



## TODMORDEN TOWN COUNCIL

### REPORT TO THE FULL COUNCIL

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<b>Date</b>	<b>25<sup>TH</sup> March 2020</b>
<b>SUBJECT</b>	<b>Emergency arrangements re Covid 19</b>

#### PURPOSE:

1. In light of the need to reduce the extent of contact and risk of spreading of infection arising out of the Covid 19 pandemic, Members are asked to agree to emergency measures involving a reduction and or cancellation of meetings, and the creation of a five member only Emergency Committee to take forward the business of the Council
2. To empower the Town Clerk as a secondary back up to do anything expedient and necessary to ensure the continuous business of the council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability.

#### RECOMMENDATIONS

3. That Full Council agree to the establishment of an Emergency Committee operating under Terms of Reference as outlined in Appendix A.
4. That the Town Clerk be given emergency powers in the event of need to do anything expedient and necessary to ensure the continuous business of the council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability.
5. That the Council move towards virtual meetings if deemed to be lawful.

#### REASONS FOR RECOMMENDATION

6. To provide the authorities by which to deal with the unprecedented circumstances arising out of the need to minimise contact and meetings to minimise the risk of the spread of Covid 19.

## **SUMMARY OF KEY POINTS**

7. The need to reduce contact and meetings is of paramount importance during the current Covid 19 pandemic.
8. The business of the Council needs to continue wherever possible albeit on an emergency basis only.
9. By reducing the number of Members to approve Council business, and the number of meetings to be held, the potential for spreading infection reduces.
10. By giving the Town Clerk emergency powers to be exercised in case of need, it adds another level of business continuity.

## **FINANCIAL IMPLICATIONS**

11. None directly arising out of this proposal.

## **POLICY IMPLICATIONS:**

12. Full Council must authorise the establishment of this Committee

## **DETAILS OF CONSULTATION:**

14. Group leaders

## **BACKGROUND PAPERS**

Appendix 1. Emergency Committee – Terms of Reference