

Contingency Planning Working Group (CPWG)

TERMS OF REFERENCE

Purpose:

To provide the overall emergency planning and business continuity strategic direction for all services within the Authority, through the exchange of information and promotion of good practice.

The Group will:

Ensure Emergency and Business Continuity Plans and Procedures are reviewed on at least an annual basis.

Provide a multi – service forum to share best practice and procedures for dealing with Civil Contingency and Business Continuity issues.

To assist in the preparation and participation of multi-service area staff training and exercises to test Corporate and Service Area Plans.

Oversee and agree debrief reports and assess the extent to which lessons identified are being learnt

Oversee and assess the implications of Emergency Planning and Business Continuity reports and guidance that are internal, regional or national

Oversee and review the Corporate and Service Risk Registers on a regular basis.

Frequency of Meetings:

Meetings will be held every three months, but if specifically required a meeting could be requested by any standing member of the Group.

Accountability

Minutes of the Working Group are reported to Risk Management Steering Group.

Minutes of the Steering Group are reported to Governance & Audit Committee.

Membership

Standing members will be as follows:

Head of Revenues and Financial Compliance (Chair)

Civil Contingencies Manager, Place and Infrastructure

Senior Risk Officer

Departmental Contingency Champions / representatives

Health & Safety representative

Property representative

Carmarthenshire County Council

Representation from each department should be at an appropriate senior level with specific responsibility for co-ordination of Emergency Management and Business Continuity.

Administration

Administration for the Group will be provided by the Risk Management section in consultation with the Chair of the Group and the Civil Contingency section.

Documentation for the Group meetings will be stored within the relevant folders of the Risk Management Working Groups' *Teams* channel.

Review

A review of the Terms of Reference will be completed by the Group on an annual basis.