

## **Appendix E - Role of Elected Members Emergency Committee (EMEC)**

### **General**

In response to a serious or major incident, that affects the Council area, it is likely that the Council will need to invoke some exceptional emergency response measures. Invocation would be made following consultations between the Leader of the Council and the Chief Executive or their deputy.

Invoking any exceptional emergency response measures will necessitate the formation of a Council Crisis Management Team (CMT). The team will be led by the Chief Executive, or in his absence, a Strategic Director.

The CMT will be responsible for all operational responses that involve the Council, either directly and/or in support of other agencies.

### **Roles**

In the event of an incident being of a significant scale or one that is likely to be protracted, it may be necessary to form an ELECTED MEMBERS' EMERGENCY COMMITTEE (EMEC).

This would be formed following discussions between the Leader of the Council and the Chief Executive.

The elected members' roles will be to provide the political support for:-

- (a) The Council's emergency planning efforts; and in particular,
- (b) The actions of an operational CMT.

### **Responsibilities**

- Authorising the Council's emergency planning efforts;
- Delegating authority to the Chief Executive, or designated Officer, to incur expenditure in an emergency, outside of standing orders.
- Providing political support for the operational actions of the Chief Executive and CMT;
- Justifying changes in deployment of the Council's resources as a result of the incident;
- Providing the political lead in communication with the media and general public (through the Council's Media Team);
- Providing the link between operational services and the electorate;
- Providing the political momentum, where necessary, to utilise resources from other agencies;
- Maintaining liaison with local Ward Members/Parish Councils/MPs

## **AFTER A SERIOUS/MAJOR INCIDENT –**

Following a major or serious incident, to review and devise strategies for responding to any consequences, be they:

- The need for political consensus to resolve pressing issues
- Economic consequences
- Social ramifications

These should cover impacts on:

- Delivery of services
- Quality of life
- Trade and commerce, including tourism
- Environmental issues

This would be likely to involve:

- Supporting and authorising any necessary measures arising from any post incident reporting and lessons learned;
- Considering and initiating any rehabilitation planning for the community (For instance through a Recovery Liaison Group).
- Considering, establishing and chairing any community Disaster Appeal Fund (through the Recovery Liaison Group).

### **Membership:**

- Chair : Leader of the Council
  - Members : Two other Members of the Cabinet and/or Group Leaders
  - Officer Advisor : Chief Executive/Strategic Director
  - Support Officer : As appropriate from Services
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- The EMEC will be considered constituted with a Chairperson, one Member and an Officer Advisor.
  - The meeting schedules and agendas will be discussed and agreed by the Leader of the Council and Chief Executive
  - In outline, agenda items will include incident situation reports and issues related to Member's Emergency Management Responsibilities.
  - In exceptional circumstances the EMEC should nominate three reserve Members for contingency purposes.