



TODMORDEN TOWN COUNCIL

EMERGENCY COMMITTEE TERMS OF REFERENCE

Membership: Chair of Resources, Development and Climate Change Committees plus two other Councillors

Quorum: Three Councillors

Non-Cllr: Non-councillors cannot be appointed on this committee

Meetings: Monthly

Terms of Reference:

- 1) This Committee is established on a temporary basis to enable Todmorden Town Council to continue its lawful business during an unprecedented level of difficulty arising out of the Covid 19 virus.
- 2) The Committee shall consist of three Members of the labour party and two Members of the Liberal Democrats party.
- 3) The Committee will elect a Chairman and Vice Chairman from within its own membership.
- 4) The Committee will allow substitution to be made without the need to provide formal notice in writing, but subject to the Town Clerk and or Assistant Town Clerk being notified by the Member of their absence and the person substituting.
- 5) The Emergency Committee may carry out the lawful business of the Full Council
- 6) The Emergency Committee may carry out the functions and the delegated powers conferred already,(under the Committees and Officers Scheme of delegation), upon the Resources, Development, Climate Emergency and Staffing Committees, in full and without restriction.
- 7) The Emergency Committee shall meet at least monthly, shall minute such meetings as normal and such minutes to be distributed immediately to all Members, albeit in draft form.
- 8) The business of the Emergency Committee should be directed towards issues requiring urgent action, that cannot be dealt with under delegated powers of the Town Clerk in conjunction with the Chairman of the Emergency Committee.

- 9) The powers and remit of the Emergency Committee shall be subject to ratification every three months by all Members confirming the agreement to continue.
- 10) The implementation of the Emergency Committee does not replace the powers of the Council, or the rights of Members to challenge the need for this Emergency Committee to continue.
- 11) Any Member may call for a vote on the continuance of this Committee by requesting that a Full Council meeting be convened, at which stage a majority vote of those attending will decide upon whether to continue this emergency arrangement or revert back to normal Council and Committee structure.