

# **Urgent Business Committee**

## **Terms of Reference**

### **1 Membership**

The following shall be Ex-officio Members of the Committee:

The Chair of the University Board  
The Deputy Chair of the University Board  
The Chair of the Resources Committee (if not the Deputy Chair)

The University Board shall also appoint at least one additional Independent Member of the Board to the Committee.

Chair

The Chair of the Committee shall be the Chair of the University Board.

In attendance

The Committee may invite such attendees as it considers necessary, depending on the nature of the business to be discussed.

The Committee may as it considers necessary or appropriate appoint individuals to advise and/or assist the Committee on a temporary basis in respect of any aspect of its role.

Quorum

The quorum of the Committee shall be three members.

Secretary

The University Secretary (Clerk to the Board) shall act as Secretary to the Committee.

### **2 Remit and authority**

The Committee shall have full power to take any decision on behalf of the University Board provided that:-

- (i) It is not a decision specifically required by legislation and/or the Instrument and Articles to be taken by the Board; and

- (ii) The Committee is satisfied that the decision sought is urgent and cannot reasonably await consideration at the next meeting of the Board.

### **3 Meetings and Decisions**

The Committee will meet as required.

The Committee may take decisions either in a meeting or via written communication.

Any reports to the Committee shall be in writing and shall set out the decision needed and the reason why the issue needs to be considered urgently.

### **4 Reporting**

Any decisions taken by the Committee shall be reported to the next meeting of the University Board.

### **5 Review**

The Committee should periodically (and a minimum of every four years) undertake a review of its Terms of Reference and its own effectiveness and recommend any necessary changes to the University Board.