

Denbighshire County Council
Coronavirus (Covid 19) SEMT
Terms of Reference
Version 1 30 March 2020

Introduction:

The purpose the Coronavirus (Covid 19) SEMT is to provide a regular meeting of the Council's Senior Leadership Team, with appropriate lead Officer and if necessary Lead Member support, to discuss relevant emergency planning, business continuity and all other related work-streams in order to identify and prioritise our strategic and tactical approach to the emergency.

Aims:

To agree and record Decisions and Actions to ensure that DCC responds in the most appropriate way to the emergency.

To ensure SEMT is aware of the national and regional context to the emergency and to prepare DCC representatives at national and regional meetings so they are communicating DCC's position/opinion

Structure:

Membership will be (16 No.)

All of SLT (12 No.)

Eleri Evans (Organiser & Loggist)

Catrin Roberts (HR)

Barry Eaton (ICT)

Madeleine Henri-Joy (Regional Emergency Planning)

SEMT will meet 3 times a week (Mon am, Wed pm & Fri am).

The meeting will be "held" in County Hall with the majority of participants expected to "dial in".

The meetings will be Chaired by the CEO. If the CEO is unavailable one of the 2 Corporate Directors will Chair.

Eleri Evans will act at the meetings Loggist, producing Minutes, Action Log and Decision Log for circulation after each meeting. These will be by CET.

Eleri Evans will need deputies. These will be discussed and a decision will be reported to SEMT in due course.

The meetings are currently in the diary until 15 June.

Sub Groups:

SEMT will need to establish Sub Groups. No Sub Group will be established until agreed by SEMT.

Sub Group should normally be Chaired by an allocated SEMT Member who will lead the work of the Sub Group and report back to SEMT as required.