

# **Member Communications Cell**

## **Terms of Reference**

### **Membership**

Cllr Eber Kington  
Clive Smitheram  
Cllr Liz Frost  
Cllr Barry Nash  
Cllr Hannah Dalton  
Cllr Kate Chinn

### **Scope**

Elected Members have an important role supporting their communities during the response and recovery phases on an incident. In addition, as part of the Council's emergency planning arrangements the named Epsom & Ewell Members have been professionally trained to undertake an additional role in support of the Council's overall communications effort. This includes representing the Council in the media, including television and radio interviews and providing a link between Members and officers during the emergency period. As communications can be very difficult in the immediate aftermath of a major incident for a variety of reasons, the Member Communications Cell have an important role in helping to overcome these challenges to ensure that effective communications takes place throughout the emergency period.

As media relations in an emergency incident are crucial and can often be an important factor in determining how well and accurately (or otherwise) the Council and Emergency Services are reported as dealing with the situation, Members from the Communications Cell may be approached to give media statements and interviews.

To ensure that the Council provides consistent and accurate communications messages, Members will be fully briefed. Any Council communication with the media will be in accordance with the agreed procedures and, and where relevant (particularly in the early stages), in consultation with the relevant agencies, such as the police and fire services.

### **Meeting arrangements and frequency**

Regular meetings will be held as required. Where appropriate these meetings will be held virtually using video conferencing using GoToMeeting.

### **Reporting Arrangements**

Member Communications Cell forms part of the Council's emergency response and therefore agreed priorities and actions will be fed into the BECC (Borough Emergency Control Centre).