

Enquiries regarding this Agenda:
David Long (01284) 757120

West Suffolk Joint Emergency Planning Panel

**Wednesday 29 October 2014 at 5.00 pm
in Room GFR14, West Suffolk House, Western Way, Bury St Edmunds**

**** PLEASE NOTE THE VENUE FOR THIS MEETING ****

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

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

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

SUBSTITUTES:

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

Wheble *Chung*

QUORUM: *Three Members*

***Please switch mobile communication
devices to 'silent' during the meeting***

WHILST THESE AGENDA PAPERS ARE NOT COVERED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985, 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

3. Appointment of Vice-Chairman

4. Apologies for Absence

5. Minutes

To confirm the minutes of the meeting held on 9 October 2012 (attached). **(Page 5)**

6. Declarations of Interests

Members are reminded of their responsibility to declare any pecuniary or local non-pecuniary 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

7. Terms of Reference - Amendment

To reflect the change in officer responsibility for Emergency Planning, to empower the Vice-Chairman to act in the Chairman's absence and to clarify that the emergency planning arrangements apply across the area of both authorities. It is proposed that the existing paragraph 2.7 of the Terms of Reference:

'At the discretion of the Chairman, in the event that either:

(a) an emergency event arises which affects the area of either authority, or

(b) the risk of an emergency that affects the area of either authority is assessed as significant by Suffolk County Council's Head of Emergency Planning,

an extraordinary meeting of the Panel may be called.'

be amended to:

'At the discretion of the Chairman, *or if absent the Vice-Chairman*, in the event that either:

(a) an emergency event arises which affects the area of either authority, *or both authorities*, or

(b) the risk of an emergency that affects the area of either authority, *or both authorities*, is assessed as significant by the *District Emergency Planning Officer*,

an extraordinary meeting of the Panel may be called.'

The Panel is requested to **RECOMMEND** to respective Cabinets that these proposed amendments to the Panel's Terms of Reference be approved.

8. Suffolk Flood Review Workshops

Officers to give an oral update.

9. Emergency Planning and Business Continuity - Update

Report **F158** attached. (**Page 11**)

10. Dates of Future Meetings

The Panel is asked to **APPROVE** the following dates of future meetings:

Thursday 12 February 2015 at Forest Heath District Council Offices; and
Thursday 22 October 2015 at West Suffolk House.

Both meetings to commence at 5.00 pm.

Part 2 – Private

NONE

