

# **West Suffolk Joint Emergency Planning Panel: Terms of Reference**

1. The Panel's membership will be drawn from both Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC).
2. The Panel will consider both authorities' emergency preparedness arrangements and who can provide guidance to support the development of executive action by officers of both authorities in times of emergency:
  - 2.1 To provide a group of members who can develop an enhanced level of understanding of emergency planning issues.
  - 2.2 To provide a forum for the discussion of emergency preparedness issues.
  - 2.3 To provide policy guidance on emergency planning arrangements to ensure alignment with corporate policies and direction.
  - 2.4 To provide a link with other members to promote resilience within communities
  - 2.5 To be authorised by both Cabinets to make recommendations directly to the Emergency Planning Officer on means to promote both emergency preparedness and community resilience within existing policies and budgets.
  - 2.6 To make recommendations to both FHDC and SEBC's Cabinets about policies and actions required to develop and maintain effective emergency preparedness arrangements and ensure that the authorities can support the emergency services and communities during emergencies.
  - 2.7 To assist both FHDC and SEBC's Cabinets with the dissemination of information to other members during an emergency.

- 2.8 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.

### **3. Membership**

- 3.1 To comprise 8 members, 4 from each authority.
- 3.2 Each authority may nominate one substitute member who may attend in the absence of any member of their authorities.
- 3.3 A quorum will be three, with at least one member present from each authority.
- 3.4 At the discretion of the Chairman, members of either Council who are not members of the panel may be invited to attend/speak.

### **4. Chairmanship**

- 4.1 The Panel will elect a Chairman and Vice-Chairman from its membership. The Vice-Chairman will be from the opposite authority to the Chairman.
- 4.2 Except if agreed otherwise, the Chairmanship will rotate between the two authorities on a two yearly basis (i.e. 4 programmed meetings).

### **5. Meetings**

- 5.1 Meetings will be hosted alternately at the offices of the two Councils, unless an alternative location is agreed by the panel.

### **6. Meeting Frequency**

- 6.1 Every 6 months, or as appropriate.

Version approved by SEBC's Cabinet: 22 May 2013 (minute 6 (5)(a)refers)  
Version approved by FHDC's Cabinet: 14 May 2013 (minute 586 (6)(b) refers)