

COUNCIL BUSINESS COMMITTEE

Mid-Year Changes to the Committee Timetable

12 October 2023

Report of the Monitoring Officer

PURPOSE OF REPORT

To ask the Committee to authorise a delegation to the Chief Executive regarding mid-year changes to meeting dates, venues and times after the Committee Meetings Timetable has been approved.

This report is public.

RECOMMENDATIONS

- (1) That the Committee agrees to delegate authority to the Chief Executive, in consultation with the relevant Chair, to change a meeting date, venue or time should this becomes necessary after the timetable has been agreed.**
- (2) That the Monitoring Officer be asked to add this new delegation to the Scheme of Delegation to Officers in the Council's Constitution.**

1.0 Introduction

1.1 This Committee is responsible for agreeing the timetable of Council meetings each year. This includes the date, venue and start time of each meeting.

1.2 Occasionally, it is necessary to change a meeting date after the timetable has been approved. This will be for a specific reason, such as a change in financial reporting schedule or a venue becoming unexpectedly unavailable, and the current method to do this is quite cumbersome and resource intensive. If there is no meeting of the Committee due where a report about the change can be considered, Officers in Democratic Support are required to seek an urgent business decision outside the meeting with a report and decision notice being published. Further to that, a report has to be drafted to report in the decision to the next meeting of the Committee.

2.0 Proposal

2.1 The Scheme of Delegation to Officers in the Council's Constitution list the delegated powers of the Chief Executive and Chief and Senior Officers.

2.2 It is proposed that this Committee authorises a delegation to the Chief Executive to change a meeting date, venue or start time, if this becomes necessary once the

Committee timetable has been agreed. Should the Committee agree to this proposal, the Monitoring Officer would then add this to the list of delegations to the Chief Executive.

3.0 Conclusion

- 3.1 The Committee is asked to consider approving the delegation to the Chief Executive, as set out in this report.

CONCLUSION OF IMPACT ASSESSMENT

(Including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

None identified.

FINANCIAL IMPLICATIONS

None identified.

LEGAL IMPLICATIONS

None identified.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has no comments.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has contributed to the drafting of this report in his name.

BACKGROUND PAPERS

None

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