

Appendix 9 to Annual Parish Council Meeting 5th May 2021  
**COVID-19 WORKING GROUP – TERMS OF REFERENCE**

**1. Membership**

Members of the working party were appointed by the Parish Council and membership will be reviewed annually at the Annual Parish Council meeting if the group is still in existence. At least one member of the working party will also be a member of the Finance and Risk committee and will act as the working party's representative on the committee.

**2. Chair**

The Chair of the working party will be appointed by the group. The Chair will be the working party's main point of contact for Council staff, Council members and members of the public.

**3. Powers**

Working parties cannot make decisions on behalf of the Parish Council, and any recommendations made by working parties will be subject to approval by the Council or suitably authorised committees or members of staff.

**4. Responsibilities and Areas of Operation**

The working party will oversee the parish council's response to the COVID-19 crisis, following a decision made at full council on 16th March 2020.

Keyworth has a large elderly population and also many extremely active community groups who are well-connected to different sub-sections of the village. We were aware many of these were offering to help and our aims in coordinating these offers are two-fold.

First we want to ensure that no-one is left to struggle through the virus outbreak alone. By coordinating we can ensure every section of the village is covered.

Second we are aware of the risk of scams and potentially criminals who may seek to exploit the vulnerable and isolated at this time. By coordinating support via the Parish Council we therefore seek to ensure that all volunteers are identifiable, vouched for and known, hence minimising the opportunity for exploitation and criminal activity.

Tasks will include, but are not limited to:

- Coordinating individual volunteers in the village;
- Coordinating self-organising volunteer groups in the village;
- Working with other organisations;
- Communicating regularly with parishioners by social media and the Keyworth News;
- Following the advice of local and central government.

The situation is completely unprecedented and changing fast, so tasks will change over time.