



Monday, 4 May 2020

Dear Sir/Madam

A meeting of the Council will be held on Wednesday, 13 May 2020 (to be held virtually, via Microsoft Teams) commencing at 7.00pm.

Should you require advice on declaring an interest in any item on the agenda, please contact the Monitoring Officer at your earliest convenience.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Ruth E Hyde'.

Chief Executive

To Councillors: E H Atherton  
S A Bagshaw  
D Bagshaw  
L A Ball BEM  
M Brown (Chair)  
B C Carr  
S J Carr  
M J Crow  
E Cubley  
T A Cullen  
R H Darby  
S Easom  
D A Elliott  
L Fletcher  
J C Goold  
D Grindell  
T Hallam  
M Handley  
M Hannah  
R I Jackson  
E Kerry  
S Kerry

H G Khaled MBE  
L A Lally  
P Lally  
H Land  
R D MacRae  
G Marshall  
J W McGrath  
P J Owen  
J M Owen  
J P T Parker  
J C Patrick (Vice-Chair)  
D D Pringle  
M Radulovic MBE  
P Roberts-Thomson  
R S Robinson  
P D Simpson  
H E Skinner  
C M Tideswell  
I L Tyler  
D K Watts  
E Williamson  
R D Willimott

## A G E N D A

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.

3. MINUTES

(Pages 1 - 12)

To approve as a correct record the minutes of the Council meeting held on 4 March 2020.

4. MAYOR'S ANNOUNCEMENTS

5. ELECTION OF MAYOR

6. APPOINTMENT OF DEPUTY MAYOR

7. RECOGNITION OF POLITICAL LEADERS

The Council is asked to note the members chosen as Leaders and Deputy Leaders of the Council and Opposition and the Leaders and Deputy Leaders of any other groups.

8. ARRANGEMENTS FOR THE DISCHARGE OF FUNCTIONS

APPOINTMENTS TO COMMITTEES AND WORKING GROUPS

To make appointments in accordance with the schedule to be presented the meeting.

9. REPRESENTATION ON OUTSIDE BODIES

To appoint representatives on outside bodies in accordance with the schedule to be presented to the meeting.

10. COMMITTEES AND GOVERNANCE DURING THE CURRENT PERIOD (Pages 13 - 16)

To inform the Council of the changes to legislation that allow for remote meetings, and the impact of the legislation on the Council's ability to make decisions.

11. SCHEME OF DELEGATION (Pages 17 - 18)

To inform the Council of the changes to the scheme of delegation to allow officers to make decisions on behalf of the Council.

12. WAIVER OF SIX-MONTH ATTENDANCE RULE

Section 85 (1) of the Local Government Act 1972 requires a member of a Local Authority to attend at least one meeting of that Authority within a six-month consecutive period, in order to avoid being disqualified as a Councillor. This requirement can be waived and the time limit extended if any failure to attend was due to a reason approved by the Authority, in advance of the six-month period expiring.

**Council is asked to CONSIDER a waiver of the six-month rule under the current circumstances and to RESOLVE accordingly.**

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## COUNCIL

WEDNESDAY, 4 MARCH 2020

Present: Councillor M Brown, Mayor

Councillors:	E H Atherton	L A Lally
	D Bagshaw	P Lally
	S A Bagshaw	H Land
	L A Ball BEM	G Marshall
	B C Carr	J W McGrath
	S J Carr	P J Owen
	E Cubley	J M Owen
	T A Cullen	J P T Parker
	R H Darby	D D Pringle
	S Easom	M Radulovic MBE
	D A Elliott	P M Roberts-Thomson
	L Fletcher	R S Robinson
	J C Goold	P D Simpson
	D Grindell	H E Skinner
	T Hallam	C M Tideswell
	M Handley	I L Tyler
	M Hannah	D K Watts
	R I Jackson	E Williamson
	E Kerry	R D Willimott
	S Kerry	

Apologies for absence were received from Councillors M J Crow, H G Khaled MBE, R D MacRae and J C Patrick.

64. DECLARATIONS OF INTEREST

There were no declarations of interest.

65. MINUTES

The minutes of the meeting held on 18 December 2019 were confirmed and signed as a correct record.

66. MAYOR'S ANNOUNCEMENTS

The Mayor gave a presentation of his engagements since the last Council meeting, which included a long service award to a member of the street

cleansing team. A Diamond Wedding Anniversary had been celebrated in Brinsley and an annual duck race in Toton had been attended. Members were reminded that a number of events were planned for Friday, 8 May across the borough.

