

Emergency Committee – Terms of Reference

1.1 Core Functions

The responsibility of the Emergency Committee shall be the consideration of unforeseen matters of urgency which require a prompt decision and shall include the following:

- a) Emergency decisions required on matters which do not fall within the scope of delegated powers or company policy and for which it is inappropriate to defer to an alternative committee.
- b) Emergency action required for the temporary continuation of business following serious structural damage to company premises resulting from storm, flood, fire or explosion etc.
- c) Emergency action required for the temporary re-housing of people following a major emergency resulting from storm, flood, fire, explosion, or acts of terrorism.
- d) To consider the matters surrounding the death or serious injury of a member or members of staff caused through injury at work.
- e) To deal with any exceptions of payment by grant, benefit or other under the Entitlements, Payments and Benefits Policy.
- f) To take immediate actions to protect the interests of the company in cases of fraud and agent/contractor insolvency.
- g) To deal with requests from other agencies for emergency housing of schedule 1 offenders where such requests fall outside the scope of current policy or delegated powers.

1.2. Reporting Responsibilities

The committee shall make whatever recommendations to the board it deems appropriate on any area within its remit.

1.3. Authority

The committee is authorised to:

- a) Seek any information it requires from any employee of the company in order to perform its functions.
- b) To obtain, at the Company's expense, outside legal or other professional advice on any matter within its terms of reference.
- c) To call any employee to be questioned at a meeting of the committee as and when required.

2. **Emergency Committee Membership**

- 2.1. The Emergency Committee shall consist of the Chair of the Board (where failing, the Vice-Chair) and two other Board Members.
- 2.2. The Chair of the Board will act as Chair of this Committee. In the absence of the Chair, the Vice-Chair of the Board will act as Chair for that meeting.
- 2.3. Issues arising at a meeting of the committee shall be decided by the majority.

2.4. The quorum for the transaction of the business of the committee will be fixed at three.

3. Emergency Committee Meetings

- 3.1. The Chief Executive Officer or any Board Member may request the Company Secretary convenes a meeting of the Emergency Committee. The Chair and Chief Executive shall determine what constitutes a matter of urgency.
- 3.2. An administrator will minute the proceedings and resolutions of all meetings of the committee, including recording the names of those present and in attendance.
- 3.3. The committee will be provided with appropriate secretariat support as required.
- 3.4. The committee shall ascertain, at the beginning of each meeting, the existence of any conflicts of interest and these will be minuted.
- 3.5. Minutes of committee meetings shall be circulated promptly to all members of the committee; copies of the committee meeting minutes shall be presented to the board at the next board meeting following the meeting of the committee, for noting.
- 3.6. The company secretary shall be requested to attend all meetings of the committee unless otherwise determined by the committee.