

## MELBOURN PARISH COUNCIL

### **TERMS of REFERENCE: Melbourn Coronavirus Community Response Initiative**

- PURPOSE:** To set out the responsibilities, restrictions and limitations of operation of the Melbourn Coronavirus Community Response (MCCR) initiative.
- SCOPE:** This document covers all those activities related to the planning and execution of services provided by MCCR. The document also defines the financial and organisational links between MCCR and both the Melbourn Parish Council and the Melbourn Community Hub.
- DEFINITIONS:** **Melbourn Coronavirus Community Response** – ‘MCCR’  
**Melbourn Parish Council** – ‘the Council’  
**Melbourn Community Hub** – ‘the Hub’  
**Clerk to Melbourn Parish Council** – ‘the Clerk’  
**Responsible Financial Officer** – ‘RFO’
- OVERVIEW:** The 2020 Coronavirus pandemic requires an unprecedented response at the local level, due to the disruption to normal lives and services. The Council’s answer to the challenge is to create a self-managed and focused team with the sole objective of discovering and servicing the many and various needs arising within the community. The self-managed team is named *Melbourn Coronavirus Community Response (MCCR)*.

#### **1. Responsibilities & Reporting**

- 1.1 The Timebank Co-ordinator (TC), an existing position, will manage the MCCR. The TC will remain on the Parish Council payroll and the Council will retain responsibility for salary payments. The TC will continue to report to the Clerk, and also to the Council via the HR Panel.
- 1.2 The MCCR will act as an independent body. In this context the day-to-day decisions will be taken by the MCCR on the deployment of resources, processes and procedures; MCCR will also have independent responsibility for purchases, where these latter transactions are made against funds preallocated for the use of MCCR.

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- 1.3 The Council will take ultimate responsibility for the funding and financial support of MCCR. The MCCR, together with the Hub, will be responsible for providing clear and regular financial statements to the Council for monitoring purposes.
- 1.4 The Hub will make a ring-fenced bank account available and will provide the accounting resources needed to support the business of the MCCR. This may include funds from either or both public and non-public sources.
- 1.5 The Council will provide legal and governance-framework assistance, in accordance with local government legislation and the Council's insurance obligations.
- 1.6 The Hub will reconfigure resources and make space and facilities available to provide the MCCR with a base from which to operate. The costs of this arrangement will be defrayed only if funding allows.

### **2. Terms of reference**

- 2.1 To write and agree publicity, procedures and an operational framework that identifies and supports resident needs, particularly those who are vulnerable and self-isolating.
- 2.2 To continuously monitor and research the changing needs of the resident populations, covering all ages and demographics.
- 2.3 To recruit and select suitable volunteers in the numbers and with the skills to carry out the variety of tasks identified.
- 2.4 To ensure volunteers are supported with training and material suited to the tasks requested, including consideration of personal qualities, preferences and physical safety.
- 2.5 To utilise the resources available in order to minimise the adverse impact of the coronavirus epidemic on behalf of the Council and the Melbourn village.
- 2.6 To ensure rigorous financial systems of recording and control are in place that link the activities of the Council, Hub and MCCR, providing auditable records.
- 2.7 To regularly report to the Clerk, RFO and Council on the MCCR financial status.
- 2.8 To regularly report to the Clerk and Council on the MCCR operational status.

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- 2.9 To liaise with the Hub and the Council on the predicted future need for the MCCR and its support resource as the pandemic matures and local services return to normal.



**Document Approval:**

**(Chair to Melbourn Parish Council)**

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