



Terms of Reference

Exceptional Circumstances Committee

Purpose and Scope

1. The purpose of this committee is to deal with urgent business of the Board, Committees and Sub-Committees when, in exceptional circumstances, it is not practicable for an ordinary meeting or a special meeting of the Board, Committee or Sub-Committee to be convened.
2. Meetings will be used to consider and deal with the urgent business when it is necessary for the fulfilment of the Authority's functions. The Committee is authorised to perform all the Authority's functions when in exceptional circumstances it is not practical for an ordinary meeting or special meeting to be convened.

Membership

3. The Committee will comprise the Chair of the Authority who will be the Committee Chair and a minimum of two other members of the Board.
4. The quorum of the Committee will be three Members including the Committee Chair.
5. If Members (including the Chair) appointed to the Committee are unable to participate in a Committee meeting and the Committee is no longer quorate, other members of the Board shall be appointed to the Committee to make the Committee quorate.

Meetings

6. The procedures for the Committee meeting are as follows:
 - 6.1 The number of meetings will be dependent upon the nature and extent of the Committee's business. Meetings will be held where necessary in matters of urgency at short notice.
 - 6.2 Items of business must be submitted with a clear rationale explaining the exceptional circumstances and the urgency that make it necessary for the Committee to deal with the business. The Committee Chair shall determine whether exceptional circumstances requiring urgent business to



be dealt with by the Committee exist.

- 6.3 Meetings of the Committee will be held to deal with matters of urgency and the Committee Chair will, on a case-by-case basis, provide details of the procedures to be followed in relation to notice of the meeting, agenda, and circulation of papers.