



Hampstead Norreys Parish Council

Community Emergency Plan Working Group

Terms of Reference

Version number	1	Minute reference	26/057
Date adopted	24 th September 2026	Review due	September 2029

1. Introduction

The Community Emergency Plan Working Group (“the Working Group”) is a working group of Hampstead Norreys Parish Council (“the Council”) established to support the development, delivery, review and maintenance of the Parish Community Emergency Plan and wider community resilience arrangements.

2. Status

The Working Group is an informal advisory body and is not a committee or sub-committee of the Council.

It has no delegated powers to make binding decisions on behalf of the Council or to commit expenditure.

3. Membership

The Working Group shall comprise:

- up to three Councillors; and
- up to five members of the community.

Members shall be appointed by resolution of the Council.

Membership may be reviewed and amended by the Council at any time.

The Chair of the Working Group shall be appointed by the Working Group from amongst its members at the first meeting following the Annual Meeting of the Council, or as otherwise agreed by the Council.

4. Voting

Each member of the Working Group shall have one vote.

In the event of an equality of votes, the Chair of the meeting shall have a casting vote.

Any recommendations made by the Working Group shall be advisory only and shall be referred to the Council for consideration and decision.

5. Meetings

The Working Group shall meet as and when required.

Once the Community Emergency Plan has been adopted by the Council, the Working Group shall meet at least once each year to review the Plan and ensure that it remains current and fit for purpose.

Additional meetings may be called by the Chair as necessary.

Meetings of the Working Group need not be held in public unless the Council determines otherwise.

Draft notes or minutes of meetings shall be circulated to Working Group members and reported to the Council as appropriate.

6. Quorum

The quorum for a meeting of the Working Group shall be three members.

If the number of members present falls below the quorum, the meeting shall be adjourned, and no further business shall be transacted.

7. Responsibilities

The Working Group shall:

- develop and maintain the Community Emergency Plan;
- identify the risks most likely to affect the Parish;
- identify local resources and facilities which may be available in an emergency;
- identify vulnerable people, locations and groups who may need special arrangements in the event of an emergency;
- identify any additional resources likely to be required;
- keep the Plan under regular review and ensure it remains relevant and up to date;
- promote awareness of community resilience and emergency preparedness;
- encourage residents to prepare their own household emergency plans;
- liaise with relevant emergency planning partners and agencies as appropriate;
- exercise or test the Plan where practicable;
- report to the Council on progress, recommendations and any proposed amendments to the Plan;
- assist, where appropriate, in the event of an emergency, in accordance with the adopted Plan.

8. Finance

The Working Group may not authorise expenditure or enter into commitments on behalf of the Council.

Any proposed expenditure or funding request arising from the Working Group's work shall be referred to the Council for approval.

9. Conduct

Members of the Working Group shall observe the Council's Code of Conduct and any relevant policies of the Council.

Members shall treat any information shared through the Working Group as confidential where appropriate, particularly where it relates to vulnerable persons, emergency arrangements or personal data.

10. Duration and Review

The Working Group shall continue until dissolved by resolution of the Council.

These Terms of Reference shall be reviewed by the Council every three years, or sooner if required.

11. Document Updates

Version	Date	Amendments
1	24/09/2026	Adopted