



## Kings Hill Parish Council

# Emergency Plan Working Group

Adopted XX/XX/2020

### 1. Role of the Working Group

The role of the Emergency Plan Working Group is to:

- 1.1 develop a recommendation to full council of an Emergency Plan for the parish.

### 2. Objectives

- 2.1 To produce a written Emergency Plan for the parish for consideration by Full Council.
- 2.2 The plan shall include the roles and responsibilities of who shall implement this plan and under what circumstances.
- 2.3 The plan shall include how it will be kept up to date and who is responsible for the integrity of the data held.
- 2.4 The plan shall include contingencies for its implementation.

### 3. Membership

- 3.1. The Working Group shall consist of up to **FOUR** Councillors appointed by Full Council.
- 3.2. The Chairman and Vice-Chairman of KHPC will be ex-officio members unless they are Working Group members.

### 4. Meetings

- 4.1. The Working Group will arrange meetings as required, initially this will be fortnightly with a view to moving to weekly.
- 4.2. Working Group meetings are informal and therefore there is no requirement to display the agenda publicly.
- 4.3. The meetings shall not be open to the public.
- 4.4. The meetings will be held virtually due to Covid 19 until such time that the regulations are amended.

### 5. Voting

- 5.1. All decisions of the Working Group shall be determined by majority vote for recommendation to the Full Council.

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## **6. Rights and Powers**

6.1. The Emergency Plan Working Group will have no rights and powers.

## **7. Responsibilities**

7.1. To provide regular updates to the Full Council.

## **8. Rules and regulations**

8.1. The Councillor's Code of Conduct will apply to all Members of the Working Group.

## **9. Delegation to the Proper Officer**

9.1. None