67. CORPORATE PLAN 2020 – 2024

The following amendment was proposed by Councillor M Radulovic MBE and seconded by Councillor S J Carr:

This Council accepts that everybody has the right to freedom of speech and peaceful protest and that residents of Broxtowe will have wide and varying opinions on the matter of abortion. However, we believe the vigil by 40 Days for Life outside the Stapleford Health Centre is intimidatory to residents in Broxtowe. Everybody has the right to access NHS healthcare advice and treatment, and this Council believes this access should be unquestioned and unobstructed by any kind of demonstration, project or vigil. Any direction that may be offered by such organisations is not sufficient substitute for professional advice and/or treatment from a doctor or healthcare professional. Furthermore, this Council is of the opinion that such demonstrations should not be directed at potentially vulnerable service users and not located in a place where a service is provided or accessed. We fully support the rights of all residents of Broxtowe to access legal, safe NHS healthcare options, advice and treatments and oppose any attempt to prevent this access, whether positive or otherwise. We propose this is referred to Community Safety to monitor and implement any action they deem needed to ensure the freedom of access.

The amendment was accepted. Members discussed the Corporate Plan and considered it to be a positive document. The Let's Talk consultation had been well received. Officers were commended for their hard work and the 'You said, we did' approach to the document.

68. REFERENCES

68.1 Independent Remuneration Panel – 23 January 2020  
Pay Award and Review of Allowances

Councillors considered the proposals from the Independent Remuneration Panel which had met on 23 January 2020. An award of 2% per annum across the payroll had been set aside in the budget for 2020/21. The Panel had agreed in September 2015 that this should also apply to Member allowance rates. There had been no increase in member's allowances since 2015/16.

**RESOLVED that the basic and special responsibility allowance rates for councillors be increased in line with any pay award increase**

**for the main group of Broxtowe employees (excluding senior managers).**

**68.2 Policy and Performance Committee – 5 February 2020**  
Terms of Reference for Committees

Members considered the amendments to the Constitution. It was noted that responsibilities had changed since the move to a committee system of governance. Extra Committees had also been formulated in May 2019.

**RESOLVED that the Terms of Reference be approved, as amended and the consequential changes to the Constitution be made.**

**68.3 Finance and Resources Committee – 13 February 2020**  
Car Park Charges

Members discussed the options regarding car park charges. It was debated whether income would increase or decline due to the proposed changes.

A recorded vote was proposed by Councillor R I Jackson and seconded by a minimum of five other Councillors. The voting was as follows:

<u>For</u>	<u>Against</u>	<u>Abstention</u>
D Bagshaw	E H Atherton	M Brown
S A Bagshaw	L A Ball BEM	
B C Carr	E Cubley	
S J Carr	S Easom	
T A Cullen	L Fletcher	
R H Darby	J C Goold	
D A Elliott	M Handley	
D Grindell	R I Jackson	
T Hallam	E Kerry	
M Hannah	S Kerry	
L A Lally	J M Owen	
P Lally	P J Owen	
H Land	J P T Parker	
G Marshall	D D Pringle	
J W McGrath	P D Simpson	
M Radulovic MBE	P Roberts-Thomson	
R S Robinson	R D Willimott	
H E Skinner		
C M Tideswell		
I L Tyler		
D K Watts		
E Williamson		

**RESOLVED that the option 3 be approved with the decision to be reviewed one year after its implementation.**

69. REVISIONS TO THE CONSTITUTION

The Committee considered the revisions to the Constitution. Revisions to the Financial Regs (contracts) were needed to reflect current procurement arrangements. The New Procurement Strategy had been approved at Policy and Performance Committee on 3 July 2019. Proper Officer functions were also in need of review in order to reflect the current management structure. The Council has a legal duty to keep its Constitution up to date and in line with legislation.

**RESOLVED that the revisions to the Financial Regs (Contracts) and the Proper Officer Functions be approved.**

70. PAY POLICY

Section 38 of the Localism Act 2001 requires Local Authorities to publish an annual Pay Policy Statement. This is to increase accountability in relation to payments made to senior members of staff.

