



Resilience Group Operational Policy

Adopted: 17th September 2025

Minute Number:

Review date: September 2026

1. Purpose

This policy establishes a framework by which the Bembridge Parish Council Resilience Group (RG) may operate with delegated authority in routine* and emergency matters in accordance with the Parish Council Emergency Plan, enabling swift and effective responses while maintaining appropriate oversight by the Parish Council.

*(*Occasionally these routine/non-emergency activities may involve a request to the receiving organisation for a contribution towards RG funds to assist with ongoing equipment requirements/maintenance and training)*

It reflects principles outlined in the UK's Civil Contingencies Act 2004 and related guidance, which recognises the key role of the voluntary sector in civil protection and emergency planning.

2. National Context & Role of the Voluntary Sector

Under the Civil Contingencies Act 2004, voluntary organisations are formally recognised as key partners in supporting UK resilience. The Bembridge RG operates in alignment with these national expectations as a newly recognized member of Local Community Emergency Volunteer (CEV) groups by contributing in the following areas:

- Key Roles of the Voluntary Sector in UK Resilience:
 - Emergency response (e.g. providing shelter, food, emotional support)
 - Logistical support (e.g. transport, communications)
 - Community engagement and outreach
 - Recovery assistance after incidents
 - Training and preparedness education

The Bembridge Resilience Group seeks to reflect this model at a parish level.

3. Scope of Delegated Authority

The Resilience Group is authorised to:

- Take immediate practical action in response to developing or ongoing emergency events (e.g. flooding), including mobilising equipment and volunteers, without prior Council approval.
- Manage and deploy Resilience Group equipment and PPE stored at Bembridge Fire Station as needed.

- Convene ad hoc meetings to coordinate or respond to emergency situations or prepare for predicted events.
- Conduct briefings, training, and equipment familiarisation activities with volunteers as part of preparedness, without prior Council approval.
- Assist with non-emergency community resilience efforts (e.g. awareness campaigns, minor flood-prevention tasks, local support during weather warnings).
- Make enquiries or representations to external agencies (e.g. Island Roads, Southern Water, IOW Council), in line with RG's functions and Bembridge Parish Council policies and procedures.

⚠ Note: Any action involving new or exceptional expenditure, new purchases, or external funding applications must still be approved in advance by the Parish Council or relevant Committee.

4. Limitations of Authority

The RG does not have delegated authority to:

- Commit or spend Parish Council funds.
- Make formal policy or strategic decisions on behalf of the Parish Council.
- Enter into contracts or agreements.
- Represent the Parish Council in an official capacity without express authorisation from the Clerk or Chair.

5. Communication & Reporting

All formal correspondence must be conducted through the Parish Clerk.

The RG may submit informal notes of meetings or actions to the Clerk for information.

The RG must provide a summary report of activities at least quarterly or on request by the Council, which may include:

- Equipment status and any maintenance required.
- Volunteer activities, training, and deployments.
- Recommendations for improvements or future actions.

Major recommendations or policy suggestions shall be submitted to the appropriate Committee or full Council for ratification.

6. Membership & Governance

- The RG shall consist of up to 10 community volunteers, led by an appointed Parish Councillor and deputy.
- Co-opted specialist members may be invited for advice or support but shall hold no decision-making or spending power.
- The Parish Councillor lead is responsible for ensuring that RG activity aligns with this policy, and the Parish Council Emergency Plan whilst ensuring that the community of Bembridge is its first priority.

7. Emergency Activation

In the event of an imminent or ongoing emergency (e.g. flood alert, severe weather warning), the RG is empowered to:

- Convene immediately without notice.
- Deploy available equipment and signage.
- Act in accordance with the Emergency and Resilience Plan.
- Liaise with emergency services and Island Roads via the Clerk where appropriate.

8. Annual Review

This policy shall be reviewed annually. Interim changes may be made by resolution of the full Parish Council.



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