

TENTERDEN TOWN COUNCIL

TERMS OF REFERENCE

Sub-Committee name:	Emergency Planning Sub-Committee
Standing Committee:	Finance & General Purposes Committee
Membership and appointment:	<p>Membership is to comprise –</p> <p>(a) Any Councillor appointed by the F&GP Committee for the period of one year and</p> <p>(b) other Councillors and non-Councillors co-opted by the Sub-Committee for a period of up to one year</p> <p>The Town Mayor is Ex-Officio of all Sub-Committees.</p>
Chairing:	<p>The Sub-Committee shall elect its own chairman for such term as it thinks fit, not exceeding one council year at a time, and may change chairman as it thinks fit, in each case on the basis of a vote by the majority of Sub-Committee members in attendance</p>
Frequency of meetings: and quorum:	<p>The sub-committee shall meet</p> <p>(a) as often as it deems appropriate to keep abreast of developments relating to its functions and delegated authority, or</p> <p>(b) on the advice of the Standing Committee</p>
Quorum:	One half of the Town Councillor members of the Sub-Committee
Record of meetings:	<p>A member of the Sub-Committee shall be appointed at each meeting of the Sub-Committee itself (by majority vote of the members of the Sub-Committee in attendance) to take the minutes of that meeting. Such minutes shall be made publicly available, unless</p> <p>(a) the information therein is of a commercially sensitive nature, or</p> <p>(b) doing so would constitute a breach of data protection law</p> <p>Where the Sub-Committee is involved in meetings with third parties and no formal minutes are taken, a member of the Sub-Committee shall report to the Standing Committee on the discussion and the outcome of the meeting. The committee shall decide whether the whole or any part of any such report shall be treated as confidential</p>
Reporting mechanism:	<p>The Sub-Committee shall report to the Committee as often and in such manner as the Sub-Committee deems appropriate in order to keep the Committee informed of progress, and also on request by the Committee. Such reports shall be publicly available unless the Committee or the Council decides otherwise under Standing Order 1C</p>
Functions & delegated authority:	<p>The role of the Sub-Committee is advisory only. It's responsibility is –</p> <ul style="list-style-type: none">• to arrange the formation of a steering group (to include at least one member of the Sub-Committee) with emergency planning responsibilities as detailed below• to monitor the progress of the steering group and the preparation, review and resourcing of the Community Emergency Plan(s)• keep the Committee (and, through the Committee, the Council) aware of progress and proposals relating to the Community Emergency Plan(s)
Steering Group's role:	<ul style="list-style-type: none">• To form and supervise one or more working groups whose task shall be to prepare a Community Emergency Plan for Tenterden civil parish or, if the steering group so decides, individual Community Emergency Plans for such parts of Tenterden civil parish as it decides• To review periodically the appropriateness of the plan(s) and to arrange such training and rehearsal as it deems appropriate to ensure the plan(s) can be implemented• To report to the Sub-Committee any problems or resource needs encountered in fulfilling its role