

EMERGENCY COMMITTEE

Terms of Reference

Purpose – To enable the Council to function in emergency situations when fewer Councillors and / or Officers are available to attend meetings.

The Committee will be convened, as required, as part of the District Council's major emergency and Emergency Planning process.

The decision to convene the Committee will be made by the Managing Director through consultation with the Leader. Equally the decision to stand down the Committee will be made by the Managing Director through consultation with the Leader.

Once the Committee is convened it can take on the role of the delegations afforded to the following Committees and Council itself; Council, Cabinet, Planning, Licensing and Audit. This will be decided by the Managing Director through consultation with the Leader. These powers can be in full or in part.

Portfolio Holder delegations, Portfolio Holder with Officer delegations and Officer delegations will remain as per the Constitution.

The Committee will also meet as required and consider the immediate strategic issues for the District Council arising from the particular incident, having received reports from the Managing Director and/or the Chairman of the District Council Tactical Response Team.

The Committee may authorise action affecting any of the District Council's functions, if the urgency of the situation demands this, subject to such action being reported, together with the Committee's reasons for acting, to the next meeting of the Council. The Committee must ensure that steps are being taken to provide, to members of the public and the press, regular information bulletins on the incident and the action being taken.

Members of the Committee are to be suitably briefed and prepared to make appropriate statements to the media.

The Committee should consider the longer-term implications arising from the incident and the impact these may have on the District Council.

Membership

The Committee shall consist of six named Members of the District Council, to include:

- Chairman of the Cabinet (who will be the Chairman of this Committee)
- Vice-Chairman of the Cabinet
- Leader of the main Opposition Group (to provide a scrutiny role)
- The Portfolio Holder whose responsibility includes Housing and Wellbeing
- Two other named Members to achieve a political balance

If there is a change of political balance on the Council, this composition will be recalculated by the Proper Officer and amended accordingly.

Succession arrangements are key and for clarity it is confirmed that formal delegations between Councillors will ensure continuity of the Committee.

Quorum

The minimum number of members to transact any business shall be three.

Procedures, protocols and public speaking

Except as provided below, the Chairman shall be responsible for maintaining order and the effective conduct of business at meetings.

Any member of the Council can attend and may speak on any issue once, as agreed through the Chairman, in line with the legislation in force at the time.

Members of the press and public may attend. General arrangements for public speaking as set out in the "Rights of the Public at Meetings" apply, in line with the legislation in force at the time.

Voting

Voting at meetings is by show of hands and this shall be recorded.

In the event of an equality of votes, the Chairman shall have a second or casting vote.

Training

All training requirements for the Committee will be ensured to enable them to undertake the delegations afforded to them when undertaking the role of another Committee.

PROGRAMME OF MEETINGS – MAY 2020 TO MAY 2021

PUBLIC MEETINGS	DAY	TIME	MAY 2020	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN 2021	FEB	MAR	APR	MAY
Audit Committee	Thur	10am		25				22					11		
Awards Panel Enhancement Design (prov)	Wed	9am					9E 30D								
Council (*Annual Meeting)	Thur	7pm	*21		30		24		19		14	25		8	*20
Cabinet	Tue	6pm		16	21	25	29		3	8	12	9	16	20	
Overview & Scrutiny Committee (pre Cabinet)	Tues	10am		9	14	18	22	27		1	5	2	9	13	
Overview & Scrutiny Committee	Tues	10am	5	30			8		17		26		30		
Planning Committee	Wed	9.30am	20	17	15	12	9	7	4	2	6/27	24	24	21	19
<i>(The dates below are provisional and are subject to confirmation nearer the time)</i>															
Economic Success Panel	Mon	6pm		15		3		12		7		1		12	
Environmental Excellence Panel	Thurs	6pm		4	23		17		26		28		25		
Place Shaping Panel	Mon	6pm		1	20		7		9		18		1		
Wellbeing Panel	Wed	6pm		3		5		14		9		3		14	
Service Improvement & Efficiency Cttee	Mon	6pm			6			5			11			6 (Tues)	
Appeals Panel	Arranged as required														
Electoral Arrangements Committee	Arranged as required														
Joint Appointment Panel	Arranged as required														
Joint Scrutiny Committee	Arranged as required														
Joint Statutory Officer Appeals Cttee	Arranged as required														
Joint Statutory Officer Hearing Cttee	Arranged as required														
Licensing & Regulatory Committee	Arranged as required														
Performance Management Sub-Cttee	Arranged as required														
Standards Committee	Arranged as required														
NON PUBLIC MEETINGS															
Member Development Panel	Arranged as required														
Joint Lead Members Group			1	5	10	14	18	23 pm	27		8	12	19	23	28

Please note – all of these dates are subject to change