



Celebrating 50 years
1974-2024

ST IVES TOWN COUNCIL

Town Hall, Market Hill, St Ives, Huntingdonshire PE27 5AL
Telephone: 01480 388929 Email: townclerk@stivestowncouncil.gov.uk
Town Clerk: Mrs Libby White BEM BA(Hons) FSLCC

TWINNED WITH STADTALLENDORF

Issued: 9th October 2024

RESCHEDULED DATE

To all members of the Resilience Committee,

You are hereby summoned to attend the **Resilience Committee Meeting of St Ives Town Council** for the purpose of transacting the business as set out below. Any member not able to attend should send their apologies before the meeting.

Meeting to be held on **Monday 4th November 2024** in the **Council Chamber, Town Hall at 7pm.**

The meeting is open to members of the public (including the press), but is not a public meeting.

Libby White

Mrs Libby White BEM BA(Hons) FSLCC
Town Clerk

AGENDA

R01.00 ELECTION OF CHAIR AND VICE CHAIR

To elect a Chair and Vice Chair for the Resilience Committee.

R02.00 APOLOGIES FOR ABSENCE

To receive and approve apologies for absence.

R03.00 DECLARATIONS OF INTEREST

To receive Declarations of Disclosable and/or Non-disclosable Pecuniary Interests as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any agenda item.

R04.00 PUBLIC PARTICIPATION (15 MINUTES)

Open forum to provide an opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda.

To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting.

At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chair. Limited to three minutes per person, fifteen minutes in total.



R04.00 TERMS OF REFERENCE

To agree the Terms of Reference for ratification by Full Council for the Resilience Committee (copy herewith).

R05.00 STANDING AGENDA ITEMS

To agree standing agenda items for future meetings (copy herewith).



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RESILIENCE COMMITTEE

Terms of Reference

Membership

The Committee will consist of eight members, including the Mayor (ex officio).

Quorum

The Quorum for the Committee shall be four members.

Purpose

The Resilience Committee is established to act on the Council's behalf to promote resilience and sustainability within the town of St Ives and to work with the Cambridgeshire & Peterborough Local Resilience Forum (CPLRF) Community Resilience Working Group.

Remit

1. The Committee shall elect a Chair and Vice-Chair for each civic year.
2. The Committee shall meet once every two months unless otherwise needed.
3. The Committee shall:
 - Identify the risks to the community;
 - create an Emergency Plan to include methods for contacting groups and individuals, identifying premises which may be required and resources within the community that may be able to assist;
 - provide local knowledge to the emergency services and the CPLRF;
 - relay information and instructions to the local community;
 - identify people at risk within the community; and
 - identify an inventory of emergency resources..
4. Control all expenditure on any revenue budget item, or capital or grant-funded project, falling within the Committee's remit, up to the limits laid down in Financial Regulations.
5. Approve any policies delegated to the Committee in the Council's Policy Framework.
6. The Committee shall make recommendations to the Town Council for all expenditure of items falling under the Committee's remit which exceed the values laid out in Financial Regulations.

St Ives Town Council Resilience Committee

Terms of Reference.

1. Purpose

The Committee will develop and co-ordinate a Community Emergency Plan with involvement from the emergency services (police etc.), the Local Authority Emergency Planning Officer as well as community groups such as residents associations, friends and neighbours to make the plan resilient. A Town Council supported Emergency Plan will give authority, access to local records and continuity.

The existence of a Community Emergency Plan does not mean that a group will replace the emergency responders and it must be stressed that nothing will be done which would put anyone in the community at risk.

2. Aims

2.1. Aims

To identify, assess and mitigate as far as possible potential threats to safety or wellbeing within the Town of St Ives.

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 Town of St Ives.

3. Approach

The Committee will seek to build on the good working relationships that already exist by:

- a) being open, objective and constructive;
- b) working together at all levels, wherever appropriate;
- c) respecting the views of each other, where different, ensuring proper understanding of the reasons for any such differences;
- d) having a “no surprises” policy, based on notifying each other well in advance where there is a likelihood of significant announcements and developments;
- e) highlighting areas of interaction and setting out what each expects of the other;
- f) minimising duplication of activity wherever possible.

