

CHEDWORTH PARISH COUNCIL

GoodSAM Cardiac Response Implementation Group

Terms of Reference

Version 1.0 | June 2026

1. Purpose

The GoodSAM Cardiac Response Implementation Group (“the Group”) is established by Chedworth Parish Council to implement and manage the Village Cardiac Emergency Response Programme, as approved by the Council at its meeting of [date].

The Group’s purpose is to enrol trained villagers as GoodSAM Responders, ensure the village’s three Council-maintained defibrillators are correctly registered on The Circuit, promote community awareness of cardiac emergency procedures, and report on progress to the Parish Council until the scheme is incorporated into the Parish Emergency Plan.

2. Membership

The Group consists of two founding members appointed by the Parish Council:

- Ian Morgan (Lead — see section 3)
- Iain Robertson

Additional members may be recruited by the Group as needed to support delivery. Any addition to membership will be reported to the Parish Council at the next scheduled meeting. If a member wishes to step down, they will notify the Lead, who will report this to the Parish Council. The remaining member may continue and recruit a replacement, or seek Council guidance as appropriate.

3. Chair and Lead Councillor

Ian Morgan acts as Lead and is the formal point of contact between the Group and the Parish Council. The Lead is responsible for:

- Reporting to the Parish Council at each scheduled Council meeting (see section 5)
- Coordinating the Group’s activities
- Acting as the authorised contact for SWAST, GoodSAM, and The Circuit on behalf of the Parish Council (see section 7)

4. Decision-making

Decisions are made jointly by the two members. Where agreement cannot be reached, the matter is referred to the Parish Council. There is no formal quorum requirement for a two-person group.

The Group is authorised to act within the scope of this Terms of Reference and within the approved annual budget. Any expenditure or commitment outside the approved budget requires prior Council approval.

5. Meetings and Reporting

The Group meets on an ad hoc basis as required by the work programme. No fixed meeting schedule is prescribed.

The Lead will provide a verbal or written progress report at each scheduled Parish Council meeting for the duration of the project. Reports will cover:

- Number of GoodSAM Responders enrolled to date
- Status of defibrillator registration on The Circuit
- Any changes to membership or budget
- Issues or decisions requiring Council input

6. Duration and Review

The Group is established for the duration of the implementation project. It will be wound up once the scheme has been fully implemented and formally incorporated into the Chedworth Parish Emergency Plan, at which point ongoing stewardship passes to the Parish Council.

The Parish Council may review or dissolve the Group at any time.

7. Relationship with External Bodies

The Group is authorised to communicate with and act as the point of contact for the following organisations on behalf of the Parish Council:

- GoodSAM — regarding volunteer enrolment and scheme management
- The Circuit — regarding AED registration and maintenance records
- South Western Ambulance Service Foundation Trust (SWASFT) — regarding operational matters relating to the GoodSAM scheme

The Group does not have authority to enter into formal agreements, contracts, or financial commitments with any external body without prior Council approval.

8. Data and Confidentiality

The Parish Council is the registered Data Controller for all personal data held in connection with this scheme. The Group will handle personal data (including the register of GoodSAM Responders) in accordance with the Parish Council's data protection policy and the UK General Data Protection Regulation (UK GDPR).

Personal data held by the Group will be used solely for the purpose of administering the GoodSAM scheme, will not be shared with third parties without lawful basis, and will be transferred to the Parish Council on dissolution of the Group.

9. Conflicts of Interest

Members of the Group will declare any actual or potential conflict of interest in relation to the Group's activities in accordance with Chedworth Parish Council's standing orders and the Localism Act 2011. Declarations will be recorded and reported to the Parish Council.

Approved by Chedworth Parish Council at its meeting of:

Date:	
Minute reference:	
Signed (Chairman):	