

WORCESTERSHIRE COMMUNITY FOUNDATION EMERGENCY FUND							
Title	Initiation Protocol						
Reference	002	Version	2.0	Date	15/06/2017	Author	R. BRITTON
Review	01/09/2018	Notes					
Purpose	To set out the arrangements for the initiation of the Emergency Fund.						

1. The Emergency Fund will only be initiated in circumstances where there has been a major incident in the County that results in disruption to the lives of citizens that may be alleviated by the provision of financial or other support.
2. The Emergency Fund will only be initiated if requested by Gold Control or the Chief Constable or Chief Executive of the County Council.
3. In circumstances where the Community Foundation believes that the Fund is needed the Chair or Vice-Chair may alert one of the individuals noted in paragraph 2.
4. The request to initiate the Fund must be made to the Chair of the Community Foundation or in his/her absence the Vice-Chair or in exceptional circumstances any other member of the Board.
5. Upon such a request person receiving this call will initiate the following procedure:
 - a. Immediately inform the lead officer from Community First and the Treasurer by telephone or in person.
 - b. Immediately inform all Board Members calling an Emergency Board Meeting*
 - c. Inform the Duty Emergency Planning Officer
 - d. Inform the County Council's Press Office
 - e. Inform the lead for the WCF Website asking them to publish the Emergency Fund page
 - f. Inform other key contacts using the template attached as an annex to this document
6. The Emergency Board Meeting* will be held as soon as reasonably practicable. Its purpose will be to allocate responsibilities for the management of the fund and deal with any other relevant issues. This meeting may be chaired by any Board member nominated by the Chair.
7. The Chair of the Grants Panel will call a meeting of that Panel to agree detailed arrangements for the award of grants including informing the pre-authorised grant awarding organisations of the situation.
8. The person leading on media relations will issue the template press release as set out in the Media Protocol.
9. The Treasurer will make appropriate arrangements under the Financial Management Protocol

***Status of Emergency Board Meeting (22 June 2017)**

(i) For the purposes of the Management of the Emergency Fund the Emergency Board Meeting described in the Initiation Protocol will be formally called as a Committee under the delegation provisions set out in Article 46 of the Articles of Association.

(ii) The members of this Committee will be the Chair or Vice-Chair or Treasurer and however many members of the Board, including those listed, are able to attend. The quorum for such a meeting will be three.

(iii) The powers exercised by this Committee will be limited to the efficient management of the Emergency Fund, except that decisions relating to the award of monies to external bodies shall be in the hands of the Grants Panel.



EMERGENCY FUND IMPORTANT MESSAGE FOR KEY CONTACTS

You will be aware that there has been a major incident in the County. The Major Incident Plan has been activated and the Community Foundation have been asked to activate the Emergency Fund.

You are the named contact for your organisation which is why this message is being sent to you.

You will recall that the purpose of the Emergency Fund is to provide a central point for the collection of public donations which will mean that those organisations with expertise in fund-raising can concentrate on that work whilst those with expertise in the relief of hardship can focus on that work. The role of the Community Foundation is simply one of making certain that there is co-ordination and due diligence. These funds will then be distributed to those in need, normally through organisations which have an expertise in a particular area.

As you will be aware the detailed arrangements for fund-raising or distribution rest with your organisation, it is not for anyone else to interfere with arrangements in which you have expertise. However if you want to discuss any matters with the Community Foundation please contact me on xxxxxxxxx

When you want to transfer any money to the Emergency Fund will you please pay it in to the following account referencing it as Emergency Fund Donation.

Bank: National Westminster Bank
Account Name: Worcestershire Community Foundation
Account Number: 46535365
Sort code: 60 20 54

Updates on the progress of the Emergency Fund will appear on the website at www.worccf.org.uk. Later a detailed account of the funds in, organisations contributing grants given and beneficiaries will be published.

To be issued by e-mail under the subject: **EMERGENCY FUND ACTIVATION – URGENT ACTION REQUIRED**