

**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL
RECORD OF CHIEF OFFICER/HEAD OF SERVICE DECISION**

This form should be used to record key and other decisions made by Chief Officers and Heads of Service. The contact officer will ensure that the signed and completed form is given to Democratic Services as soon as reasonably practicable after the decision has been taken.

A key decision shall not be taken unless notice of the item has been published at least 28 days before the decision is to be taken except where:

- a General Exception notice has been published under Rule 15 of the Access to Information Procedure Rules and the Chairman of Scrutiny and Overview Committee has been informed in writing; or
- where a Special Urgency notice has been published under Rule 16 of those Rules and the Chairman of Scrutiny and Overview Committee has agreed the decision is urgent.

Unless permission has been obtained from the Chairman of Council and the Chairman of the Scrutiny and Overview Committee that a key decision may be treated as a matter of urgency under Rule 12.19 of the Scrutiny and Overview Committee Procedure Rules, any key decision will come into force, and may then be implemented, on the expiry of five working days after the publication of the decision, unless called in under Rule 7 of the Budget and Policy Framework Procedure Rules or Rule 12 of the Scrutiny and Overview Committee Procedure Rules. Where consent has been obtained to exempt the decision from call-in, this will be specified below. Only key decisions of an officer are subject to call-in.

Decision Taker	Chief Executive
Subject Matter	Convening of Ordinary Council Meeting - 21 May 2020
Ward(s) Affected	None
Date Taken	Thursday, 7 May 2020
Contact Officer	Kathrin John, Democratic Services Team Leader kathrin.john@scambs.gov.uk (kathrin.john@scambs.gov.uk)
Date Published	Thursday, 7 May 2020
Call-In Expiry	N/A
Key Decision?	No
In Forward Plan?	No
Urgent?	No

Purpose / Background

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, permits authorities to dispense with the requirement to hold an annual meeting this municipal year and to allow appointments which normally would have been made at the annual meeting to continue until the next annual meeting of the authority **or** until such time as the authority may determine.

Council Standing Order 6 authorises the proper officer (Chief Executive) to give notice of the time and place of any meeting and Standing Order 5 provides that the times and places of meetings will be determined by the proper officer and notified in the summons for the meeting. The Delegation Rules contain a power for the Chief Executive to exercise any power or function, which is in law capable of delegation, in any emergency threatening life, limb or substantial damage to property within the District. The Chief Executive is required to consult with the Leader and the exercise of the power is limited to the minimum necessary to deal with the emergency and shall be reported to the next meeting of Cabinet or Council, whichever is first.

In view of the fact that the Council meeting in April was cancelled due to the Covid 19 emergency and the last Council meeting was in February, there is a need for the Council meeting to

concentrate its focus on key priorities. The Chief Executive, after consultation with the Leader, Chairman of the Council, and the other Group Leaders, has agreed to convene an ordinary meeting of the Council on Thursday 21 May 2020, in place of the Annual Meeting originally scheduled for that date. This decision will be reported to the Council meeting.

Declaration(s) of Interest
Record below any relevant interest declared by any executive Member consulted or by an officer present in relation to the decision.

None

Dispensation(s)
In respect of any conflict(s) of interest declared above, record below any dispensation(s) granted by the Council's Standards Committee.

None

Consultation
Record below all parties consulted in relation to the decision.

Chairman of the Council and the Group Leaders

Other Options Considered and Reasons for Rejection

Option 1: To hold Annual Council on 21 May 2020
Reason for Rejection: The Council needs to concentrate its focus on key priorities/other council business in view of the Covid 19 emergency. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, permit authorities to dispense with the requirement to hold an annual meeting this municipal year and to allow appointments which normally would have been made at the annual meeting to continue until the next annual meeting of the authority **or** until such time as the authority may determine.

Final decision	Reason(s)
Following consultation with the Leader, Chairman of the Council and the other Group Leaders, in exercise of the Chief Executive's authority in Council Standing Order 5 and 6 and the emergency delegation in paragraph 3.5.2 of the Delegation Rules, and in pursuance of the provisions in Regulation 4 of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, the Chief Executive has agreed to call an ordinary meeting of the Council on Thursday, 21 May 2020, in place of the Annual Meeting originally scheduled for that date.	Due to the Covid 19 emergency and the need for the Council to concentrate its focus on key priorities.

Signed	Name (CAPITALS)	Signature	Date
Lead Cabinet Member (where required by the Constitution)	Signed copy available upon request from Democratic Services (democratic.services@scambs.gov.uk)		
Chief Officer			

Further Information

