

# TUNBRIDGE WELLS BOROUGH COUNCIL

## **Covid-19 Panel Terms of Reference**

### **1) Purpose of the Covid-19 Panel**

The recovery of Tunbridge Wells following the Covid-19 pandemic is a significant and complex programme that has a key role to play in the economic vitality and community resilience of the borough and its residents. The Covid-19 Panel will seek to ensure that all political groups remain apprised of progress and the key issues associated with the Recovery Plan. Members will receive regular updates from Officers and key stakeholders regarding development and progress of the Recovery Plan and will be able to provide oversight and feedback on its delivery.

The Panel will receive updates on the various internal and external workstreams as they are delivered.

### **2) Status**

The Panel is a working group of Cabinet. It has no delegated decision-making powers or ability to spend budgets, and its advice and guidance will be reported to the relevant decision maker(s) for consideration and decision.

### **3) Other Matters**

- Bi-weekly meetings will be scheduled but these may vary in frequency, as the situation requires.
- The meetings will be supported principally by the Chief Executive, Head of Policy and Governance and the Scrutiny and Engagement Officer, or by the relevant officers as required.
- Meetings will be held in private session. However, updates from the group will be provided by the Chairman of Overview and Scrutiny to regular Overview and Scrutiny meetings.
- Materials will be available to all Members of the Council on request and on a confidential basis.

### **4) Membership**

The Panel will comprise:

- Members of the Cabinet
- The Chairman of the Overview and Scrutiny Committee
- Two members from each minority political group, to include the Group Leader
- A member of the majority political group, nominated by Cabinet
- A County Council representative
- The Chairman of Tunbridge Wells branch of the Kent Association of Local Councils (KALC)
- The Chairman of the Royal Tunbridge Wells Town Forum

- The Chief Executive of the Tunbridge Wells Business Improvement District
- A representative from the Federation of Small Businesses
- The Chief Executive of the Tunbridge Wells and District Citizens' Advice Bureau

As this is a working group of Cabinet, political balance does not apply. Cabinet will appoint the Members to the Panel working group at its June 2020 meeting.