**RESOLVED that the Pay Policy Statement for 2020/21 be approved.**

71. APPOINTMENT OF INTERIM MONITORING OFFICER

An appointment panel had recommended to the Council that the role of Interim Monitoring Officer be made with immediate effect. The panel had also carried out some shortlisting of further candidates they wished to see with a view to interviews for a permanent candidate for the role.

**RESOLVED that the appointment be made for Broxtowe Borough Council's Interim Monitoring Officer until the Annual Council Meeting 13 May 2020.**

72. TO APPROVE THE REVENUE AND CAPITAL BUDGETS, CAPITAL STRATEGY, TREASURY MANAGEMENT STRATEGY, INVESTMENTS STRATEGY, MEDIUM TERM GENERAL FUND FINANCIAL STRATEGY AND FIX THE COUNCIL TAX FOR THE YEAR COMMENCING 1 APRIL 2020.

The Leader thanked the Environment team for their efforts during the recent floods. Financial help had been made available to those affected. Further measures would be put to the Finance and Resources Committee. It was still uncertainty what the 'fair funding' review would propose in regards to business rates. It was expected to favour those with a social care function, however.

It was confirmed that the level of the New Homes Bonus would be lower for 2020/21 at £110,350.



A proposal to increase Broxtowe Borough Councils element on Council Tax would mean a £5 annual increase for Band D properties. This would ensure sustainable investment and continued growth. The Stapleford Town Deal now had an Executive Board Stakeholder Group and had secured representation from all tiers of local government and the private sector. Investment in parks would continue and money would be set aside for mental health initiatives.

£1,167,316 was to be drawn from the general reserves with an aim to balance the budget over the lifetime of the medium term financial strategy.

The following amendment was moved by the Conservative Group:

The Council is asked to RESOLVE that:

Resolution 1 bullet point 2 be amended to read:

- The general fund revenue budgets as submitted be reduced by £277,716 – comprising additional employee savings of £200,000
- A reduction of £17,716 in member's allowances
- A reduction of £40,000 in car parking income and cancellation of increases to charges
- £20,000 to implement a flood warden scheme with Town and Parish Councils and residents in unparished areas

Bullet point 7 be amended from £1,167,316 to £889,600 accordingly.

A recorded vote was proposed by Councillor R I Jackson and seconded by a minimum of five other Councillors. The voting was as follows:

<u>For</u>	<u>Against</u>	<u>Abstention</u>
E H Atherton	D Bagshaw	M Brown
L A Ball BEM	S A Bagshaw	
E Cubley	B C Carr	
S Easom	S J Carr	
L Fletcher	T A Cullen	
J C Goold	R H Darby	
M Handley	D A Elliott	
R I Jackson	D Grindell	
E Kerry	T Hallam	
S Kerry	M Hannah	
J M Owen	L A Lally	
P J Owen	P Lally	
J P T Parker	H Land	
D D Pringle	G Marshall	
P D Simpson	J W McGrath	

<u>For</u>	<u>Against</u>	<u>Abstention</u>
P Roberts-Thomson	M Radulovic MBE	
R D Willimott	R S Robinson	
	H E Skinner	
	C M Tideswell	
	I L Tyler	
	D K Watts	
	E Williamson	

The amendment, on being put to the meeting, was lost. Members proceeded with the original proposals.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a recorded vote was required. The voting was as follows:

<u>For</u>	<u>Against</u>	<u>Abstention</u>
D Bagshaw	E H Atherton	M Brown
S A Bagshaw	L A Ball BEM	
B C Carr	E Cubley	
S J Carr	S Easom	
T A Cullen	L Fletcher	
R H Darby	J C Goold	
D A Elliott	M Handley	
D Grindell	R I Jackson	
T Hallam	E Kerry	
M Hannah	S Kerry	
L A Lally	J M Owen	
P Lally	P J Owen	
H Land	J P T Parker	
G Marshall	D D Pringle	
J W McGrath	P D Simpson	
M Radulovic MBE	P Roberts-Thomson	
R S Robinson	R D Willimott	
H E Skinner		
C M Tideswell		
I L Tyler		
D K Watts		
E Williamson		

**RESOLVED that:**

1. The recommendations arising from the Finance and Resources Committee meeting of 13 February 2020 as set out below be approved and adopted.
  - The Housing Revenue Account Budget as submitted by approved.

