

COUNCIL BUSINESS COMMITTEE

Urgent Business Decision Taken Between Meetings

Variations to Committee Timetable 16 September 2021

Report of the Chief Executive

PURPOSE OF REPORT

To inform members of an urgent decision taken by the Chief Executive in consultation with the Chair of Council Business Committee to approve variations to dates, times and, in particular, venues for meetings due to the effects of the pandemic.

This report is public.

The report is for noting.

1.0 Background

- 1.1 The Constitution, in its Scheme of Delegation, sets out matters of urgency that are delegated to the Chief Executive. These include where it is necessary for any function of any the Council's committees to be discharged and it is impractical or impossible, by reason of urgency, for the matter to be considered by such committee, to take such action as they consider appropriate, in consultation with the relevant Committee Chair."
- 1.2 Where action is taken under the above, the Chief Executive "shall submit a report to the next Committee meeting recording the urgent circumstances which made the action necessary and detailing the action taken." This is such a report.

2.0 Decision

- 2.1 In May 2021, local authorities were required to cease remote meeting arrangements and return to face to face meetings. To keep risk of infection to a minimum and help ensure that premises were regularly cleaned and surfaces disinfected, it was decided that using Morecambe Town Hall for all meetings would be the best option and that some meetings might need to change start times or dates. However, the timetable – including venues - had been agreed by Council Business Committee on 10 December 2020, so any amendments would also have to be agreed by this committee. As Council Business Committee was not scheduled to meet in time to make the changes, an urgent business decision was taken between meetings.
- 2.2 On 6 June 2021 the Chief Executive, in consultation with the Chair of Council Business Committee took the decision below:-

"To approve that the dates, times and venues for meetings may vary from those approved by Council Business Committee on 10 December 2020 wherever necessary due to the effects of the pandemic."

3.0 Report

- 3.1 The decision (Urgent Business Decision reference UB124) was taken in line with the Scheme of Delegation in the Council's Constitution and this report is required, as set out in paragraph 1.1 above.

CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing) None.	
FINANCIAL IMPLICATIONS None identified.	
LEGAL IMPLICATIONS None identified.	
BACKGROUND PAPERS None	Contact Officer: Debbie Chambers Telephone: 01524 582057 E-mail: dchambers@lancaster.gov.uk Ref: UB124