

APPENDIX B

Emergency Plan Working Group

Composition:	Four elected members of Saltash Town Council The Working Group may engage with officers and other stakeholders as required to support its work.
Chairmanship:	A Chairman shall be appointed from amongst the Members of the Working Group.
Quorum:	Two members.
Meetings:	As required and at least once per municipal year.
Timing:	To be agreed.
Venue:	Guildhall or as agreed (including remote meetings where appropriate).
Reports to:	Policy and Finance Committee.
Remit:	To support the development, maintenance and implementation of the Town Council's Emergency Plan and to improve community resilience.

Terms of Reference and Matters Delegated to the Working Group:

1. To prepare, review and update the Emergency Plan on a regular basis and at least annually;
2. To identify local risks, vulnerable groups, key contacts and available resources within the community;
3. To support effective coordination in the event of an emergency or major incident;
4. To maintain key contact information and arrangements for activation and communication;
5. To liaise with relevant organisations, partners and stakeholders as required;
6. To identify training, exercising and awareness requirements;

7. To promote community engagement and awareness of emergency planning;
8. To support the implementation of the Emergency Plan in accordance with agreed procedures and within the limits of the Working Group's advisory role;
9. To make recommendations to the Policy and Finance Committee and/or Full Town Council as appropriate.

Matters not Delegated to the Working Group:

- The Working Group has no delegated authority to make decisions or incur expenditure;
- Any matter involving new policy, changes to existing policy, future direction or strategy;
- Any financial commitment outside of approved budgets and Council procedures.

Terms of Reference last updated: 9 June 2026