

# BRAMLEY RESILIENCE GROUP V2 Jan23

## Terms of Reference

### 1. Aim & Objectives

#### 1.1 Aim

To identify and assess potential threats to safety or wellbeing within the Parish of Bramley.

To provide a single forum for the integrated and coordinated approach to emergency and business continuity response and management as determined by the risks and needs throughout the Parish of Bramley.

#### 1.2 Objectives

- To agree on strategic approaches relating to emergency preparedness and response in Bramley.
- To facilitate understanding, co-operation and collaboration between organisations and agencies within the Parish of Bramley before, during and after major incidents.
- To share experience and expertise to build and enhance community resilience.
- To promote the ethos of mutual aid and communication, while encouraging the sharing and exchange of information, views and best practice in emergency and business continuity planning, response and recovery.
- To provide a forum to ensure that appropriate plans and procedures to address identified or foreseeable local hazards are in place and gaps identified.
- To signpost those identified as at risk to appropriate sources of guidance and support.
- To review and approve the Bramley Emergency Plan, created and maintained by Bramley Parish Council.
- To maintain, approve and review a Bramley Community Risk Register to ensure it records risks within the Parish.
- To develop and maintain links with other local responders, including local voluntary organisations, public utilities and other agencies and organisations.
- To conduct debriefs following incidents, identifying lessons and implementing recommendations.

### 2. Scope

The Group will address matters relating to building and enhancing community resilience within the parish boundaries of Bramley.

### 3. Composition

**Chairman:** The Chairman shall be an elected member of Bramley Parish Council appointed each year by the Parish Council through an open vote at the Annual Meeting of the Parish Council. In keeping with other appointments by Bramley Parish Council the Chairman of this

Group will normally serve for a three year period.

**Members:** The Group is open to all elected members of Bramley Parish Council, the Parish Clerk and all those affected by major incidents within the parish. Attendance is not mandatory.

#### **4. Meetings**

The Parish Resilience leader should report as required monthly at the Parish council meeting to update and review Community Resilience Risks and Emergency Response.

Additional meetings may be convened on an ad hoc basis as and when urgent matters arise that require attention between dates of regular meetings.

The Parish Clerk shall minute each report to the council and update and issue the documentation as required.

#### **5. Deliverables**

- The Bramley Emergency Plan.
- A Bramley Community Risk Register that records risks and incidents within the parish.  
This Register will be reviewed annually by members of Bramley Parish Council at the Annual Assembly in April.
- If required a Bramley Resilience Group Action Plan that details actions agreed at the meetings, with responsibilities and timelines.