

WTC Working Group Terms of Reference Template

Emergency Planning Working Group

Background	<ul style="list-style-type: none">• In the event of an emergency time matters. The creation of a Community Emergency Plan provides local knowledge to emergency planners.• Emergency responders have to prioritise those most at risk. A Community Emergency Plan can help Wallingford become more resilient and help reduce the effect of an emergency.
Outcome	<ul style="list-style-type: none">• An up-to-date Community Emergency Plan for Wallingford.
Timeline	<ul style="list-style-type: none">• Timeline to be agreed at the first meeting of the working group.
Deliverables/outputs	<ul style="list-style-type: none">• An initial Community Emergency Plan mapping existing provision submitted to Oxfordshire County Council.• Engagement with the local community to expand upon the initial Community Emergency Plan and produce a second more in depth version.
Members (councillors)	<ul style="list-style-type: none">• To be agreed by Full Council, the following Councillors have put themselves forward to be members:<ul style="list-style-type: none">• Cllr. Beauchamp• Cllr. Charter• Cllr. Keats-Rohan• Cllr. Margarido• Cllr. Pannet
Members (non-councillors)	<ul style="list-style-type: none">• Non-Councillor members to be agreed at the first meeting of the

	working group and brought for confirmation.
Stakeholders	<ul style="list-style-type: none"> • A list of key stakeholders to be developed by the working group but would include: • Community support groups • Business representatives • Local authorities • Emergency Responders
Reporting	<ul style="list-style-type: none"> • This working group will report to Full Council at least once every quarter and specifically prior to adoption for sign off.
Methodology	<ul style="list-style-type: none"> • Initially mapping • Later community engagement
Convenor	<ul style="list-style-type: none"> • Cllr. Beauchamp