



GOVERNANCE COMMITTEE

8th January, 2020

Subject Heading:

Change of Council date

SLT Lead:

Andrew Blake-Herbert, Chief Executive

Report Author and contact details:

John Jones, Monitoring Officer

Policy context:

The Councils Constitution

Financial summary:

There are no financial implications

The subject matter of this report deals with the following Council Objectives

Communities making

Havering

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Places making

Havering

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Opportunities making

Havering

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Connections making

Havering

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| SUMMARY |
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At the last meeting of the Committee Members considered a report detailing the reasons for the change of the date of the September meeting of Council. Members requested a further report setting out proposals to amend the Constitution to allow the Mayor in consultation with Group Leaders to amend or cancel agreed meetings of Council.

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| RECOMMENDATIONS |
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1. That Council is recommended to amend the Council Procedure Rules to include the following provision under Part 2: Ordinary Meetings

“That the authority to amend the date of a Full Council meeting or cancel a meeting(s) of Full Council is delegated to the Mayor, following consultation with Group Leaders”.

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| REPORT DETAIL |
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2. There is a requirement under the Local Government Act 1972 that Council meetings will be held in accordance with the timetable of meetings fixed by the Council, usually at its annual meeting.
3. The Councils Constitution provides for Ordinary meetings of the Council to be held in accordance with a programme decided by Council, at the last ordinary meeting of the preceding year. The Constitution sets out what should be considered at such meetings, but it fails to make provision if it is necessary to either change the date of a meeting or cancel it.
4. As the Council's Constitution is silent on how a date of a Council meeting should be changed and it is acknowledged that it could always be necessary to change a date which was fixed months earlier, the recommendation in this report addresses this omission. The previous practice has been to consult the Mayor only, as the agreeing of a programme of meetings is a Council function and not an Executive function.
5. Statute provides for three types of Council meetings:
 - Annual meetings
 - Ordinary meetings and
 - Extraordinary meetings
6. Each of these meetings must be called formally by giving notice of the date, time and place of the meeting and the service of a summons signed by the Proper Officer. At least five clear days' notice is required to be given. Subject to these requirements being met the meeting is legally called and the business on the agenda can be dealt with.

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| IMPLICATIONS AND RISKS |
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7. Financial implications and risks:

There are no direct financial implications in respect of the contents of this report.

8. Legal implications and risks:

The legal implications are as set out in the body of the report.

9. Human Resources implications and risks:

There are none directly associated with this report.

10. Equalities implications and risks:

No one was adversely affected as a result of the change of date of the September meeting of the Council. The same business was transacted but on a different day. Public notice was given of the change of date.

BACKGROUND PAPERS: None