

ADMINISTRATION COMMITTEE – URGENCY SUB COMMITTEE

TERMS OF REFERENCE

1. The approval of urgent decisions required on:
 - (a) expenditure to be incurred for Member attendance at conference and seminars;
 - (b) expenditure on accommodation and associated costs to be incurred and required by Members for the purposes of conducting County Council business or in connection with attendance at conferences, seminars or training courses;
 - (c) expenditure on travel and associated costs to be incurred in connection with the matters at (a) and (b) or any other expenditure reasonably required in connection with those matters and/or for which approval is required in accordance with the Council's Travel and Accommodation Policy and Member Training Policy.
2. The approval of urgent decisions required on officer travel outside the UK.
3. The approval of urgent decisions on hospitality to be offered by the County Council.
4. Any other urgent decisions required on matters that fall within the Administration Committee's remit.

The membership will comprise of the 9 members of Administration Committee – Leader and Deputy Leader of the Council, Business Manager and one Deputy Business Manager of the Majority Group, the Cabinet Member for Finance and Property, Leaders of all three Opposition Groups and the Deputy Leader of the main Opposition Group.