

**ACTION TAKEN BY THE DIRECTOR OPERATIONS ON THE GROUNDS OF URGENCY**

Committee: Asset Development Committee

Date: 9<sup>th</sup> October 2017

Author: Jo Brooks, Director, Operations

[S139]

**1.0 ISSUE**

- 1.1 To note the action taken by the Director Operations on the grounds of urgency regarding the composition of the Mepal Outdoor Centre Working Party.

**2.0 RECOMMENDATION**

- 2.1 That the action taken by the Director Operations, to amend the quorum for the Mepal Outdoor Centre Working Party from 3 to 2, on grounds of urgency be noted.

**3.0 BACKGROUND**

- 3.1 The Mepal Outdoor Centre Working Party was set up by the Asset Development Committee on 3<sup>rd</sup> July 2017, with a membership and quorum of 3 Members.
- 3.2 The Working Party's Terms of Reference were to make recommendations to the Asset Development Committee by 4<sup>th</sup> December 2017 on suitable expressions of interest for the future of the Outdoor Centre.
- 3.3 Because of the need for flexibility, due to the constrained timetable for the tendering process and reporting back to Asset Development Committee and, although dates set for Working Party meetings, there may be some issue that prevents a Member attending a meeting at the last minute, it was considered appropriate to reduce the quorum from 3 Members to 2.

**4.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT**

- 4.1 There are no financial implications resulting from this urgent action.
- 4.2 Equality Impact Assessment (INRA) not required for the purposes of this report.

**5.0 APPENDICES**

- 5.1 Copy of Urgent Action Memo.

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<b><u>Background Documents</u></b>	<b><u>Location</u></b>	<b><u>Contact Officer</u></b>
East Cambridgeshire District Council Constitution: Part 3, Page 34, Paragraph 5.1 Urgent Action Memo dated 10th August 2017	The Grange Ely	Jo Brooks Director, Operations (01353) 665555 jo.brooks@eastcambs.gov.uk