

# BINGLEY TOWN COUNCIL



Myrtle Place, Bingley, BD16 2LF

## Terms of Reference Emergency Support Sub Committee

### **Membership – 6 Members**

**(To be elected annually by at the Annual Meeting of the Council each year)**

- The Emergency Support Sub Committee is to consist of 6 members.
- One of the town councillors will be elected Chair annually at the first meeting of the sub committee after the Annual Meeting of Bingley Town Council and shall hold office until the next Annual Meeting of the Council.
- There will be a minimum of four town councillors as members of the group.
- The quorum of the sub committee is three.

### **Aims**

To support Bradford Metropolitan District Council in providing an effective Community Emergency Plan for Bingley in the event of a major emergency; this document will assist with operational management of any emergency situation. The Emergency Support Sub Committee will ensure that such a plan exists and is tested regularly, at least every 18 months. To co-ordinate the Town Council response in the event of an emergency in the parish, in line with the scope below.

### **Meetings**

The Town Clerk will call the Emergency Support Sub Committee meetings as and when necessary. Members will be summoned to attend meetings which will be held in a variety of public meeting rooms across the parish and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972. The sub committee shall meet at least annually.

### **Documentation**

Minutes of all meetings will be recorded by the Town Clerk and circulated to the Full Council. All resolutions and recommendations to the Finance and General Purposes Committee, as the parent committee, shall be recorded in the minutes of the meetings.

### **Accountability**

The Emergency Support Sub Committee must not act ultra vires. Any recommendations it may wish to make outside its terms of reference shall be recorded in the minutes for consideration by the Finance and General Purposes Committee.

### **Scope**

To support Bradford Council in maintaining a Community Emergency Plan by working alongside the Emergency and Planning Departments of Bradford District Council.

- To work with Bradford Council to review, test and amend where necessary the Community Emergency Plan on an annual basis and to issue the restricted document to plan holders.
- To use the Community Emergency Plan in the event of an emergency to support emergency services, Bradford Council and other statutory responders in the event of an emergency on behalf of the Town Council and the parish.
- To provide information and advice to the public in conjunction with other local authorities.
- To liaise with emergency services and emergency planning officers as required.

- To provide local information and identify resources to emergency services, local authorities and local groups and organisations.
- To be involved in community reception/rest centre planning and activation in support of Bradford Council.
- To comply with current legislation, data protection act, health & safety, insurance etc.
- To identify best practice and identify issues and areas for improvement.
- To recruit volunteers and allocate tasks.
- To maintain a list of Town Councillors and staff with first aid qualifications and ensure any updates are carried out.
- To communicate, engage and support members of the public affected in an emergency.
- To arrange emergency planning training opportunities for members, staff and volunteer groups (emergency workshop exercises).
- To attend multi-agency meetings as organised by the lead agency/authority.
- The Emergency Support Sub Committee cannot incur any expenditure without prior approval from the Finance and General Purposes Committee.
- The Chairperson of the Sub Committee and Town Clerk to be able to issue press statements on their behalf.

**Date of approval:** 16<sup>th</sup> May 2023; **Date of next review:** May 2024.