

Keyworth Parish Council

TERMS OF REFERENCE FOR THE EMERGENCY SUB-COMMITTEE

(Sub-Committee appointed by the Finance & Risk Committee)

1. Membership of the Sub-Committee

- a. Subject to 2c below, the sub-committee shall comprise 4 members of the Finance & Risk committee, to be confirmed every year at the Annual Parish Council Meeting and at the Finance & Risk meeting following the Annual Parish Council meeting.
- b. Any changes in membership of the sub-committee after the Finance & Risk meeting following the Annual Parish Council meeting shall be subject to approval at the next Full Council meeting.
- c. The quorum of the sub-committee shall be three of its members.

2. Chair of the Sub-Committee

- a. Subject to 2b below, the sub-committee shall elect a Chair.
- b. The sub-committee may elect a Vice-Chair annually if it so wishes or for the duration of any one meeting of the sub-committee at which the Chair is not in attendance.
- c. On changes in membership of F&R, at least one member of the outgoing sub-committee, shall remain a member of the sub-committee for a period of six months from the date of the meeting at which the new sub-committee membership was agreed, to ensure continuity.

4. Minutes of Sub-Committee Meetings

- a. No formal minutes will be taken.
- b. Any decision or action will be recorded in writing and shared with Full Council at the next Full Council meeting.

5. Powers, Responsibilities and Areas of Operation of the Sub-Committee

- a. In the event of a significant emergency where neither the Clerk nor other members of staff are available, the sub-committee has delegated authority to makes decisions and/or carry out actions for and on behalf of the Council on any urgent matters, not including those reserved to the Council in legislation, policies or in its Standing Orders or Financial Regulations.
- b. Any actions taken by the sub-committee should be reported to council at the first opportunity and ratified by full council at the next meeting.