

Dispensations Sub-Committee –Terms of Reference

1. The Dispensations Sub Committee is a sub-committee of the Standards Committee.
 - a) The Dispensations Sub Committee is established to determine written requests for dispensations from Members or Co-opted Members to take part in any discussion and/or vote on a matter in which they have a disclosable pecuniary interest in accordance with section 33 of the Localism Act 2011.
 - b) Upon receipt of a written request for a dispensation, a meeting of the Sub Committee will be convened (unless a meeting of the Standards Committee is scheduled to take place within a reasonable timeframe), to consider the details of the request and will then do one of the following:-
 - (i) grant a dispensation (in whole or in part) for a specified period not exceeding four years;
 - (ii) reject the request for a dispensation; or
 - (iii) seek further information regarding the request ahead of further consideration at a newly convened meeting, or in accordance with the City Corporation's urgency provisions (Standing Order No. 41).
 - c) The Town Clerk will advise the Member seeking a dispensation of the Sub Committee's decision upon the conclusion of the meeting and will retain a list of action taken in respect of all written requests considered by the Sub Committee.
 - d) The Sub Committee will consist of any three elected Members (voting) and one Co-opted Member (non-voting).
 - e) The quorum shall consist of any three elected Members.

Dispensations Sub Committee – Composition

2. As above, the Sub Committee will consist of any three elected Members (voting) and one Co-opted Member (non-voting) to be drawn from the membership of the Standards Committee.

Meetings of the Dispensations Sub Committee

3. The Standards Committee is currently scheduled to meet 3 times per year. Where requests for a dispensation are received in advance of a scheduled meeting, these requests will be considered by the Committee.

4. When a request for a dispensation is received and where meetings of the Standards Committee are not scheduled to meet within a reasonable timeframe, a meeting of the Dispensations Sub Committee will be convened.