

CLIVE PARISH COUNCIL

AED WORKING GROUP: TERMS OF REFERENCE

Date adopted: July 2019

Last reviewed: July 2023

Date of next review: July 2024

Purpose of AED Working Group

This working group is appointed to advise and make recommendations to the full Council about all matters regarding the AED Scheme in Clive Parish.

Constitution

1. The Parish Council Standing Orders do not apply to the AED Working Group.
2. Membership shall comprise of at least 3 members. Ideally all members of the AED Working Group shall attend all meetings, but in any case no less than 2 members shall be present at each meeting.
3. Councillor Members of the AED Working Group are appointed at the Annual meeting of the Council.
4. The AED Working Group may determine whether to invite non-councillors to join the AED Working Group.
5. If desired, members of the AED Working Group may appoint a Chairman from amongst their members.
6. In case of a tie during a vote, and if a Chairman has been appointed, he/she may use a second or casting vote to decide the outcome of the vote.
7. The AED Working Group may determine the number, time, and duration of any Working Group meetings.
8. AED Working Group meetings may be held in public or private spaces as required (including the homes of members), and there is no restriction on whether a Working Group meeting can be held in a place licensed for the sale of alcohol.
9. There is no requirement for advance public notice of AED Working Group meetings, nor is there a requirement for the clerk to attend meetings for the purpose of taking formal minutes. Instead, informal notes, or a verbal update may be presented to Full Council meetings.

Terms of reference and delegated powers

- The purpose of the **Parish Council AED Scheme** is to preserve and protect the health of people in Clive and the surrounding areas by:
 - Providing, maintaining, and insuring the Parish Council-owned Automated External Defibrillator (AED), and associated equipment, located at Clive Village Hall, in accordance with the Parish Council's Defibrillator Operation and Management Policy, to ensure it is always "emergency ready".
 - Organising a rota of Working Group members and volunteers to conduct at least fortnightly checks on the AED equipment.
 - Reporting any issues to Clerk, e.g. faulty/damaged/expired equipment and/or consumables, immediately, so that the AED can be taken "offline" and issues resolved as soon as possible.
 - Arranging community training on how to use the AED correctly and safely
 - Promoting awareness of the AED and 'self-service' system
- This AED Scheme is managed by Clive Parish Council, who will be advised by the AED Working Group. Neither the AED Working Group, nor the Parish Council has

any responsibility for maintaining other AEDs within the parish of Clive.

- **The AED Working Group has no delegated authority to make decisions or to authorise expenditure of Council funds; it can only make recommendations to Full Council.**
- In order to fulfil its advisory role, members of the Working Group may:
 - undertake research
 - liaise with relevant contacts in the emergency services, local organisations, other AED groups, parish residents, etc.
 - present recommendations at the next Full Council meeting
 - request that the Chairman of the Parish Council convene an Extra-Ordinary Council meeting
- In situations where estimates/quotes/tenders are to be sought, e.g. for the replacement of equipment, or for training costs, the Council's Financial Regulations (specifically regulation 11) **must** apply, but the AED Working Group may make recommendations to Full Council.
- In situations where AED-related expenditure is required urgently, the Council's Financial Regulations (specifically regulation 4.5) shall apply.
- In order to comply with the Council's Privacy Policy, Record Management Policy, and IT Security Policy, contact details for non-councillor members of the AED Working Group shall only be held by the Parish Council clerk. Consent shall be sought first before obtaining contact details or other personal data.

Review

- Any two members of the AED Working Group may request the clerk to include on the Full Council agenda a proposal for any item within the Terms of Reference to be discussed.