

**BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK**

**RECORD OF DECISION TAKEN BY OFFICERS UNDER DELEGATED POWERS**

This is a record of a decision taken by an officers under delegated powers and where necessary taken in consultation with members and officers.

**INTERIM MEETING ARRANGEMENTS**

**Delegated Power**

Specify the particular delegated power being exercised by reference to the Delegation Scheme or Cabinet minute and date.

Cabinet 3 August 2021 and Council Meeting of 9 September 2021, CAB28. That a further review of council meetings is conducted at the end of September 2021, when the impact of the relaxing of national Covid measures are more widely known. Delegation to the Chief Executive in consultation with Group Leaders.

**Decision Taken**

Specify precise details of the decision taken

The interim meeting arrangements to address the covid situation were extended at the end of September 2021 for a further three months. Due to the omicron variant and the high and rising number of cases in January 2022 these interim arrangements were extended in consultation with the Group Leaders.

A Notice of Motion was presented at the Council meeting on 23 February 2022 which proposed that:

*'all future Council meetings will be held no earlier than 6.30pm and will not start beyond 7pm. For avoidance of doubt the word "Council" embraces all types of Council meetings as in Part 2 of the Constitution Article 4., Para 4.02 and all Scrutiny and Overview Committees (Article 6).'*

It was resolved that the Motion be referred to Cabinet and relevant Panels for consideration and recommendations back to Council.

In discussion with the Chair of Corporate Performance Panel (CPP) this item will be included on the agenda for the CPP meeting on 13 April 2022 and will consider setting up a Working Group. Subject to the decision at CPP, it is anticipated that the Working Group will report back to CPP at the meeting on 15 June 2022 and a report will be prepared for the Cabinet meeting on 21 June 2022 with a recommendation to full council on 14 July 2022.

In view of the above, and the rise in the number of covid cases, it has been discussed with Group Leaders that the interim meeting arrangements should remain in place pending consideration of the report at full Council and therefore apply to all meetings up to and including 21 July 2022. This decision is supported by the Group Leaders for the Conservative and Labour Groups.

The Group Leader for the Independent does not support the extension of the interim arrangements and requests that *'from April, all meetings revert to the timings pre Covid and that appropriate officers attend them in person. This is merely a return to the conditions of service accepted by all current councillors when they were elected'*

**Reasons for the Decision**

Specify all reasons for taking the decision

To enable:

council meetings to proceed according to legislation whilst maintaining COVID-19 secure at all times and reducing any associated risk to officers, members and the public

the Motion has been considered by CPP and Cabinet and recommendations back to full Council

meeting arrangements to continue to be made for all meetings up to full Council on 14 July 2022 and those 5 working days after this date to ensure timely publication of the meeting arrangements

**Options considered**

As detailed in the report to Cabinet dated 3 August 2021

**Any declarations of interest and details of any dispensations granted in respect of interests.**

**List of Background papers**

Cabinet Report d/d 3 August 2021  
Council Minutes d/d 9 September 2021  
Council Minutes 23 February 2022

**Authorisation**

Post Held Chief Executive

Signature



Date 23 March 2022

**Consultation with members/officers**

**If the decision is taken following consultation with the members/officers, please give details:**

**Signed by Member as consulted:**



**Cllr Dark**



**Cllr Parish**



**Cllr Joyce**

Date 23 March 2022

**Pre-Screening Equality Impact Assessment**

Borough Council of  
**King's Lynn & West Norfolk**



Name of policy/service/function	Interim Meeting Arrangements				
Is this a new or existing policy/ service/function?	Existing				
Brief summary/description of the main aims of the policy/service/function being screened.  Please state if this policy/service rigidly constrained by statutory obligations	Extension of interim meeting arrangements				
<b>Question</b>	<b>Answer</b>				
<p><b>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</b></p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
<b>Question</b>	<b>Answer</b>	<b>Comments</b>			
<p><b>2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?</b></p>	Yes / No	<p>Members of the public have an improved ability to observe and take part in the democratic process. They can physically attend the meetings and/or where they have access to the necessary technology can watch live via Zoom or Youtube and could be invited to participate via Zoom.</p> <p>The ability to access the meeting digitally from home or their choice of place may be beneficial for those reliant upon with public transport, those on low incomes or those with mobility issues.</p> <p>The ability to view/listen to the live/recorded proceedings may also provide a richer experience than relying upon the written agenda, reports and minutes.</p>			
<p><b>3. Could this policy/service be perceived as impacting on communities differently?</b></p>	Yes / No				
<p><b>4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?</b></p>	Yes / No				
<p><b>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</b></p>	Yes / No	<p><b>Actions:</b></p> <p><b>Actions agreed by EWG member:</b> Name .....</p>			
<p><b>Assessment completed by:</b> <b>Name</b></p>					
<p><b>Job title</b></p>	<p><b>Date</b></p>				

**Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.**