4. Membership

St Ives Town Council Resilience Committee
Terms of Reference V1 Apr24

The Committee will consist of:

- a) The Chair of the Cambridge and Peterborough Local Resilience Forum Community Resilience Working Group.
- b) Seven St Ives Town Councillors, selected at a Full Council meeting of St Ives Town Council.
- c) The Chair of the St Ives Flood Action Group or their delegate.
- d) The Chair of the St Ives Civic Society or their delegate.
- e) A representative from Hunts Forum.
- f) A representative of St Ives EcoAction.
- g) A representative from St Ives Cares.
- h) A representative from the local Red Cross.
- i) A representative of Cambridgeshire Police.
- j) A representative from WorkBees.

5. Committee Chair / Vice Chair

- a) The core members of the Committee are responsible for electing the Committee Chair. The Town Clerk will ratify nominations.
- b) Once the Committee Chair has been appointed, the members of the Committee will elect a Vice Chair. The Town Clerk will ratify nominations.
- c) Both the Chair and Vice Chair of the Committee are appointed for a minimum period of two years.
- d) A six month notice period is required from Chair / Vice Chairpersons in the event that they wish to tender their resignation from their post in order to allow a reasonable length of time to appoint a replacement and execute an effective handover of responsibilities.

6. Accountability and Responsibilities

- a) The Committee is accountable to the Cambridge and Peterborough Local Resilience Forum Working Group.
- b) The Committee Chairperson is responsible for:
 - i. ensuring that administrative support is available to the Group;
 - ii. reviewing membership of their Committee as their work progresses and according to actions and priorities.
- c) The Committee Chairperson may delegate responsibilities to the Committee Vice Chair based on mutual agreement.

- d) If the Committee Chairperson is unavailable for a meeting, then all responsibilities are immediately delegated to the Vice Chairperson.

7. Nature and frequency of meetings

The Council's Standing Orders apply to all meetings of the Committee.

The Committee shall be appointed on an annual basis at the Annual Meeting of the Town Council.

The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Chairman.

The Mayor and Deputy Mayor of the Town Council shall be Ex-officio members of the Committee.

Members of the Committee will receive an agenda and supporting papers in accordance with the Council's Standing Orders.

Notice of meetings and minutes will be published in accordance with the Council's Standing Orders.

8. Quoracy

The threshold to ensure that the Committee meetings are quorate is attendance by the Committee Chair and/or Vice Chair, together with a minimum of 50% of the group membership, as outlined in Section 4 of these Terms of Reference.

9. Collective Decision Making

Collective decision making is based upon the members of the Committee having one vote per member. The St Ives Town Council Resilience Committee Chair will have the casting vote where a decision cannot be reached.

10. Committee Objectives

10.1 Community Resilience:

- To agree on strategic approaches relating to emergency preparedness and response in St Ives, to ensure coordination of complementary activity for promoting and enabling resilient behaviours, facilitating community led social action and partnering with voluntary organisations.
- To facilitate understanding, co-operation and collaboration between organisations and agencies within the Town of St Ives before, during and after major incidents.

- To share experience and expertise to build and enhance community resilience, and to identify and agree shared engagement opportunities.
- 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 create and maintain the St Ives Community Action Plan, for review and approval by St Ives Town Council.
- To maintain, approve and review a St Ives 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 ensure that people are as resilient and prepared as they can be when facing emergencies such as floods, so that they can get back to normal as quickly as possible. To explore the viability of collaboration with the Business sector, examining the shared opportunities for strengthening business continuity.
- To conduct debriefs following incidents, identifying lessons and implementing recommendations.
- To consider any matters referred to it by the Town Council at a Full Council meeting.

These objectives will be reviewed on a quarterly basis as the programme progresses to allow further or alternative objectives to be considered.

11. Review

The Committee will review these Terms of Reference on a two yearly basis.

St Ives Town Council

Resilience committee 15th October 2024

Proposed standing agenda items for future meetings, to be agreed at the above meeting. These are taken from the straw man project charter and work breakdown structure presented to the St Ives Resilience working party on 6th August 2024.

1. Review of key hazards
2. Emergency liaison points and emergency information point infrastructure
3. Emergency liaison points and emergency information point operation
4. Communication plan
5. Costs and funding for setup and operation
6. Transition to reach the business-as-usual resilience solution