- The General Fund Revenue Budgets as submitted be approved.
  - The Capital Submissions and Priorities within them be approved.
  - The Deputy Chief Executive be authorised to arrange the financing of the capital programme as necessary.
  - An amount of £25,000 be provided for General Contingency in 2020/21.
  - The Council Tax Requirement for 2020/21 including special expenses (but excluding local precepting requirements) be £5,704,431.
  - An amount of £1,167,316 be withdrawn from the General Fund reserve in 2020/21.
  - An amount of £30,000 be added to General Fund non-earmarked reserves in 2020/21.
  - The Capital Strategy be approved.
  - The Minimum Revenue Provision policy as set out be approved.
  - The Treasury Management Strategy be approved.
  - The General Fund Medium Term Financial Strategy be approved.
2. It be noted that, at its meeting on 9 January 2020, the Finance and Resources Committee approved the following amounts for the year 2020/21 in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012:
- (a) 34039.14 being the amount calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, as its council tax base for the year.
- (b) Part of the Council's area
- |                              |           |
|------------------------------|-----------|
| Parish of Awsworth           | 616.53    |
| Parish of Brinsley           | 698.38    |
| Parish of Cossall            | 208.36    |
| Parish of Eastwood           | 2,850.82  |
| Parish of Greasley           | 3,691.70  |
| Parish of Kimberley          | 1,830.74  |
| Parish of Nuthall            | 2,267.06  |
| Parish of Stapleford         | 4,142.08  |
| Parish of Trowell            | 821.45    |
| Beeston Special Expense Area | 16,736.77 |
- being the amounts calculated by the Council, in accordance with regulation 6 of the Regulations as the amounts of its council tax base for the year for dwellings in those parts of its area to which one or more special items relate.

The amount calculated for dwellings in those parts of its area to which no special item relates is 175.25.

3. The following amounts be now calculated by the Council for the year 2020/21 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 (the Act) as amended:

- (a) £52,254,342 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (2) of the Act.
- (b) £45,672,399 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the Act.
- (c) £6,581,943 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with Section 31A (4) of the Act, as its council tax requirement for the year.
- (d) £193.36 being the amount at 3(c) above divided by the amount at 2(a) above, calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its council tax for the year.
- (e) £902,512 being the aggregate amount of all special items (including parish precepts and special expenses) referred to in Section 34(1) of the Act.
- (f) £166.85 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by the amount at 2(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates.

(g) Part of the Council's Area

Parish of Awsworth	£296.92
Parish of Brinsley	£260.17
Parish of Cossall	£222.74
Parish of Eastwood	£203.81
Parish of Greasley	£225.18
Parish of Kimberley	£233.99
Parish of Nuthall	£220.13
Parish of Stapleford	£185.22
Parish of Trowell	£264.24
Beeston Special Expense Area	£168.34

being the amounts given by adding to the amount at 3(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 2(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one or more special items relate.

h) PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A £	B £	C £	D £	E £	F £	G £	H £
Parish of Awsworth	197.9	230.9	263.9	<b>296.9</b>	362.9	428.8	494.8	593.8
Parish of Brinsley	173.4	202.3	231.2	<b>260.1</b>	317.9	375.8	433.6	520.3
Parish of Cossall	148.4	173.2	197.9	<b>222.7</b>	272.2	321.7	371.2	445.4
Parish of Eastwood	135.8	158.5	181.1	<b>203.8</b>	249.1	294.3	339.6	407.6
Parish of Greasley	150.1	175.1	200.1	<b>225.1</b>	275.2	325.2	375.3	450.3
Parish of Kimberley	155.9	181.9	207.9	<b>233.9</b>	285.9	337.9	389.9	467.9
Parish of Nuthall	146.7	171.2	195.6	<b>220.1</b>	269.0	317.9	366.8	440.2
Parish of Stapleford	123.4	144.0	164.6	<b>185.2</b>	226.3	267.5	308.7	370.4
Parish of Trowell	176.1	205.5	234.8	<b>264.2</b>	322.9	381.6	440.4	528.4
Beeston Special Expense Area	112.2	130.9	149.6	<b>168.3</b>	205.7	243.1	280.5	336.6
All other parts of the Council's Area	111.2	129.7	148.3	<b>166.8</b>	203.9	241.0	278.0	333.7

being the amounts given by multiplying the amounts at 3(f) and 3(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in Valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

4. That it be noted for the year 2020/21 the Nottinghamshire and City of Nottingham Fire and Rescue Authority, Nottinghamshire County Council and the Nottinghamshire Police and Crime Commissioner are proposing the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:

