

Allerdale Borough Council

Council – 1 March 2023

Governance Update Report

Portfolio holder	Councillor M Fitzgerald, PH Policy, Governance and People Resources
Report from	Sharon Sewell, Chief Officer Place & Governance, Monitoring Officer
Wards affected	All wards
Is this a key decision	No

1.0 The reason for the decision

1.1 As a result of Local Government Reorganisation Allerdale Borough Council will cease to exist with effect from 1 April 2023. As such the council's calendar of meetings is concluding with final meetings of committees and panels taking place throughout March 2023. It is therefore necessary to seek approval to delegate authority for the sign-off of the final set of Council minutes and any subsequent committee/panel meeting minutes, to the Monitoring Officer in consultation with the Mayor or relevant committee Chair.

2.0 Recommendations

2.1 That the Monitoring Officer, in consultation with the Mayor of Allerdale, be delegated authority to sign off the minutes of this Council meeting, 1 March 2023, as an accurate record of the meeting on behalf of Council;

2.2 That the Monitoring Officer, in consultation with the relevant committee Chairs, be delegated authority to sign off the minutes of scheduled meetings in March as an accurate record of the meeting on behalf of the committee;

2.3 That the following sets of minutes be signed off by Council as an accurate record;

- Independent Panel for Councillors Allowances, 16 December 2021
- Standards Committee, 12 August 2021 and 24 February 2022
- Harrington Harbour and Dock Board, 31 January 2023
- Chief Officers Employment Panel, 9 September 2022 and 28 September 2022

3.0 Background and Introduction

- 3.1 As set out in the Local Government Act 1972 Sch. 12 paragraph 41, and paragraph 4.24 of the Councils Constitution, minutes of a local authority meeting must be signed at a next meeting as confirmation of a true and accurate record of that meeting.
- 3.2 Agreement is therefore required for a process to sign-off final sets of minutes where no future meeting will be available to deal with minutes in the usual manner.

4.0 Delivery arrangements

- 4.1 It is suggested that authority for the sign-off of the final set of Council minutes be delegated to the Monitoring Officer, in consultation with the Mayor, all members present at the meeting having been given the opportunity of five working days in which to provide comment on the accuracy of the minutes.
- 4.2 Members will be sent electronic copies of the draft minutes for review. Once the review period has ended and any inaccuracies have been amended, the minutes will be signed off and published on the Council's website.
- 4.3 There are some committees and panels who are still to hold their final meetings later in the month, it is suggested that authority for the sign-off of their final set of minutes be delegated to the Monitoring Officer, in consultation with the relevant Chair. Again all members present at the meetings will be given the opportunity of five working days in which to provide comment on the accuracy of the minutes.
- 4.4 In the event that an urgent meeting such as a regulatory panel is required before 31 March 2023 the same approach is proposed.
- 4.5 In addition, there is a small number of draft minutes from previous meetings that are awaiting sign-off which Council are now requested to receive and approve. Those minutes are;
- *Independent Panel for Councillors Allowances, 16 December 2021*
 - *Standards Committee, 12 August 2021 and 24 February 2022*
 - *Harrington Harbour and Dock Board, 31 January 2023*
 - *Chief Officers Employment Panel, 9 September 2022 and 28 September 2022*

5.0 Implications and Impact

5.1 Contribution to Council Strategy Priorities, Outputs and Outcomes

5.2 Finance/Resource implications

Not applicable to this report.

5.3 Legal and governance implications

Local Government Act 1972 Sch. 12 paragraph 41 the law requires that minutes of a meeting must be confirmed at the following meeting.

5.4 Increasing satisfaction and service

Not applicable to this report.

5.5 Equality impacts

Equality impacts have been considered.

5.6 Health and Safety impacts

There are no health and safety implications directly associated with this report.

5.7 Health, wellbeing and community safety impacts

There are no health, wellbeing and community safety implications directly associated with this report.

5.8 Environmental/sustainability impacts

There are no environmental/sustainability implications directly associated with this report.

5.9 Other significant implications

None

Appendices attached to this report

Appendix number	Title of appendix
1	Minutes of Independent Panel for Councillors Allowances 16/12/21
2	Minutes of Standards Committee 12/8/21 and 24/2/22
3	Minutes of Harrington Harbour & Dock Board 31/1/23
4	Minutes of Chief Officers Employment Panel 9/9/22 and 28/9/22

Background documents available

Name of background document	Where it is available
N/A	

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