



URGENT DELEGATED DECISION

Date: 23 April 2020

Request to the Head of Paid Service to exercise delegated authority as per Responsibility of Functions in Part IV, page 28 of the Constitution.

“to determine any matter within the referred or delegated powers and duties of a committee / sub committee / board / working which is so urgent that a decision must be made before the next meeting of that committee / sub-committee / board / working group is due to be held.”

Limits on delegation: -

- Before making a decision using this delegated power, The Head of Paid Service shall consult with and take cognisance of the views of the Chairman (or in his absence the VC) of the relevant Committee / Sub-Committee etc; and
- Any decision taken by the Head of Paid Service under this delegated power shall be reported to Members within five working days of the decision taken.

Usual Decision Maker: -

This decision would have been taken by Corporate Policy and Resources Committee but all Committee Meetings have been suspended due to the COVID-19 situation.

Call-in does not apply.

Background

The background to this decision is as detailed in the report titled Committee Timetable 2020/21 and beyond which is published [here](#)

Reason for Urgency and Rationale for use of urgent Delegated Decision

In light of the current COVID 19 situation, an urgent decision is required in order to revise the Committee timetable for 2020/21 civic year, in particular.

The rationale for the decision is contained with the report

Notes of Consultation Relevant to the Decision

The report supporting this decision had been drafted prior to the Council having investigated its ability to meet all requirements of the virtual meeting regulations.

Testing had been positive and therefore if timetabled meetings were not feasible in person by June all meetings with the proposed timetable from June to August inclusive would be held virtually.

All were in agreement Council may be difficult to hold virtually, and Annual Council should only be held at such a time as a meeting "in person" was permissible. In the event that meetings "in person" were not permissible by September, the 7 September Council meeting would not be deemed the Annual Meeting but would be a 'normal' meeting hosted virtually with reduced numbers..

Should the need arise for Council to meet before September, then an additional date could be added to the timetable (using normal procedures).

This decision would need to be kept under constant revision, in line with the Government's Guidance on social distancing measures, with the aspiration being to resume meetings within the Guildhall, as soon as permissible to do so.

A further decision be taken with regards to Annual Council, late July.

There was a need to manage the risk of non-attendance. Group Leaders to be provided with the most up-to-date attendance information and this be to borne in mind going forward. Extensions were permissible to grant if needed.

Decision

- 1. The committee dates for 2020-2021, as appended to the report, be approved, whilst acknowledging and agreeing to the following cancelled, rescheduled and new meetings:**
 - **Overview and Scrutiny Committee be cancelled until September 1 2020;**
 - **Joint Staff Consultative Committee on 28 May 2020 be cancelled;**
 - **The Annual Council that was originally scheduled for 11 May 2020 be cancelled and instead held on September 7 2020 (subject to meeting "in person" being permissible;**
 - **Council in July be cancelled due to the current lack of business;**
 - **An additional date of September 29 be added to the timetable for Governance and Audit Committee to act as a backstop for any late auditing of the Statement of Accounts;**
 - **Prosperous Communities that was due to take place on May 5 2020 be cancelled and any urgent decisions be taken under delegated authority.**
 - **All Meetings within the timetable for June, July and August be held virtually**
 - **The above decision be kept under constant revision and if there have been no changes by late July 2020 the feasibility of holding Annual Council on 7 September be reconsidered.**

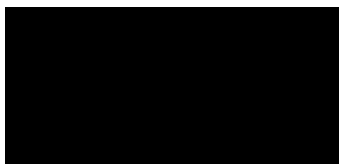
- 2. the indicative committee dates for the years 2021-22, 2022-23 and 2023-24 as appended to the report are noted .**

3. confirmed committee dates for the ensuing year will be submitted for approval to the Corporate Policy and Resources Committee every April.

Financial Detail and Implications

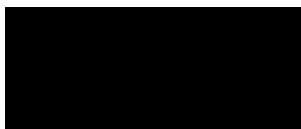
FIN/196/20/JA/CC

No financial implications arising from this report.



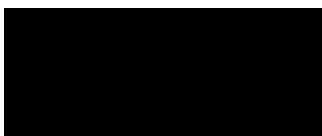
.....
Ian Knowles
Head of Paid Service

As the Chairman of the Corporate Policy and Resources Committee I have been fully consulted on this matter



.....
Leader of the Council

As the Chairman of the Prosperous Communities Committee I have been fully consulted on this matter



.....
Chairman of the Prosperous Communities Committee

As the Leader of the Opposition I have been fully consulted on this matter



.....
Leader of the Opposition.

Date all Members were notified of the decision: 29 April 2020