



**TITLE OF CONSULTATION:** POSTPONEMENT OF ANNUAL COUNCIL

**OFFICER REQUESTING:** SIMON COPLEY  
DEMOCRATIC SERVICES MANAGER & DEPUTY  
MONITORING OFFICER

## **1.0 PURPOSE**

1.1 A completed decision notice is requested to confirm postponement of the meeting of Annual Council scheduled on 14 May 2020 until at least September 2020.

## **2.0 RECOMMENDATION(S)**

2.1 It is recommended that:

- (i) The meeting of Annual Council scheduled on 14 May 2020 to at least September 2020 is endorsed.

## **3.0 REASON FOR RECOMMENDATION(S)**

3.1 Owing to the Covid-19 outbreak and associated restrictions it will not be possible to hold an Annual Council meeting in May 2020 as scheduled. The government has recognised this and allowed councils to postpone these meetings.

## **4.0 SIGNIFICANT RISKS**

4.1 There is no risk involved with postponing the meeting of Annual Council. All appointments made at Annual Council in 2019 will continue until the next meeting.

4.2 The decision has been communicated to Elected Members and was discussed with the Leader in advance of the communication being issued.

## **5.0 IMPLICATIONS**

5.1 The following implications have been identified:

a) Financial  
None.

b) Legal  
The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 allows the postponement of Annual Meetings of Councils.

- c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental and Climate Change, Crime & Disorder)  
None.

## 6.0 MONITORING OFFICER ADVICE

As the date of Annual Council is set by Full Council and can only be changed by Full Council or the Chair, this would normally be a member level decision and is clearly a matter of process, so the Leader and the Chair of Council have been consulted in advance of the decision being communicated to elected members.

## 7.0 CONSULTATION RECORD

According to the Constitution, under urgency powers, decisions usually taken by the Council and its committees are taken by the CEO following consultation with the appropriate elected members.

The appropriate elected members are:

- The Leader of the Council
- The Chair of the appropriate committee, for matters relating to that specific committee<sup>1</sup>
- Relevant Ward member(s), if any, for matters of particular relevance to that ward<sup>2</sup>

Name of consultee	Cllr Cleary – Chair of Council
This was discussed with the Chair of Council on 27 April 2020, who confirmed he was content with the decision.	
Date consultation completed	27-04-20

Name of consultee	Cllr Duncan – Leader of Council
This was discussed with the Leader of the Council on 20 April 2020 prior to a communications being issued to all Elected Members, who confirmed he was happy with this approach.	
Date consultation completed	20-04-20

## 8.0 DECISION

Decision of the CEO based on consultation	The recommendation is agreed
Date	27-04-20

<sup>1</sup> “Chairman of the appropriate Committee” refers to committee specific matters and does not mean that all Committee Chairs will be consulted on everything

<sup>2</sup> “Relevant Ward Member(s), if any” refers to ward specific matters and does not mean that all Members will be consulted on everything