the Chair of the meeting has the casting vote whether or not he or she gave an original vote

4. Meetings

The Working Party shall meet at least once a year. The Lead Councillor for the Working Party will update Council on the meeting at the next appropriate Council meeting

Working Party meetings are not required to be held in public.

5. Quorum

The quorum shall be four members of the Working Party provided at least two of them are members of the Council.

If the number of members present falls below the required quorum, the meeting shall be adjourned, and business not transacted until the next meeting or on such other day as the Chair may fix

6. Responsibilities

- Identify the risks most likely to impact Exminster, maintain these in a Risk Register and review annually.
- Identify relevant steps to mitigate and respond to the identified risks.
- Publish the Exminster Community Emergency Plan and ensure it is reviewed annually.
- Identify vulnerable people, groups and establishments within Exminster which will need special arrangements in the event of an emergency.

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- Identify community resources available to assist during an emergency.
- Identify extra resources which may be required and advise the Parish Council of the requirements.
- Exercise the Emergency Plan.
- Provide awareness of Community Resilience and Emergency Planning to the Community.
- Encourage all residents to have a Home Resilience/Emergency Plan.
- Act as the main contact point for District and County Councils, the Environment Agency, and the emergency services for the purposes of emergency planning.
- Report annually to the Community detailing if the plan has been activated and highlighting any changes to the Working Party.
- In the event of an Emergency being declared to form the Community Response team. The responsibilities of the Community response team are listed in the Exminster Emergency Plan.
- Members should all adhere to the Parish Council's Staff, Employee and Role holder policy as displayed on the Council web site, particularly when communicating by email. <https://www.exminsterparishcouncil.gov.uk/wp-content/uploads/sites/71/2020/07/ppp-2020-6-1-General-Privacy-Notice-for-Website-Approved.pdf>
- Members are to adhere to the Parish Council's Safeguarding Policy as displayed on the Council web site
<https://www.exminsterparishcouncil.gov.uk/wp-content/uploads/sites/71/2020/07/ppp-APPROVED-EPC-Safeguarding-Policy-.pdf>

7. Life of the Working Party

The Working Party shall continue until deemed necessary by the Council or until such time as the Working Party members determine.

8. Review

The Terms of Reference shall be reviewed by the Parish Council in June of each year.