

## **URGENT SUB-COMMITTEE OF THE CABINET**

### **Terms of Reference**

#### **Members**

3 Members of the Cabinet notified to the Chief Executive by the Leader of the Council or in his/her absence the Deputy Leader of the Council

#### **Quorum**

3 Members of the Cabinet

### **1. Membership**

- 1.1 The Leader will Chair the Committee. In the absence of the Leader or Deputy Leader, the members present shall elect a Chair for the meeting from among the members then present, who shall have the second or casting vote. If the Chair subsequently attends the meeting, the person then in the Chair shall vacate it.

### **2. Voting**

- 2.1 All Councillors on the Committee shall have voting rights. In the event of an equality of votes, the Chair of the Committee shall have a second casting vote.

### **3. Procedures**

- 3.1 Except as provided herein, Council Procedure Rules (as applicable to all Committees) shall apply in all other respects to the conduct of the Committee.
- 3.2 Meetings of the Committee shall be held in public, subject to the provisions for considering exempt items in accordance with sections 100A-D of the Local Government Act 1972 (as amended).

### **4. Meetings**

- 4.1 Meetings will be convened at the request of the Chief Executive as required during the Municipal Year.

### **5. Responsibilities**

- 5.1 All matters, within the terms of reference of the Cabinet, which the Urgency Committee of the Cabinet is satisfied are Urgent and cannot wait for a decision by the Cabinet at its next scheduled meeting.
- 5.2 To make a recommendation direct to the Council on any urgent matters which by statute or under the Council's executive arrangements must be determined by full Council.