

Enquiries regarding this Agenda:  
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## ***West Suffolk Joint Emergency Planning Panel***

***Thursday 16 February 2012 at 5.00 pm  
In Ground Floor Meeting Room GFR14, West Suffolk House,  
Western Way, Bury St Edmunds***

***CONSTITUTION:***

*Chairman: To be elected  
Vice-Chairman: To be appointed*

*Forest Heath District Council (4)      St Edmundsbury Borough Council (4)*

*Bowman                      Beckwith  
Mrs Burt                      Cox  
Drummond                      Thorndyke  
Roman                          Mrs P A Warby*

***SUBSTITUTES:***

*Forest Heath District Council (1)      St Edmundsbury Borough Council (1)*

*Vacancy                      Chung*

***QUORUM:***

*Three Members*

***Please switch off all mobile communication devices during the meeting, unless exceptional circumstances require otherwise.***

***WHILST THESE AGENDA PAPERS ARE NOT COVERED BY THE ACCESS TO INFORMATION ACT, THOSE ITEMS WHICH ARE REGARDED AS CONTAINING EXEMPT/CONFIDENTIAL INFORMATION ARE PRINTED ON BLUE PAPER FOR CLARIFICATION PURPOSES AND MEMBERS OF THE PANEL ARE REQUESTED TO TREAT THEM ACCORDINGLY***

# ***Agenda***

## **Procedural Matters**

### **1. Substitutes**

Any Member who is substituting for another Member should so indicate together with the name of the relevant absent Member.

### **2. Election of Chairman and Appointment of Vice-Chairman**

The approved Terms of Reference (ToR) for the West Suffolk Joint Emergency Planning Panel require that the position of Chairman shall be elected from one authority and the Vice Chairman will be appointed from the opposite authority to the Chairman.

In addition, the ToR state that except if agreed otherwise, the Chairmanship will rotate between the two authorities on a two yearly basis.

The Panel is requested to **ELECT** a Chairman from one authority and **APPOINT** a Vice-Chairman from the opposite authority.

### **3. Apologies for Absence**

### **4. Declarations of Interests**

Members are reminded of their responsibility to declare any personal or prejudicial interest which they have in any item of business on the agenda no later than when that item is reached and, when appropriate, to leave the meeting prior to discussion and voting on the item.

## **Part 1 – Public**

### **5. Terms of Reference**

Report **C356** attached.

The Panel is requested to **REVIEW** the Terms of Reference and make any recommendations to the Cabinet (SEBC)/Corporate Services Committee (FHDC), as appropriate.

**6. Business Continuity**

Report **C357** attached.

**7. Community Preparedness**

Report **C358** attached.

**8. Emergency Planning and Responses**

Report **C359** attached.

**9. Joint Emergency Planning Unit Performance and Capability Assessment**

Report **C360** attached.

**10. Dates of Future Meetings**

The Panel is requested to **CONFIRM** the following dates for future meetings:-

Tuesday 9 October 2012 at West Suffolk House;  
Tuesday 12 February 2013 at West Suffolk House; and  
Monday 14 October 2013 at Forest Heath District Council Offices.

All meetings to commence at 5.00 pm.

**Part 2 – Private**

**NONE**