

# **Dinnington St John's Town Council**

## **EMERGENCY RESPONSE COMMITTEE – TERMS OF REFERENCE**

### ***Purpose of the Emergency Response Committee***

To review and plan for any Emergency Response that the Town Council may react to; covering flooding, snow, large scale disasters, wild fires or other emergency responses that may be required.

### ***Membership and voting -***

(To be elected annually at the Annual Meeting of the Parish Council each year in May)

1. The Committee will consist of 7 councillors.
2. The Committee will appoint a Chair annually in accordance with the process set out in its Standing Orders.
3. The Chair will have an ordinary vote and a casting vote and may use the latter although is not compelled to do so.

### ***Convening***

The Clerk will convene Emergency Response Committee meetings as defined by the schedule approved by Council. The Committee Chair may also convene meetings as felt necessary. Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972. Minutes will be taken, approved, and retained by the Council in perpetuity.

**Note:** Other organisations and agencies and legal representatives may be invited to the meetings at the discretion of the Chair. Such representation may bring experience and knowledge of their respective areas and the ability to comment and provide advice.

### ***Meetings***

Meetings will be held in accordance with the Council's Standing Orders.

### ***Quorum***

The quorum of the Committee will be a minimum of 3 councillors.

### ***Documentation***

1. Minutes of all meetings will be recorded by an Officer of the Council.
2. Draft minutes will be circulated to all Committee members.
3. Depending on timing, either draft or approved minutes will be received by the full council for information only.

### ***Accountability***

The Emergency Response Committee has been given delegated power by the full council to act on behalf of the authority in relation to these defined terms of reference only; any matters outside the Committee's terms of reference shall be made to the full council as a recommendation. The Committee has full authority to authorise expenditure up to limits agreed by the full council, and delegated powers to act on behalf of the full council in relation to the defined terms of reference only; any recommendations outside these terms of reference shall be made to the full council.

### ***Remit of the Committee***

- To be responsible for updating and reviewing the Emergency Plan
- To be responsible for updating and reviewing the Business Continuity Plan
- To continue to maintain the services that Dinnington St John's Town Council deliver to a high standard in the event of an emergency, including reviewing resources, training and readiness.
- To lead the council's response to any situation deemed an emergency by the Chair of the Council, in accordance with either the Emergency Plan or Business Continuity Plan as required.
- To have the power to co-opt advisory members (not councillors and without voting powers), when required, in order to fulfil the responsibilities of the Council.
- All committee members to commit to training as deemed appropriate by the committee
- To hold exercises for the council using the Emergency Plan. Types of exercises should be:
  - 1) discussion based
  - 2) table top
  - 3) live

### ***Review***

The Emergency Response Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting and recommendations for alteration to be made to the full council.