

## **SECTION 13 – COUNCIL BUSINESS COMMITTEE**

**Composition: 7 Members of the Council on a PR basis, Chairman and Members of the Committee appointed by Council annually. Changes can be made by Council during the course of the year.**

### **Terms of Reference**

1. To make appointments to Committees and outside bodies (other than those made at Annual Council).
2. To determine the method of response and where necessary ratify responses (on behalf of the Council) to requests for responses to consultations made to the Council.
3. To agree the agenda and make the arrangements for a 'special' Council meeting during the autumn on an annual basis for any of the following purposes:
  - Consideration of a single topic
  - Hearing an external speaker
  - Meeting in assembly or forum
  - Consideration of a local, regional or national issue
  - Or other purpose to be determined by the Council Business Committee.
4. To agree the annual timetable of Lancaster City Council meetings and any other timetabling issues which may arise.
5. To take urgent decisions on issues which fall within the Terms of Reference of Council, where it would not be practical to convene full Council, unless prohibited by statute.
6. To agree amendments to all parts of the constitution in accordance with Article 15, on a referral from the Audit Committee or Monitoring Officer other than the Articles (reserved to Council), Financial Regulations and Procedures and Contract Procedure Rules (reserved to Audit Committee) and Responsibility for Functions – Section 13 Council Business Committee and minor constitutional amendments which are the responsibility of the Monitoring Officer.
7. To manage issues relating to Elected Members including training and development
8. To agree civic and ceremonial matters in consultation with the Mayor.