

Officer decision record

Officer: Monitoring Officer	Service: Democratic Services
<p>Delegated power being exercised</p> <p>Article 13 of the Constitution allows that “the Monitoring Officer, in consultation with the Head of Paid Service and relevant Portfolio Holder, has delegated authority to make minor amendments to the Constitution arising from changes to legislation, changes to staffing structures or job descriptions or changes in terminology. The Monitoring Officer also has authority to amend the Constitution to implement decisions of the Leader in relation to the delegation of executive functions to the Cabinet.”</p>	
Subject of decision	Quorum of Council and Committee meetings
Decision taken (specify precise details)	<p>Following a decision of the High Court on 28 April, it was confirmed that Council meetings would be required to resume in person on 7 May.</p> <p>Coronavirus regulations and guidance indicate that only those necessary should attend meetings that are in person as opposed to virtual. At present, the Council’s quorum levels are set at one third of the Council or Committee being present, however the statutory minimum as set in the Local Government Act 1972 is one quarter.</p> <p>It is therefore determined to set the Council’s quorum level to one quarter on a temporary basis until 30 June 2021.</p> <p>Further decisions on the operation of Council meetings will then be made based on the emerging government guidance and associated regulations.</p>
Reasons for the decision (specify all reasons for taking the decision including, where necessary, reference to council policy)	This decision is being taken to comply with the present government guidance and regulations, as set out above.

<p>Alternative options considered (if appropriate)</p>	<p>To retain the quorum levels at present thresholds. However, this may mean more members attending than is strictly necessary, and limit the potential venues for holding Council meetings.</p> <p>It is important to note that this does not mean that Council meetings will only take place with a quorum of Councillors present; the most appropriate way to operate meetings will be considered on a case-by-case basis.</p>
<p>Background/reports/information considered and attached (legal, personnel, financial implications and so on)</p>	<p>None</p>
<p>Parties consulted before the decision has been taken</p>	<p>Leader; Portfolio Holder for Governance; Leaders of the Minority Groups; members of the Constitution Review Group</p>

Conflicts of interest declared by executive members consulted, including whether the Chief Executive has authorised councillors with conflicts to continue to act

None

Decision

As outlined in 'decision taken' section of this form above

Signature and date



Leah Mickleborough, Monitoring Officer
29 April 2021