



**Date:** 31 July 2017

**Title:** Community Engagement Plan

**Purpose of the Report:** To provide Members with information regarding the potential creation of a Community Emergency Plan.

**Contact Officer:** Sarah Sandiford (Head of Democratic & Central Services)

<b>Corporate Objective/s</b>	To consolidate processes and procedures, ensuring operational efficiency and a structure which will underpin future service delivery by the Town Council.	
<b>Implications:</b>		
<b>Financial</b>	x	
<b>Human Resources</b>	√	
<b>Operational/Service delivery</b>	√	
<b>Procedural/Legal</b>	x	
<b>Risk/Health &amp; Safety</b>	√	

## 1.0 RECOMMENDATIONS

- 1.1 To note the report and supplementary information regarding a Community Emergency Plan.
- 1.2 To consider supporting the development of a Community Emergency Plan and any costs involved therein to be met from town council budgets.

## 2.0 BACKGROUND

- 2.1 Central Bedfordshire Council has a responsibility under the Civil Contingencies Act to undertake a number of activities as a Category 1 Responder. These activities include the assessment of local risk and the creation of emergency plans.
- 2.2 In February 2017 Central Bedfordshire Council held a Town and Parish Council Conference to give guidance on the creation of Community Emergency Plans for each parish. Parish Councils have been asked to submit their Plan to CBC for their records.
- 2.4 An Emergency Plan for the parish would provide a framework for how to deal with an emergency event such as, for example, a derailed train, localised flooding or a significant fire.

- 2.5 The process for creating a Plan will involve the establishment of a community emergency group. This is likely to be driven initially by the parish council, using existing community networks to approach those most likely to have an interest in emergency planning or to hold useful information.
- 2.6 The core group will source local information such as:
- local risk assessment
  - local skills and resources which might be useful in an emergency
  - organisations and groups which may know vulnerable people, who may require extra help in an emergency
  - locations for potential use as places of safety and assistance centres
- 2.7 The group will also appoint a local Community Emergency Co-ordinator, who will take a lead role in organising and taking forward the work of the group.
- 2.8 The group then signs up to receive emergency alerts from organisations such as the local police force, the Environment Agency and Defra and considers how best to communicate information in the event of an emergency situation.
- 2.9 Once the Plan is established, the wider population can be advised of its existence, additional group members recruited and training sessions held.
- 2.10 Whilst the development of the Plan will require some initial resources in terms of evaluating risks, ascertaining local contact details, recruiting volunteers and setting out a plan of action in the event of an emergency, it is anticipated that once established, only periodic meetings and training sessions would be required, along with a periodic review of details to ensure they remain up to date.

**End.**