Precepting Authority	VALUATION BANDS							
	A £	B £	C £	D £	E £	F £	G £	H £
Nottinghamshire County Council	1,023.30	1,193.85	1,364.40	<b>1,534.95</b>	1,876.05	2,217.15	2,558.25	3,069.90
Nottinghamshire Police and Crime Commissioner	152.88	178.36	203.84	<b>229.32</b>	280.28	331.24	382.20	458.64
Nottinghamshire and City of Nottingham Fire and Rescue Authority	54.24	63.28	72.32	<b>81.36</b>	99.44	117.52	135.60	162.72

5. That, having calculated the aggregate in each case of the amounts at 3(h) and 4 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of council tax for the year 2020/21 for each of the categories of dwellings shown below:

PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A £	B £	C £	D £	E £	F £	G £	H £
Parish of Awsworth	1,428.37	1,666.43	1,904.49	<b>2,142.55</b>	2,618.67	3,094.39	3,570.92	4,285.10
Parish of Brinsley	1,403.87	1,637.84	1,871.82	<b>2,105.80</b>	2,573.76	3,041.31	3,509.67	4,211.60
Parish of Cossall	1,378.91	1,608.73	1,838.55	<b>2,068.37</b>	2,528.01	2,987.25	3,447.28	4,136.74
Parish of Eastwood	1,366.29	1,594.01	1,821.72	<b>2,049.44</b>	2,504.87	2,959.90	3,415.73	4,098.88
Parish of Greasley	1,380.54	1,610.63	1,840.72	<b>2,070.81</b>	2,530.99	2,990.77	3,451.35	4,141.62
Parish of Kimberley	1,386.41	1,617.48	1,848.55	<b>2,079.62</b>	2,541.76	3,003.50	3,466.03	4,159.24
Parish of Nuthall	1,377.17	1,606.70	1,836.23	<b>2,065.76</b>	2,524.82	2,983.48	3,442.93	4,131.52
Parish of Stapleford	1,353.90	1,579.55	1,805.20	<b>2,030.85</b>	2,482.15	2,933.05	3,384.75	4,061.70
Parish of Trowell	1,406.58	1,641.01	1,875.44	<b>2,109.87</b>	2,578.73	3,047.19	3,516.45	4,219.74
Beeston Special Expense Area	1,342.65	1,566.42	1,790.20	<b>2,013.97</b>	2,461.52	2,908.67	3,356.62	4,027.94
All other parts of the Council's Area	1,341.65	1,565.26	1,788.87	<b>2,012.48</b>	2,459.70	2,906.52	3,354.13	4,024.96



## Report of the Chief Executive

### **COMMITTEES AND GOVERNANCE DURING THE CURRENT PERIOD**

#### 1. Purpose of report

To inform the Council of the changes to legislation that allow for remote meetings, and the impact of the legislation on the Council's ability to make decisions.

#### 2. Background

As a consequence of government guidelines regarding social distancing, a number of regulation changes have been made to procedure rules under section 78 of the Coronavirus Act 2020. In brief, the changes relate to councils having the capability to hold meetings remotely. The rules are in place until 7 May 2021.

#### 3. Governance Issues

In order to maintain the Council's decision-making processes, the use of the Chief Executive's Urgency Powers have been utilised in accordance with the Constitution. The Policy and Performance Committee has the capability to consider items that could not be submitted to other Committees, and whilst the Policy and Performance Committee may be used as an over-arching decision-making committee in the short-term, it is proposed that the full Committee programme is rolled-out as soon as is practicable.

The Interim Monitoring Officer has stated that temporary standing orders will be provided to accommodate the meetings, however, this will be undertaken as and when necessary.

It is planned to issue devices to councillors to suit their needs at an estimated cost of approximately £49,000. The devices will have the ability to be used in conjunction with the committee management system the Council uses and will enable members to read, store and annotate committee papers at will.

#### 4. Meetings procedure

Attached in the appendix is a meetings procedure adapted and amended from the Association of Democratic Services Model Procedure. As a procedure, it is not necessary to amend the Constitution, however, it will provide guidance to chairs, committee members and officers during this period of change.

