

EMERGENCY RESPONSE GROUP
(Reporting to General Purposes Committee)

Terms of Reference v3

Purpose

- *To enable the Town Council to identify the immediate actions that should be considered during an emergency to assist the community until further assistance has been received.*
- *Consideration should be given to the environmental impact before any decisions are taken.*

1 Delegated Powers within budget

When necessary, to receive, keep under review, work-up and deliver, or advise the General Purposes Committee on:

- 1.1 Identifying the risks to the community;
- 1.2 Providing 'local knowledge' for the Emergency Services;
- 1.3 Relaying information and instructions to the local community;
- 1.4 Identifying the vulnerable people in the community;
- 1.5 Ensuring that premises owned by the Town Council which may be required during an emergency, such as the Town Hall, are made available;
- 1.6 Identifying available resources within the community that may assist during an emergency;
- 1.7 Establishing a line between the Town Council's Emergency Response Group and voluntary groups and volunteers from the community;
- 1.8 Provide an Emergency Plan with key contact details;
- 1.9 Identify an inventory of necessary emergency resources.

2 Advisory Powers

Keep under review, respond or advise General Purposes Committee as necessary:

- 2.1. Undertake a budget review in order to assist and guide the General Purpose Committee with its overall annual budget deliberations;
- 2.2 Undertake a specific Risk Assessment Management Review in order to assist and guide the General Purposes Committee with its overall annual Risk Management Review;
- 2.3 The review of its Terms of Reference at least annually.

3 Powers Delegated to the Town Clerk after consultation with the Chairman or, in the Chairman's absence, the Vice Chairman of the General Purposes Committee

- 3.1 In association with the Chairman of the Emergency Response Group and the Chairman of General Purposes Committee, the approval of expenditure between £3,501 and £5,000 relating to any matter within the Emergency Response Group's responsibilities, providing it does not exceed the budget set down by the General Purposes Committees;
- 3.2 In the event that the budget is likely to be exceeded, the matter must be returned to General Purposes Committee for consideration in order to bring, if necessary, a recommendation to the Finance & Scrutiny Committee for a virement of funds.

4 Powers Delegated to the Town Clerk and Officers

- 4.1 The approval by the Town Clerk of expenditure of £3,500 or less relating to any matter within the Emergency Response Group's delegated responsibilities, providing it does not exceed the budget set down by the General Purposes Committee;
- 4.2 The approval by the Finance Officer of expenditure of £500.00 or less relating to any matter within the Emergency Response Group delegated responsibilities, providing it does not exceed the budget set down by the General Purposes Committee;
- 4.3 In the event that the budget is likely to be exceeded, the matter must be returned to General Purposes Committee for consideration in order to bring a recommendation to the Finance & Scrutiny Committee for a virement of funds.

5 Membership

- 5.1 Membership of the Response Group shall comprise no less than three and no more than six members, one of which must be the Mayor who will act as Chairman;
- 5.2 Membership shall be determined at the Town Council Meeting preceding Mayor Making except in an election year;
- 5.3 The Emergency Response Group may co-opt non-voting members with relevant skills, experience and knowledge consistent with these Terms of Reference.

6 Quorum

- 6.1 The Emergency Response Group shall be quorate when three voting members are present;
- 6.2 If less than three voting members are present, the meeting shall stand adjourned unless, at the discretion of the Chairman, it be considered that the meeting should continue for information purposes only. No business will be transacted or vote taken.

7 Chairman

- 7.1 The Chairman shall be the Mayor. The Emergency Response Group will elect a Deputy Chairman from their number in accordance with the procedure as specified in Council's Standing Orders;
- 7.2 If the Chairman is not present, the Deputy Chairman will take the meeting. If neither is present, members will elect a Chairman for the meeting from amongst their number.

8 Clerking Arrangements

- 8.1 If available, the Town Clerk or the officer responsible for the General Purposes Committee will usually clerk the meeting but if unavailable, the Response Group will ensure that appropriate clerking arrangements are in hand from amongst their number;

- 8.2 The Response Group shall keep notes of its transactions either electronically or in hard copy.

9 Frequency and Timing of Meetings

Non-Emergency Meeting

- 9.1 The purpose of working parties (panels, forums, groups) is that meetings may be called at relatively short notice at any time in order that urgent issues can be considered and business can be ongoing between Standing Committee Meetings;
- 9.2 A meeting may be held on any day of the week and at any time of day;
- 9.3 A meeting will be held as soon as the quorum is confirmed and cancelled or postponed if it is apparent in advance that the meeting will not be quorate.

Emergency Meeting

- 9.4 Due to the unknown nature of emergencies a meeting may be called without prior notice.
- 9.5 A meeting may be held on any day of the week and at any time of day or night;
- 9.6 Responding to an emergency situation requires quick action and decision making and members present will take appropriate measures to alleviate the situation, irrespective of quorum. Members of the Group must therefore make every effort to attend;

10 Standing Orders

- 10.1 The Standing Orders of Council will generally apply but at the discretion of the Chairman, greater latitude will be permitted in order to allow members to fully discuss issues and take immediate action when necessary.

Town Clerk
April 2020

Amendment to Purpose – TC 28.4.20