

MEETINGS OF THE TRANSFORMATION BOARD SUB-COMMITTEE

1. Purpose

As set out in 2.7 of the report to Council on 31st October 2011.

2. Membership

a) **Appointment.** The Committee shall

- (i) be established only for the duration of the process set out in paragraph 1 above; and
- (ii) consist of eight members appointed in accordance with the proportionality rules of the Local Government and Housing Act 1989. There shall be neither power to co-opt nor provide substitute members.

b) **Chairman.** The Chairman and Vice Chairman shall be appointed by the Committee at its first meeting.

c) **Quorum.** Except where authorised by a statute or ordered by the Council, business shall not be transacted at a meeting of the Committee unless at least four (4) members are present.

3. Proceedings

The proceedings of the Committee shall conform to all relevant Standing Orders associated with its remit (contained in the Council Procedure Rules, Access to Information Rules and Employment Procedure Rules), except that where a part of the meeting for which there is or is likely to be no access to the press or public for reasons of the matter being confidential or exempt under the Access to Information Rules:

- the reports which are marked “not for publication” shall not be circulated amongst Members other than the Members of the Committee, unless forming background or supporting papers to a recommendation to Council or for which the proper officer is satisfied that the Member concerned has demonstrated a need to know; and access to those parts meetings shall not be open to Members other than the Members of the Committee unless the Chairman is satisfied that the Member concerned has demonstrated a need to know.