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## PART 3M: URGENCY ARRANGEMENTS AND COMMITTEES

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### Introduction

In the interim period between a full municipal election and the council assembly (annual meeting), council assembly will operate urgency arrangements to deal with decision making and will constitute the urgency committees for non executive functions, planning and licensing. Separate arrangements shall apply for executive functions during this period.

### ROLE AND FUNCTIONS

1. To exercise all the functions of the council, that are not reserved by law to council assembly for decision in cases where, in the opinion of the chief executive it is necessary to act urgently in order to secure the efficient and expeditious conduct of the council's business.
2. To consider planning and licensing applications as set out in part 3 of the constitution, through sub-committees comprised of those councillors who have been re-elected and served on the relevant committees (or in the case of planning have undertaken the required training) prior to the municipal election.

### MATTERS RESERVED FOR DECISION

3. The matters reserved for decision are as set out in the roles and functions.

### Notes

- a) **Executive functions:** The urgency arrangements for executive functions are set out below:
  - (1) The leader of the council (if personally re-elected or his nominee, who must be a cabinet member) will take all executive urgent decisions which shall be recorded on a record of decision.
  - (2) In the absence of a formal call-in process in this period, the urgent decision may only be taken if the leader of the other largest political group (or his/her nominee) or if he/she is unable to act the outgoing Mayor is satisfied the proposed decision is a matter of urgency.
  - (3) In the event the leader of the other largest political group (or his/her nominee) or outgoing Mayor is not satisfied that the matter is urgent and concludes it can be reasonably deferred, he/she must set out their reasons for doing so after having taken account of the decision making principles in the constitution and having sought the advice of the council's monitoring officer and chief finance officer. The decision would be referred to the relevant executive decision maker to consider after the annual meeting.
- b) **Urgency committee:** The urgency committee, together with its sub-committees, will consider non-executive decisions. If the leader is not personally re-elected (or the leader is unable to act), then any executive decisions will also be dealt with by the urgency committee. The membership of the urgency committee will comprise of the leaders (or nominee) of the two largest political groups of the council (1 reserve member each – deputy leaders (or nominee)). It will be possible for one member

of the urgency committee to refer any decision as a recommendation to a meeting of the council assembly.

- c) **Licensing (urgency) sub-committee:** The urgency sub-committee will be comprised of those members of the licensing committee who served on the relevant committee in the year prior to the elections and are re-elected.<sup>1</sup>
- d) **Planning (urgency) sub-committee:** The urgency sub-committee will be comprised of three Labour and two Liberal Democrat members. It should be noted that only members who have received the necessary planning training are able to take part in the consideration of planning applications.

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<sup>1</sup> In the event a sub-committee is required to be called to hear an urgent licence application, it will be composed of three members and a reserve and the membership will be based on the allocation process agreed by the licensing committee.