### **Recommendation**

**The Council is asked to NOTE the report.**

### **Background papers**

Nil

**APPENDIX****Meeting Procedures**

1. The meeting facilitator's role will be to control the video, telephone or conferencing technology employed for remote access and attendance and to administer the public and member interaction, engagement and connections on the instruction of the Chair.
2. The Council will endeavour to implement a solution that will enable members participating in meetings remotely to indicate their wish to speak via this solution, replacing the physical practices or rules concerning raising one's hand or standing to be recognised or expressing a desire to speak.
3. It will assist the meeting if those members who wish to speak on a particular item could indicate their wish to speak to the Chair and to the relevant officer in advance of the start of the meeting where possible. Political groups are also encouraged to co-ordinate this activity wherever possible in respect of full Council meetings and other meetings likely to result in a high number of those who wish to speak.
4. The Chair will follow the rules set out in the Council's Constitution when determining who may speak, as well as the order and priority of speakers and the content and length of speeches in the normal way.
5. The Chair, at the beginning of the meeting, will explain the protocol for member and public participation and the rules of debate. The Chair's ruling during the debate will be final.
6. Members are asked to adhere to the following etiquette during remote attendance at a meeting:
  - Committee members are asked to join the meeting no later than twenty minutes before the start to allow themselves and the meetings facilitator the opportunity to test the equipment.
  - Any camera should show a non-descript background or, where possible, a virtual background and members should take care to not allow exempt or confidential papers to be seen in the video-feed.
  - Type their name on joining the meeting in full, whether they are substituting for another councillor, whether they have received the apologies of another councillor or, whether they wish to declare an interest on an item on the agenda and the nature of that interest.
  - All members to have their video turned off and microphones muted when not talking.
  - Rather than raising one's hand or rising to be recognised or to speak, members should avail themselves of the remote process for requesting to be heard.
  - Members are to use the chat facility to indicate to the chair that they wish to speak. Members will unmute their microphone and turn their

cameras on when the Chair invites them to speak. The chat facility must not be used for private conversations between councillors.

- Only speak when invited to by the Chair.
  - Only one person may speak at any one time.
  - When referring to a specific report, page, or slide, mention the report, page, or slide so that all members have a clear understanding of what is being discussed at all times.
7. Where members of the public are exercising speaking rights at the meeting via remote attendance, the Chair will as part of their introduction explain the procedure for their participation which will reflect those relevant elements of the above. Members of the public must adhere to this procedure otherwise they may be excluded from the meeting.
8. When the Chair is satisfied that there has been sufficient debate and (if the rules of the meeting require) there is a proposer and seconder for the item being discussed the Chair will progress to making a decision. Unless a recorded vote is called, the method of voting will be at the Chair's discretion and will be by one of the following methods:
- a vote by electronic means; or
  - an officer calling out the name of each member present with members stating 'for', 'against', or 'abstain' to indicate their vote when their name is called with the relevant officer clearly stating the result of the vote and the Chair then moving onto the next agenda item; or
  - by the general assent of the meeting.
9. Details of how Members voted will not be kept or minuted unless a recorded vote is called. Where a recorded vote is requested the relevant officer will ask members in turn to signify verbally whether or not they support that request.

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## Report of the Chief Executive

### SCHEME OF DELEGATION

#### 1. Purpose of report

To inform the Council of the changes to the scheme of delegation to allow officers to make decisions on behalf of the Council.

#### 2. Background

The Councils management has gone through a structural change over the past two years and this has driven the changes to the Scheme of Delegation. Much of the delegated decisions were allocated to the Directors of the Councils' management. This change to the Scheme proposes to allow for more of those delegations to be distributed to Heads of Service who are responsible for their areas of specialism within the Council, as well as simplifying those delegations. The revised scheme also seeks to establish a clear management structure and allows for any subsequent changes to the Officers of the establishment.

#### 3. Governance Issues

The delegation of functions to the Officers by the Council under the Scheme does not prevent the subsequent carrying out of those functions by the delegating body. Similarly, an Officer who subsequently delegates a function is not prevented from carrying out that function themselves.

The Scheme provides that the Chief Executive, following consultation with the Leader of the Council, shall have the power to allocate any new functions of the Council, or a function which has not been allocated under this Scheme, to the Officer (including herself), which she considers most appropriate to perform the function.

The Scheme is not definitive on all sources of delegation (for example, powers to manage and deal with land are derived from several statutory sources) and the intention is that all functions are delegated under all enabling powers.

The revised Scheme will be circulated separately to the agenda.

#### Recommendation

**The Council is asked to RESOLVE that the revised Scheme of delegation be approved.**

#### Background papers

Nil

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